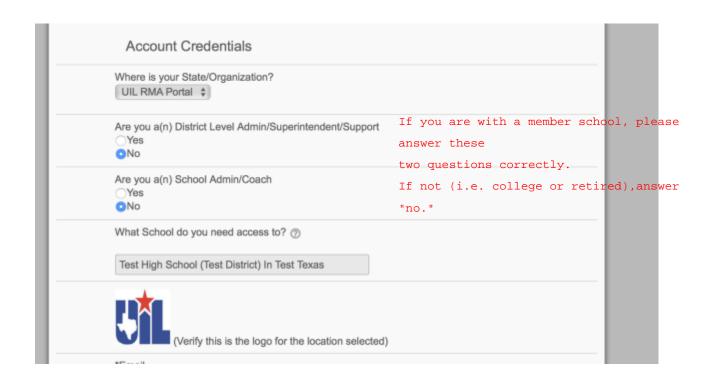
Dear Contest Manager,

This new system replaces our previous registration system. You will need to create a new account to access Register My Athlete. uil.registermyathlete.com. AVOID USING FIREFOX IT APPEARS TO CREATE ISSUES.

- 1. Go to uil.registermyathlete.com and create an account.
- 2. When asked Your school, if not associated with a school in UIL, is Test High School. It will pop up in the pulldown menu.



3. Answer security questions. These will be used to verify your account if you lose your email or password. Click "Save My Security Questions/Answers."

4. Choose your Role. (School Staff: One-Act Play Contest Manager – Found at the very bottom of the list.) Click "Submit."

*Please select what your role will be:	School Staff Principal - Campus (This role requires approval) Asst (Assoc-Dean) Principal - Campus (This role requires approval) Secretary - Campus (This role requires approval) Academic Coordinator - HS Campus (This role requires approval) Academic Coach / Theatre Director - High School Campus Athletic Administrator (This role requires approval) HS Campus Coordinator Girls - Athletics (This role requires approval) HS Campus Coordinator Boys - Athletics (This role requires approval) High School Head Coach High School Assistant Coach Director Orchestra - Music Director Choir - Music Director Band - Music Athletic Trainer Weight Management Assessor JH Campus Coordinator Girls - Athletics (This role requires approval) JH Campus Coordinator Boys - Athletics (This role requires approval)
	Junior High Head Coach Junior High Assistant Coach
	Sumon riight Assistant Guauti
	Committee
	DEC Member (This role requires approval) DEC Chair (This role requires approval)
	School Staff
	One-Act Play Contest Manager Role Added
	Finished

- 5. Begin a Registration by clicking the "Registrations and Training" tab at the left of the screen.
- 6. Then click "My Registrations."
- 7. Then click "+ Start New Registration." Important -
- 8. Select the activity (Theatre) and select your role from the drop down box to the right. (Contest Manager)

Scroll down and click "Submit."

Weight Management Assessor	
☐Theatrical Design	
☑Theater	One-Act Play Contest Manage 💠
☐ Team Tennis	
Spelling & Vocabulary	

- 7. Continue your registration by clicking on "Registrations." This will take you to the Registration Checklist.
- 8. The page will show you all you need to complete to finish your registration.
- 9. Complete Training modules by clicking on a Module. You should see "One-Act Play Contest Manager" on the Theatre line.
- 10. There are 11 modules in the certification. Read the material and then take the test. You may take the modules at different times by logging out and the logging back in.

Make sure you select a password you can easily remember. GOOD LUCK!

IF YOU HAVE ANY QUESTIONS PLEASE EMAIL <u>support@registermyathlete.com</u> OR CALL 435-213-1601 M-F 7 A.M.- 6 P.M. MST