

# Sayreville Public School Athletic Registration Site for HS and MS. Step by Step Guide

Where to go to Register – [www.sayrevillek12.net](http://www.sayrevillek12.net)

Click Athletics

The screenshot shows the top navigation bar with links: HOME, DISTRICT, SCHOOLS, DEPARTMENTS, BOARD OF ED, CURRICULUM & INSTRUCTION, PARENTS, STUDENTS, STAFF. Below this is a large banner for Sayreville Public Schools with a logo featuring a stylized 'S' and a rocket. The main content area includes a 'Welcome to Sayreville Public Schools' message from Dr. Richard R. Labbe, Superintendent, Mr. Kevin Ciak, Board of Education President, and Mr. Anthony Esposito, Board of Education Vice President. The mission statement is: 'The mission of the Sayreville Public Schools is to educate today's learners to be tomorrow's leaders by providing all students with a high quality, challenging education that instills character and enables our students to compete successfully in the 21st century.' Below this is a section titled 'In Pursuit of Vision 2030' with a paragraph about the school's commitment to providing a high-quality education. To the right of the main content is a 'Quick Links' section with a circled link for 'ATHLETICS'. Other links include 'BOARD MEETINGS INFO' and 'BUDGET'. Below the main content is an 'Upcoming Events' section with a date 'OCT 08' and the event 'Early Dismissal for Students (PLC 2.5 for Staff)'. To the right of the 'Upcoming Events' section is a 'What's Happening' section with a 'Tweets' section by @SayrevilleK12.

Then Click Athletics Online Registration and District Forms

However this page also give you Athletic Schedule link, contact information, and individual sport information at the bottom, including coaches' contacts

Sayreville Public Schools / Departments / Athletics

## Athletics



### Athletic Schedule HS and MS

**Athletic Online Registration and District Forms  
(new this year)**

**Spectator Code of Conduct**

NJSIAA, GMC and Sayreville code - All spectators please read before attending HS or MS Athletic Events

**Director of Athletics**

Jenn Badami

732 525-5200 Ext 8125

Jennifer.Badami@sayrevillek12.net

# Sayreville Public School Athletic Registration Site for HS and MS.

## Step by Step Guide

This page gives you all the dates and information about physicals

### District Physical Forms

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#### Required Online Registration and Paperwork for Athletic Participation information Please Read and Follow 3 Part process below

Fall sports registration open June 1st to July 15<sup>st</sup>  
Winter sports open Oct 1st to November 1<sup>st</sup>  
Spring sports open January 1st to February 1<sup>st</sup>.  
(if date is a weekend, allowance to following Monday will be made)

**\*\* A NEW Online registration system for Athletics starts for the 2018-2019 season. Athletes must register Online for EACH SPORT, within the above dates.**

Registration Closes  
Fall July 15th  
Winter November 1st  
Spring February 1st  
(if date is a weekend, allowance to following Monday will be made)

One Physical Per Year must be handed in and be valid within one year of the start of that sports season.  
(Example Previous Approved Sports Physical on Record 10/27/17 - current until 10/27/18 - would be able to use this physical for the Fall 2018 season but would have to get a new physical for the winter 2018-2019 season) \* one year is calendar year not school year\*

(Please register as soon as possible within the designated time frame. If you have a current Approved Sports Physical on file or If there is a delay with your new physical examination date you must still register by the noted due date. However Physicals Handed in After the Due Date will not be guaranteed for Clearance by the start of practice. Please contact your coach with any concerns. If you still need more information, please contact the Director of Athletic directly.)

**ALL Athletes MUST hand in a Sayreville Medical Health History Updated Form for each season.**  
During the school year, completed forms must be returned in directly to the School Nurse.

Scroll down to the 3 part process

Part 1

Click on Online registration to go to the registration website

Part 2

Links to the forms that must be handed in as a hard copy

Part 3

Must be completed by the athlete

# Sayreville Public School Athletic Registration Site for HS and MS. Step by Step Guide

## 3 Part Process



## Part 2

### Hard Copy forms that must be handed to the Nurse

#### 1. Sayreville Athletic Health History Update (All Athletes must hand in for each season)

#### 2. Pre-Participation Physical Evaluation Forms

(submit the physical evaluation forms only if your physical will expire before the start of the upcoming season; if not expired, you only have to fill out the Sayreville Athletic Health History Update)

## Part 3

### Essential Informational and Consent Forms That must be completed along with parts 1 and 2

Below are links to various informational and consent forms required by the Sayreville School District, NJSIAA and/or state law. Please read each document carefully and thoroughly. As you complete the clearance packet for your child, you will be asked to sign off and confirm that you have read and agree to all the terms in these documents. These documents may be printed and kept for your records, you only have to print and hand in a hard copy of the Opioid Use and Misuse Fact Sheet Sign off to the Coach at the beginning of each season.

