

## Family ID Directions

- ☐ <https://www.familyid.com/programs/>
- ☐ To find your program, click on the link provided by the Organization above and select the registration form under the word **Programs**.
- ☐ 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.
- ☐ **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**.
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- ☐ 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.)
- ☐ Click on the link in your activation E-mail, which will log you in to FamilyID.com
- ☐ Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
- ☐ Complete new health history section and under the "physicians" section, you can choose to download your son/daughter's physical paperwork. If using your phone, just take a clear picture of document, save to phone, then click on "choose file" to download. If using a computer, you can take a clear picture of the document, send and save to your computer, then click "choose file" on computer to save physical paperwork.
- ☐ **PLEASE NOTE: ALL physicals uploaded to FamilyID MUST be in a PDF format or the nursing staff will not be able to view the document.**
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- ☐ Click the **Save & Continue** button when your form is complete.
- ☐ Review your registration summary.
- ☐ Click the green **Submit** button.
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- ☐ After selecting "Submit", the registration will be complete. You will receive a completion email from FamilyID confirming your registration. After submitting the registration, the nurse receives all information. If you downloaded physical paperwork, or if a physical is on file in nurses office and the physical is current, then the nurse will clear your son/daughter for the sport. You will then receive a second email stating that your son/daughter is cleared. You can check on line to see if they are ready for practice. If you have a medical question, call your son/daughter's nurse at their school. If you have a FamilyID or athletic question, call the athletic office at 735-3565.
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