

Benet Academy

Online Registration Instructions

The primary reason to review these instructions is to insure that families **do not set up a whole new account every season**. That defeats the primary purpose of using this system: a one-time registration for each family, only adding and/or updating athletes for the current sport season. Once an athlete is registered, personal information will not need to be entered every time they enter a new season or school year. Furthermore, once an athlete has established an account, that name will be linked to the email address that was used to create the initial account. Please, **use an adult's email address that is checked frequently, along with a memorable password**. Please enter your athlete's email address or another adult's email address when asked for a secondary email. Please note, coaches DO communicate via the emails that are used to register. The only other communication you will receive are notifications that your athlete's physical is expiring. This will happen at 60, 30, and 10 days prior to the expiration date.

Physical forms are valid for 13 months. This form may be mailed or hand delivered in an envelope labeled: ATTN: ATHLETIC OFFICE – SPORTS PHYSICAL. If necessary, they may also be faxed to the Athletic Office (630-719-2826). See Page 3 for instructions on how to check your athlete's physical date. If you have already submitted a physical form for the current school, DO NOT send in another copy. Duplicate paper work slows the process down for everyone.

Coaches WILL NOT accept physicals on the first day of tryouts/practice. They are ready to be coaching on that day. Show respect toward your coaches and teammates by completing the registration process and submitting a physical, if necessary, to the athletic office, early.

There are three different sets of instructions: 1) for families who have never created an account and are registering an athlete for the very first time for any sport, 2) for families who are registering the same athlete for a different sport or the next year of the same sport and 3) for families who are registering a different child for the very first time for any sport, but have already established their family account. While this may seem confusing the subtle differences are only in what you do initially.

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New Family On-Line Registration Instructions

These instructions are for families who have never registered a child for any athletic team at Benet Academy. On-Line Registration for each sport must be completed seasonally. Please read and follow these instructions.

(Note: You will need your health insurance information to complete the process)

To begin the process go to benet.org → Athletics → [On - Line Registration](#)

Click on **“Create an Account”** and enter an adult’s email address that is checked frequently and create your own password. **This should not be your child’s email address.** This email address will only be used for communication purposes by the coach and/or athletic office to send important updates including when next year’s registration is open. “8to18” will also send out automatic confirmation of registration, as well as notification that your child’s physical will be expiring. You will receive these automated emails from “8to18” at 60/30/10 days prior to the physical expiring, giving you plenty of opportunity to schedule the next physical. Please read the IHSa mandate regarding physicals found on page 5.

Remember this log in combination because you will use it from year to year, season to season, and child to child. There is never a need to create another account when registering any of your children for the next sport or year.

Click on “Begin Registration”

- “Select Activity”
 - Choose the sport your child will be trying out for/participating in.
- “Select Participant”
 - Add a New Participant (**Note: All information on this page is for the student, i.e. cell phone, email, etc.) Under MEDICAL INFORMATION: Please list ALL medications, allergies, past surgeries, concussions, diagnoses, anything that would be important to know in case of an emergency and parents are not immediately available.**
 - **IMPORTANT: Please enter athlete’s name using proper capitalization and in the form you would like it to appear in the programs. (If your child goes by a nickname please register him/her using the nickname. Initial nicknames like M.K. or MK will be listed in the on-line roster as Mk.)**
- “Roster Details”
 - Enter t-shirt and/or short size if indicated
 - Enter Height and Weight if indicated. (**IMPORTANT: This Height and Weight will automatically populate onto our roster websites to be used in Event Programs. Please enter height and weight as you want it be listed in those programs.**)
- “Primary Parent/Guardian Information”
 - Fill out the Parent information on the next page.
 - **SECONDARY EMAIL** – This can be your student’s email address or another parent’s email address. PLEASE DO NOT CREATE AN ENTIRE SECOND ACCOUNT FOR THE SOLE PURPOSE OF ANOTHER PARENT RECEIVING INFORMATION. THIS IS THE PLACE TO ADD THAT SECOND EMAIL ADDRESS. MOST COACHES ALREADY HAVE THE ATHLETE’S EMAIL OR CELL PHONE NUMBER OR HAVE A TWITTER ACCOUNT THROUGH WHICH THEY COMMUNICATE WITH THEIR ATHLETES.

- “Physical Form”
 - If you need a form to take to the doctor, you may print one off from here. There is nothing else to do during this step.
 - Your athlete must have a current physical on file (Within the past 13 months) at Benet in order to **begin** tryouts/practice. See last paragraph of this page to learn how to view physical date.