[IMPACT Test Procedures](#) MUST COMPLETE Online

[Opioid Use and Misuse Fact Sheet Sign Off](#) - Printed and handed to Sport specific Coach each Season

\*\*\*\*Athletes must complete the Impact Test 1once for MS and every year for HS

\*\*\*\*The Athlete must complete the test on their own without and disruption or help from a parent/guardian.

# Sayreville Public School Athletic Registration Site for HS and MS. Step by Step Guide

Part 1 Online registration site



The screenshot shows the homepage of the Sayreville Public Schools Athletic Registration site. At the top left is the school's logo, a stylized 'S' with a dollar sign, and the text 'Sayreville Public Schools'. Below this is a navigation bar with 'Home' and 'Athletic Schedules' links, and a 'Back to Admin' button. The main content area features a large banner with the text 'Welcome to Sayreville Public Schools Athletic Registration' and a photo of football players. Below the banner is a 'Quicklinks' section with three links: 'Sayreville War Memorial High School Page', 'Sayreville War Memorial High School Athletic Page', and 'Sayreville Middle School Page'. The main heading reads 'Sayreville War Memorial High School and Middle School Athletic Registration' with a sub-heading 'Complete Your Athletics Registration Online!'. A note below states 'Please read and follow these steps carefully to be fully registered.'

Read all information on this page.

At the Bottom of the page Click the registration icon



# Sayreville Public School Athletic Registration Site for HS and MS. Step by Step Guide

Home Athletic Schedules [Back to Admin](#)

Athletic Registration

[View](#) [Edit](#)

**For First Time Users**

**Note:** If you previously created an account and want to register the same student, add a sibling or add a new student, login to your family account. **DO NOT** create a separate account.

**NEW USER  
CREATE AN ACCOUNT**

1. Fill out the registration form.
2. Create a **username** and **password** for your family account on the checkout page.

**Family Account Login for Returning Users**

**RETURNING USERS  
LOGIN HERE**

If you have not registered on this site – please create an account using the first Icon

NOT create a separate account.



1. Fill out the registration form.
2. Create a **username** and **password** for your family account on the checkout page.

Click the Icon and fill out the Sign up section

# Sayreville Public School Athletic Registration Site for HS and MS. Step by Step Guide

Home Athletic Schedules

Sign Up

Sign Up

Create New Account [I already have an account](#)

Parent/Guardian First Name\*

Parent/Guardian Last Name\*

Username\* Password\*

Email\*

Sign Up

If you previously created an account and want to register the same student, add a sibling or add a new student, login to your family account. **DO NOT** create a separate account.

DO not create more that ONE account

Once you create an account you will be sent a confirmation email to the email you use to register.

Please check that email (it may go to spam depending on your email settings)

## Confirm Your Activity Registration Account Inbox x



**Sayreville War Memorial High School and Middle School Online Registration** <notifications@mail-oar.rschooldtoday.net>  
to me ▾

Hello Example,

Your account has been created and must be activated before you can use it.  
To activate the account, please click on the following link or copy-paste it in your browser.

