

Athletic Registration First Time Athlete

Jeffco Public Schools

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the page.

Is my student a first time athlete?

- If your student has never played a sport for Jeffco Schools, your student is considered a first time athlete. **Please continue by following the instructions in this presentation.**
- If your student is a foreign exchange student who has never played a sport for Jeffco schools, your foreign exchange student is considered a first time athlete. **Please continue by following the instructions in this presentation.**
- If your student is the sibling of a Jeffco athlete, and has never played a sport for a Jeffco School, they are considered a first time athlete; however, you will **not** be required to add a new Family account. Instead, **please follow the instructions for adding a new student to your existing Family account.**
- If your student has played a sport for Jeffco schools in the past, but will be playing for a Jeffco school they do not attend for academic purposes, they are **not** considered a first time athlete. Instead, **please follow the instructions for a transfer student.**
- If your student has played a high school sport outside of Jeffco, **they need to sign up as a first time athlete** for the school they plan on participating with by **following the instructions in this presentation.** You will also need to **follow the instructions for a transfer student.**

A collection of sports equipment including a basketball, tennis racket, soccer ball, football, golf club, and baseball. The items are arranged in a collage-like fashion, with some overlapping. The background is a light, neutral color.

All Athletic Registration steps need to be completed and approved prior to your student being authorized to participate in practices and/or tryouts.

Step 1: Get a Sports Physical

Students in grades 9-12 registering for athletics must have a current physical examination uploaded in the Athletic Registration system to be authorized to participate in any practice and/or tryouts. **Physicals are current for 12 months from the date of the last exam.**

- If you do not have a current sports physical, make an appointment with your doctor as soon as possible. You will need to upload a copy of the sports physical document during Step 4 of the Athletic Registration process. **Here is a form that you can bring to your physician.**



Step 2: Get your student's Jeffco Student ID

- Students who are currently enrolled in a Jeffco school already have a Student ID number. If your student does not know their Student ID number, contact your student's school and they can provide you with this information. Keep this Student ID number handy as you will need it during the Athletic Registration process.
- If your student is new to Jefferson County, or is a home-schooled student, or attends a private school, and plans to participate in sports at any Jeffco high school, they will need a Jeffco Student ID.
 - **If your student attended pre-school, kindergarten, or any grade at a Jeffco school years ago, they already have a Jeffco ID.** To find out what it is, please contact the school where your student will be playing a sport. Keep this Student ID number handy as you will need it during the Athletic Registration process. **Do not create another account in Jeffco Connect.**
 - If you are certain your student never attended a Jeffco school (and will not be enrolling to attend any Jeffco school except to play sports), you will need to obtain a Student ID by creating an account using [Jeffco Connect](#).
 - When you reach the **Enrollment** page step of creating your **Jeffco Connect** account, select **Jeffco Central Services** from the field titled **Share my student's information with this school**. DO NOT SELECT THE SCHOOL WHERE YOUR STUDENT WILL PLAY A SPORT.
 - Be sure to click SUBMIT at the end of completing all pages in the Jeffco Connect system.
 - Notify the athletic secretary (at the school where your student will play a sport) that you have submitted a request in Jeffco Connect for a Student ID number. They will follow up with the Jeffco Central Athletics Department to complete this process and get back with you as soon as possible with the Student ID number. Only until that time will you be able to continue the Athletic Registration process.

Step 3: Complete the Athletic Registration Online

1. Go to the Jeffco School website for which your student will be playing a sport.
2. From the school's website, click on the link for **Athletics**. You will be redirected to this school's Athletic website.
3. From the **Athletics** website, click on the **Athletic Registration** link.
4. From the **Athletic Registration** page, click on the **Athletic Team Registration icon** at the bottom of the page.
5. You are now ready to create a **Family account**.



Step 3: Complete the Athletic Registration Online (continued)



If you previously created an account and want to **add a sibling** or a **new student for which you are the legal parent/guardian**, login to your **Family account**. **DO NOT** create a separate account.

First Time Users - Create a Family Account and Register Your Student

1. Click on the **Create Family Account** button.
2. Complete all required fields and click the **Sign Up** button.
3. The system will send you an email with a link to continue with your registration. Click the link provided in the email to continue with your registration.
NOTE: If you do not see the email from the school where your student will be playing a sport, look in your junk mail.
4. You will be forwarded to a seven-part registration system.
5. In Section 4: Physical Forms, you will upload your student's sports physical.
6. Once you complete your online registration, wait 48 - 72 hours (Mondays - Fridays) for an email from the Athletic Department at your student's school approving your registration.

[Click here for a quick reference guide on how to complete the online Athletic Registration.](#)

Step 4: Student creates an ArbiterAthlete Account

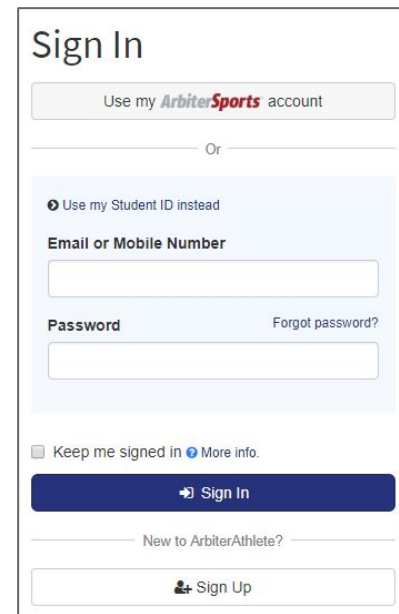
[ArbiterAthlete](#) is a system being used by CHSAA for eligibility and ***all Colorado athletes must sign-up for an account. This is a one-time sign-up and takes less than 5 minutes.** Thereafter, athletes must activate their account (each season they play a sport) before they can participate in any team activities.

