

Complete Your Athletic Registration Online!

Step 1: Do the on-line registration – Go to the following link <https://kcsd-ar.schooltoday.com/> (This can also be found by going to the School District home page under Activities - Athletics click the On-Line Athlete Registration or by going to the team websites and clicking on “Activity Registration” at the top.)

FIRST TIME REGISTRATION:

- Click the "Registration" dropdown at the top.
- Then click on the option for your school.
- Please complete all the information requested
- You will upload your physical form and a copy of your insurance card.

AT THE END OF YOUR REGISTRATION YOU WILL CREATE A

USER NAME AND PASSWORD.

PLEASE KEEP THESE TO USE WHEN YOU REGISTER ADDITIONAL ATHLETES OR FOR FUTURE SPORTS.

YOU SHOULD ONLY HAVE ONE ACCOUNT FOR EACH FAMILY

ALREADY HAVE AN ACCOUNT:

- If you have already registered for a sport then click on the "VIEW MY ACCOUNT" button in the right hand corner. You would then click on the “login to my account” in the returning users box. You should then enter the previously created user name and password. **DO NOT TRY TO CREATE A NEW ACCOUNT IF YOU DO NOT REMEMBER YOUR USERNAME OR PASSWORD.** You can email athletics@kcsd.us and I will help you to reset your account. Once logged in it should bring you to your family's account. You would then click on the blue "Register" button. You can then pick the athlete that you would like to register. You will need to choose which school you are registering for and then fill in any missing information along with the

current season's sport. Please make sure that all pre-filled information is correct, that the correct grade is listed for your child.

Step 2: Upload a copy of your medical insurance card. A new copy must be sent for each sport and season! It will be attached via the registration site, so it will be connected to your student-athlete.

PHYSICALS

Physical and Recertification forms can be found under the “Physical and address Change” tab on the registration page.

Everyone must have a physical date on or after June 1st, for the current school year. Recertification forms must be dated within 6 weeks of the season's official start date.

FORMS DEADLINE:

All registration forms (on-line registration, physical, recertification form(if applicable), and insurance card must be attached and submitted the day before practice in order to practice. Items submitted at practice will be evaluated for the next day's practice. If the first day of practice is on a Monday items should be submitted by the end of the day Sunday.

ADDRESS CHANGES:

When you move please complete the address change form under the "Physical & Address Change Forms" tab.