



Skanateles Central School District

Athletic Department

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“A Tradition of Excellence”

FamilyID Registration Instructions

All Sports registration will be done online through FamilyID (www.familyid.com).

FamilyID is a secure registration platform which provides you with an easy, user-friendly way to register for our athletics programs and helps us to be more administratively efficient and environmentally responsible. Once registered the system keeps track of your profile so you enter your information only once for multiple uses, multiple family members and multiple programs. **This program is replacing the current paper process. You will no longer need to submit paper work to the nurse or athletic office. Everything will be completed online.**

BEFORE YOU REGISTER:

A physical exam must be current within the past 12 months and signed by your primary care physician.

PLEASE NOTE: You must give the school nurse a copy of your child's current physical or attach/upload a copy, located under the 'PARTICIPANT INFORMATION' of the online registration page.

INFORMATION NEEDED TO REGISTER:

It will be helpful to have the following information handy to allow for accurate completion of your online registration.

- *Primary care physicians name and phone numbers*
- *Your health insurance policy numbers*

REGISTER NOW

Powered by FamilyID

A parent/guardian should register by selecting <http://www.skanschools.org/athletics> on the athletics department webpage (<http://www.skanschools.org/athletics>), then follow these steps:

1. To find your program, click on the link provided and select the registration form under the word **Programs**.
2. Next click on the green **Register Now** button and scroll, if necessary, to the **Sign Up/Log In** green buttons. If this is your first time using FamilyID, click **Sign Up**. If you already have a FamilyID account, click **Log In**.
3. **Sign Up** for your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select the agreement to the FamilyID Terms of Service. Click **Sign Up**.
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 asterisk (*) 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 e-mail from FamilyID confirming your registration.

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

SUPPORT:

You can always find your programs at www.familyid.com by clicking "Find Programs" in the top blue banner and searching for Phoenix.

If you need assistance with your registration, **PLEASE call Family ID at 888-800-5583 X1 or emailsupport@familyid.com**. FamilyID also offers online chat during business hours and a support center at <https://familyid.desk.com>. Support is available 7 days per week and messages will be returned promptly.

FamilyID provides excellent customer support and posts their help line number and email address on each page. Please contact FamilyID directly if you encounter any difficulty.

IMPORTANT FOR THE PROCESS TO WORK

ONLY Parents/Guardians Can Sign Off Electronically on the Four (4) Agreements

- NYSPHSAA concussions: The Invisible Injury Agreement
- Athletic Code of Conduct Agreement
- Athletic Update Form Agreement
- Permission to Treat Agreement

Note: If a Student Athlete electronically signs off on these agreements, he/she will NOT be cleared and could prevent them from starting on time

Parents and Guardians: PLEASE sign up your son or daughter at the school they are physically attending.

*Please be sure to only complete 1 registration per athlete. If you need to make changes to the registration please be sure to EDIT the existing one and DO NOT create a new one

NOTE: Family ID registration **COMPLETED BY THE DEADLINE DATES** will be processed in time for the student athlete to **PARTICIPATE ON THE FIRST DAY OF TRY-OUTS**, barring any unresolved medical concerns.

Registrations received **AFTER THE DEADLINE DATES** will be reviewed in the order they are received. Late registration could **JEOPARDIZE THE ATHLETE'S APPROVAL FOR CLEARANCE IN TIME FOR TRYOUTS**. Please understand late registrations may not be reviewed until the first week of school.