

HOW TO REGISTER for a THS / TMS School Sport

Dear Tenafly Parents/Guardians and Athletes:

Tenafly Athletics is now offering the convenience of online registration through FamilyID, the secure, online sports registration platform that provides you with an easy way to register for **both** High School and Middle School sports programs.

OVERVIEW

The 2-step process described below must be followed to register for school sports at THS or TMS.

STEP 1: Visit www.FamilyID.com to complete your online sports registration.

STEP 2: *Print, Complete, and Submit* a hard-copy of ***either*** the HHQ or PPE packet and the Emergency Card to the *THS Athletic Office* or *TMS Main Office* by the announced submission deadline.

Descriptions of each packet are provided below. Please select the packet which best suits your student-athlete's situation.

HHQ versus PPE Medical Forms

The Tenafly Athletic Office must have on file - or be provided with an update of - a valid sports physical in order to be able to medically clear your student-athlete to participate in a Tenafly school sport.

“Valid” is defined as a medical exam that has been conducted *within 364 days* prior to the official season start date for the sport they wish to participate (official season start dates are posted on www.TenaflyTigers.org).

What is an HHQ Medical Packet? HHQ forms used by students who already have a “Valid” physical exam on file (*conducted within 364 days prior to the start of the season*).

What is a PPE Medical Packet? PPE forms used by students who need to provide an updated physical exam (*whose physical has expired, and is therefore no longer valid*).

BEFORE YOU BEGIN

Before you begin, it will be helpful to have the following available:

- Student ID Number
- Physician contact information
- Health insurance information

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REGISTERING via FamilyID

Visit www.FamilyID.com. Once you are at the FamilyID website, follow these steps:

1. To find your program, click on the link provided by the Organization above and select the registration form under the word **Programs**. Enter "**Tenafly**" and both THS and TMS will appear. Select the appropriate school.
2. Next, click on the green **Register Now** button and scroll, if necessary, to the **Create Account/Log In** green buttons. If this is your first time using FamilyID, click **Create Account**. Click **Log In**, if you already have a FamilyID account.
3. **Create** your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select **I Agree** to the FamilyID Terms of Service. Click **Create Account**.
4. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).)
5. Click on the link in your activation E-mail, which will log you in to FamilyID.com.
6. Once in the registration form, complete the information requested. All fields with a red* are required to have an answer.
7. Click the **Save & Continue** button when your form is complete.
8. Review your registration summary.
9. Click the green **Submit** button. After selecting 'Submit', the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

You may log in to www.FamilyID.com at any time to update your information and check the status of your athlete's registration(s). To view a completed registration, select the 'Registration' tab on the blue bar.

HAVING TROUBLE? Contact FamilyID Technical Support

- Should you need assistance with registration, feel free to **contact** FamilyID at: Support@FamilyID.com or 1-888-800-5583 / **Extension 1**.
- Support is available 7 days per week, and messages will be returned promptly.