\*\*\*\* link will appear here\*\*\*\*

Regards,

Jenn Badami  
Athletic Director

# Sayreville Public School Athletic Registration Site for HS and MS. Step by Step Guide

Use the link in the email to verify



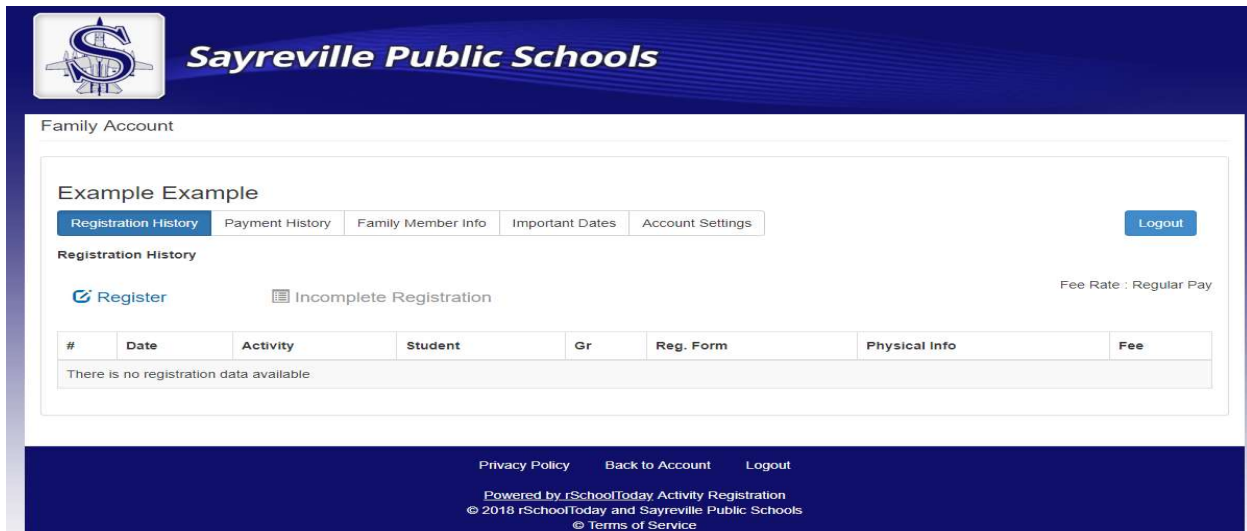
Click to go to Family account.

If you already have an account from fall please click

## Family Account Login for Returning Users



Once you log in you can view Your famil account page



# Sayreville Public School Athletic Registration Site for HS and MS.

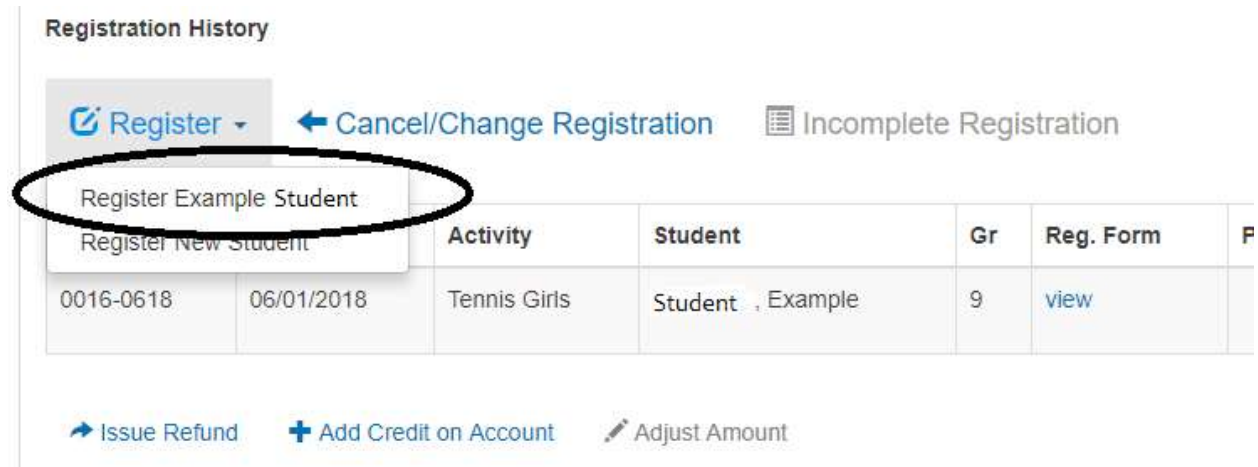
## Step by Step Guide

To register a student for the first time: Click Register



The screenshot shows a user interface for a registration site. At the top, there are three tabs: "Registration History" (selected), "Payment History", and "Family M". Below the tabs, the heading "Registration History" is displayed. A blue button with a pencil icon and the text "Register" is circled in black. To its right is a link labeled "Incomplete Re". Below these elements is a table with columns: "#", "Date", "Activity", and "S". The table contains a single row with the text "There is no registration data available".

If you have already registered for fall then: Click the Arrow next to register and select student



The screenshot shows the same registration site interface as above, but with a dropdown menu open under the "Register" button. The dropdown menu has two options: "Register Example Student" (which is circled in black) and "Register New Student". The table below the dropdown menu has columns: "Activity", "Student", "Gr", "Reg. Form", and "P". The table contains one row with the following data: "Tennis Girls", "Student , Example", "9", "view", and an empty cell. Below the table, there are three links: "Issue Refund", "Add Credit on Account", and "Adjust Amount".

