

Registering Your Family and Family Members for Ave Maria Academy Athletics

1. Register your Family

If you already have a log account on the Ave Maria Academy Athletic Association web site, you can skip this step.

- Go to the web site at <https://www.avemariaaa.org/>.
- Click the “Register” link at the top of the page.
- Fill out the two forms (see screen shots below) to create your Family account (you first register your Family to create an account, then add family members later):



Create Your Family Account

Sign up for your family account below. **There can only be ONE account for EACH FAMILY associated with the school.** The Web Site Administrator will remove any duplicate family accounts. You must fill in all the fields and click the "Create My Account" button.

Once the system successfully creates your account you will move to a screen where you will enter details about your family, such as family phone numbers, a mailing address, and a second email.

Username:

This is usually your family name, but it can be anything you want. Make sure its something you can remember! If someone already has an account with your username you will have to select something else. Avoid spaces (" ") in your Username.

Password:

The password minimum length is 8 characters

Don't use a password that is the same or similar to one you use on any other websites

Don't use a single word, for example, 'password', or a commonly-used phrase like 'Iloveyou'

Make passwords hard to guess, even by those who know a lot about you, so do not use the names and birthdays of your friends and family, your favorite bands, and phrases you like to use

Confirm Password:

E-mail:

This is usually your family or primary email address

If another family is using the same email address you will have to provide a different one

Create My Account

Create Account – Form 1

Create Your Family Account

Enter your family information below. You *must* enter a family name (i.e., your last name or surname), the full address, including the City, State and ZIP, and one phone number.

Family Name:

Required - This is the families last name, or surname

Address:

Required - You must also include the City, State, and ZIP below - Other normal users will not see your address

City:

Required

State:

Required

ZIP:

Required

Home Phone 1:

Required - This should be the primary phone number to contact your family. It can be a land line or a cell number. Later, you can also add phones numbers for individual family members (like personal cells for mothers and fathers)

Home Phone 2:

Optional - This is a secondary phone number to contact your family. It can be a land line or a cell number. Later, you can also add phones numbers for individual family members (like personal cells for mothers and fathers)

Home Email 2:

Optional - This is in addition to and different from the email you submitted on the previous screen

Next

Create Account – Form 2

- When you successfully create your Family account you will see a confirmation page (see the screen shot below).
- Click the “Continue” button on the conformation page.

Create Your Family Account

The account creation was successful and you now have a page set up for your family. Normal site users cannot see your family page and you can only see it when you are logged in. You can now add your family members to the site!

Click the "Continue" button below and then click the Menu button at the top of the page to open the menu, and then select "My Family" to go to your family page. From your family page you can add members to your family (both parents and children) and then register your children for sports."

In addition, an email has been sent to the Web Site Administrator, who will validate your account and possibly update your site permissions depending on your role (Coach, Athletic Board, etc.) at the school.

*** Online payment of athletic fees will be available later. ***

If you have any problems with the site please contact
Rich Unger (runger@2badcats.com, 412-443-5601).

Continue

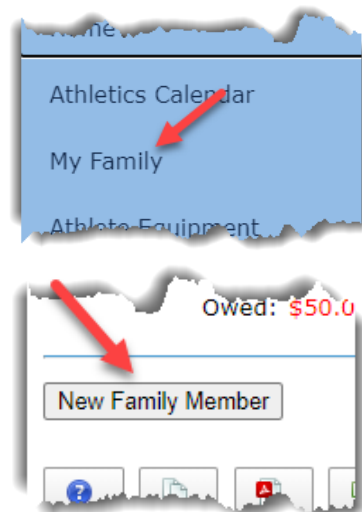
Create Account – Confirmation Screen

2. Add Your Family Members

If you have already added all your family members you can skip this step.

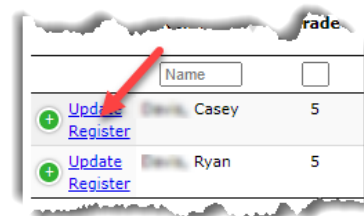
- Once you register your family, make sure you log in and then click the "Menu" button at the top of the page.
- When the menu opens, click the "My Family" menu option.
- When your Family page opens click the "New Family Member" button on the page to enter a family member.
- A New Family Member form will load. Fill in all the relevant information, such as First Name, Gender, Grade (for students), other Phones and Emails.
- If the family member is a student select "Student" in the **Types** list. If it is parent, select "Parent" in the **Types** list. If the parent also happens to be a coach, select "Coach" too.
- After you have entered the information about the family member click the "Add" button near the top of the page. You will jump back to your Family page. You can now add other family members (spouse, kids).

You are not required to include Parents when adding family members, *unless that Parent is also a Coach*. However, it is extremely helpful for the coaches to have the names and contact information for the parents. You must add students if they want to play sports.



3. Register Students for Sports

- Navigate back to your Family page if you are not there already (make sure you log in).
- On the Family page, any students in the family will have a “Register” link next to their name. Click the link to go to register the student for sports (you *may* have to click it twice).
- Enter the students Birthday, Tee-Shirt Size, and latest Physical Date, then select the Sports you want to register for.
- When finished, click the “Update” button at the top of the page. You will jump back to your Family page.
- You can go back and register students for more sports as the sports seasons progress (Fall, Winter, Spring).



If you have trouble with the site or any questions contact Rich Unger, AMA Athletic Director (412-443-5601, runger@2badcats.com). You can always go back and update your family information or the student’s sports registrations.