How to Upload Atavus Certificate

- 1. Log into account
- 2. Click on Registration and Training on the left toolbar



3. Click on My Registrations



4. If you have not already started a new registration for the 19-20 school year, you will need to start one by selecting the sport and positions.

Home	Ľ		S
S	Alice ISD	Rr gistrations - Admin, UIL (Alice)	ע≡
U	Start New Registration		
Logout	Search:		Show 50 ¢ entries
District	Registrations	^ Role	Status
	Football 11 Man	High School Head Coach	Incomplete
Navigation	Showing 1 to 1 of 1 entries		Previous 1 Next
? Need Help?			

5. Once you have an active registration, click on the football line item.

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Accounts	Alice ISD	Registrations - Admin	ı, UIL (Alice)	ঀ≡
(1)	Start New Registration			
Logout	Search:			Show 50 \$ entries
District	Registrations		* Role	Status
:=	Football 11 Man		High School Head Coach	Incomplete
Navigation	Showing 1 to 1 of 1 entries			Previous 1 Next
? Need Help?				

6. At the bottom of the checklist is a place to upload documents. Click 'Upload Document'

	Registration Status: Incomplete								
		Registration Checklist 🌼							
Accounts	Registration Started: Training Module Physical Documental Other Requirem		ents		06/13/2019 Incomplete Incomplete				
	Training Modules								
2	Click on the row of each module to complete it. Name	Open	Date	Close Date	Stat	us			
leed Help?	Issued By: UIL, RMA Portal								
	Anabolic Steroids Info.	07/22/2	2019	06/01/2020	Incon	plete (Not Open Yet)			
	Concussion	07/22/3	2019	06/01/2020	Incon	plete (Not Open Yet)			
	Constitution and Contest Rules	07/22/2	2019	06/01/2020	Incon	plete (Not Open Yet)			
	Ethics and Sportsmanship	07/22/2	2019	06/01/2020	Incon	plete (Not Open Yet)			
	Football		2019	06/01/2020	Incon	plete (Not Open Yet)			
	Safety Training		2019	06/01/2020	Incomplete (Not Open Yet)				
	Physical Documents/ Other Requirements Please review each physical document below. Upload the requirements (I allowed) or deliver documents to your athletic administration. Upload History								
							Upload History		
	Form Name	Admin/Approval Status	View/Print Upload	Manage Dates	Action ©		View Doc	Help	
			Issued By: UIL RMA	A Portal					
	Tackling certification (Atavus)	Rejected on 06/13/2019		Manage Dates	Upload Documer	rt 🖉		Doc Info	

7. Choose the date the document was issued, the expiration date and the type of file then hit submit.

Home Accounts	Alice ISD	oad for UIL Admin		
	*Document Title: ⑦	Tackling_certification_(Atavus)	(This is for your personal reference)	
Logout	The issue date is required for this document:			
	The expiration date is required for this document:	End of Year - 1 Year	+ 1 Year	
Navigation	*What will you upload	◎ Image Files ⑦ ○ PDF Document ⑦		
Need Help?		Submit		

Once submitted, your certificate must be reviewed and approved by your administrator. Once approved, the process is complete.