If you would like to register another student just click Register new student. All family members can use one account



The screenshot shows the same registration site interface as above, but with the dropdown menu open under the "Register" button. The dropdown menu has two options: "Register Example Student" and "Register New Student" (which is circled in black). The table below the dropdown menu has columns: "Activity", "Student", "Gr", "Reg. Form", and "P". The table contains one row with the following data: "Tennis Girls", "Student , Example", "9", "view", and an empty cell. Below the table, there are three links: "Issue Refund", "Add Credit on Account", and "Adjust Amount".



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\*\*\*\*\*PLEASE DO NOT USE FAMILY MEMEBR INFO TO ADD OR SEARCH FOR STUDENT\*\*\*\*\*

## Example Sayreville Family

Registration History   Payment History   **Family Member Info**   Important Dates   Account Settings

DO NOT USE ANY SECTIONS THAT ASK FOR STUDENT ID

Verify Student's Information from Activity Scheduler

Student ID:

Lastname:

Select School: Sayreville Public Schools

Continue Cancel

Otherwise first time users click Register

Registration History   Payment History   Family Member Info   Important Dates   Account Settings

Registration History

**Register** ← Cancel/Change Registration   Incomplete Registration

Complete the ristration Form Step1 –Step 7

# Sayreville Public School Athletic Registration Site for HS and MS. Step by Step Guide

Athletic Registration Form

Step 1. Select Student

Step 2. Select Activity

Step 3. Parent/Guardian Info

Step 4. Physical Forms

Step 5. Medical Information

Step 6. Policies & Agreements

Step 7. Permission Forms

Student Information

Select Student:

- Add New Student -

First Name: \*

Last Name: \*

Middle Initial:

Cell Phone:

Email: \*

Gender: \*

- Select -

Grade: \*

- Select -

Date of Birth: \*

Month

Day

Year

Next Page >

Click Next page

If you miss any mandatory information the system will not let you continue and highlight that information for you to fill out

\*\*\*\*You DO NOT have to upload any forms, those sections are for you to store your information.

All Physical forms/ Health History updates/ Medical forms must be handed into the nurse

# Sayreville Public School Athletic Registration Site for HS and MS. Step by Step Guide

Physical Date

**Directions for completing the Physical Forms:**

Who needs to complete the Pre-Participation Physical Evaluation Forms? Any student-athlete who does not have a physical examination on file, or whose physical examination will expire before the first day of their sport season, must complete the Physical Forms. If the physical examination will expire during the course of the season, the Physical Forms should be submitted once the new exam is performed.

Physical examinations are only good for 364 days from the date of the exam. If your child has a physical on file that is good through the duration of the upcoming season, attach a copy of the yellow clearance letter that was mailed home to your Sayreville Athletic Health History Update Form in lieu of the Physical Forms. If a new physical must be completed, the parent and physician must complete the Pre-Participation Physical Evaluation forms from the NJDOE. Please enter date of most current Physical or up coming Physical being used for this season.

**File Upload:**

Choose File No file chosen

Must hand in a Hard Copy to the Nurse - you may also download a copy here for your records. We are NOT accepting downloaded forms - you MUST hand in a copy to the nurse, however this will make it easy for you to access in the future if needed.

**Date of this Physical Exam:**

Oct  
16  
2016

Please provide the date of your current or date of your next physical exam to stay current.

Again you DO NOT have to choose a file to upload

You only have to fill out the most current or upcoming date of that physical for that season

Once you have completed the entire registration process you will receive a confirmation on screen

That looks like the following....

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We have received your submitted form. Once you have complete all the steps, you may check with your HS or MS coach to confirm clearance.

Coaches list available on Athletic Website and Registration main page

Thank you registering you have completed step 1 to complete the entire Clearance process:

Please submit your [Sayreville Updated Health History Form](#) and New [Physical Form](#) (if expired) to the Nurse's office.

Please complete the [Impact Test Procedures](#) and Hand in a Hard copy of the signed [Opioid Fact Sheet](#) to the Coach.

(Summer - office hours are 7am to 3pm - Main office - Drop Box)

If you have any other questions feel free to contact:

**Athletic Trainer**  
**Thomas Law**  
**732 525-5200 Ext 8322**  
**[Thomas.Law@sayrevillek12.net](mailto:Thomas.Law@sayrevillek12.net)**

or

**Director of Athletics**  
**Jenn Badami**  
**732 525-5200 Ext 8125**  
**[Jennifer.Badami@sayrevillek12.net](mailto:Jennifer.Badami@sayrevillek12.net)**

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