Quick Account method ([click here for a quick set of instructions](#)):

1. Student sends a TEXT message to 69274.
2. In the message of the TEXT, enter the [code assigned to the school](#) where you (the student) will be playing a sport.

Alternatively, you may do the following:

1. Student visits [ArbiterAthlete/Planet HS](#) and creates an account.
2. Use the [code assigned to the school](#) where you (the student) will be playing a sport.



The screenshot shows the 'Sign In' page of the ArbiterAthlete system. At the top, there is a button labeled 'Use my ArbiterSports account'. Below this is a horizontal line with the word 'Or' in the center. Underneath, there is a blue-shaded section with a radio button selected next to the text 'Use my Student ID instead'. This section contains two input fields: 'Email or Mobile Number' and 'Password'. To the right of the password field is a link that says 'Forgot password?'. Below the input fields, there is a checkbox labeled 'Keep me signed in' followed by a link for 'More info.'. A large blue button with a right-pointing arrow and the text 'Sign In' is positioned below the checkbox. At the bottom of the page, there is a horizontal line with the text 'New to ArbiterAthlete?' and a button labeled 'Sign Up' with a plus sign icon.

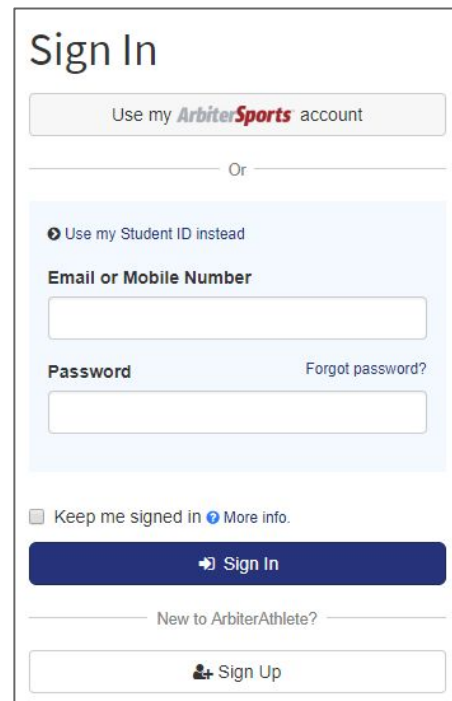
[ArbiterAthlete Getting Started Guide](#)

Transfer and Foreign Exchange Athletes

If your athlete is new to their school, you (the parent) will also need to create an account in [ArbiterAthlete](#) and complete some additional paperwork. All of the required forms are available in [ArbiterAthlete](#).

- A current student who has established CHSAA eligibility at one high school and wishes to be eligible at another is considered a **transfer** student. This student must have the **CHSAA Trans Form (Form 9 and Form 9B)** completed in **ArbiterAthlete**.
- An international student currently enrolled in a Colorado high school is considered a **foreign exchange** student. This student will need to have the **CHSAA Foreign Exchange Form (Form 11)** completed through **ArbiterAthlete**.

[Click here for instructions on how to create an account, as a parent, in ArbiterAthlete.](#)



The image shows a screenshot of the 'Sign In' page for ArbiterAthlete. At the top, there is a button labeled 'Use my ArbiterSports account'. Below this is a horizontal line with the word 'Or' in the center. Underneath, there is a light blue box containing a radio button option 'Use my Student ID instead'. Below this are two input fields: 'Email or Mobile Number' and 'Password'. To the right of the password field is a link 'Forgot password?'. Below the input fields, there is a checkbox labeled 'Keep me signed in' and a link 'More info.'. At the bottom of the light blue box is a dark blue button with a right-pointing arrow and the text 'Sign In'. Below the light blue box is a horizontal line with the text 'New to ArbiterAthlete?'. At the very bottom is a button with a person icon and the text 'Sign Up'.

Step 5: Pay your Athletic Fee

The athletic fee will not be posted to your Jeffco Connect account until all try-outs for sports have been completed and rosters set per sport.

Please allow 3 – 5 business days for the \$175 participation fee to show on your student's Jeffco Connect account. You will receive an email from the school Athletic office letting you know that you can then access your Jeffco Connect account to pay the fee. At this time please pay the \$175 Jeffco athletic participation fee and team fees, via [Jeffco Connect](#) (NOT PARENT PORTAL). This participation fee is per athlete/sport.

Exceptions for Free and Reduced Lunch participants

Students on the Free and Reduced Lunch program do not need to pay the \$175 athletic participation fee. Please contact the coach for additional team fees (if any). These additional team fees (if any) are NOT covered by the Free and Reduced Lunch program.



Be aware of your student's academic eligibility

Schools will be looking at grades as part of their registration process.

- If your athlete has two or more current "F" grades, that could affect their chances of making a team.
- Also, if they received an "F" grade in any high school class, make sure your student speaks with their counselor to arrange retaking the class so that it doesn't interfere with sports eligibility or graduating.