- “Legal Forms” –
 1. **Agreement to IHSA Performance Enhancing - Testing Policy/Concussion Information/Asthma Medication**
 - You are required to read the IHSA policy on performance enhancing substance/drug testing. To do so click on the form and scroll. At the very end of the document you will need to check both the parent/guardian and student boxes in order to continue the registration process. By clicking on the boxes, you and your athlete are agreeing with and consenting to all provided information via an e-signature.
 - **DO NOT PRINT OUT THIS FORM. DO NOT TURN THIS FORM IN TO AD OFFICE OR COACH, UNLESS** you will be self-medicating for asthma symptoms. (See Below for instructions.)
 - If you will be carrying Asthma medication for self-administration, you will need to print out the last page, fill out the bottom portion of the form and submit to AD Office.

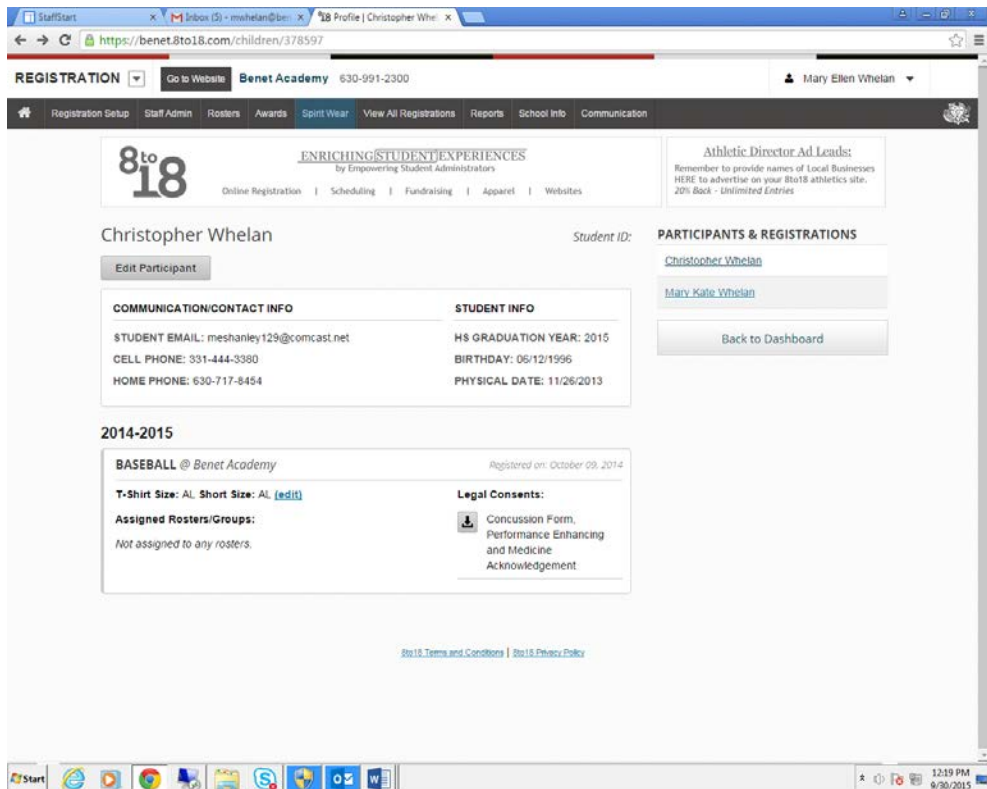
 2. **ImPACT Participation** - ImPACT is the concussion monitoring program used by Benet. Read this document thoroughly. If your sport is an ImPACT sport, you will automatically receive baseline testing as a freshmen and a junior. If an athlete experiences a concussion during the season he/she will receive post-concussion testing to help your physician assess when it is medically safe for your athlete to begin the IHSA/Benet Academy 5-Day-Return-to-Play Protocol.
 - If you DO NOT want to participate in ImPACT, please call the Athletic Office at 630-991-2300 and we will send you a waiver to sign and submit to the office.

- “Summary”
 - At this time, you can see what you have registered for.
 - **You must click on “Finish” to complete your registrations.** You will receive a confirmation email from 8to18.com. It will appear in your in box: **no-reply@8to18.com** via sendgrid.info
 - DO NOT CALL OR EMAIL THE ATHLETIC OFFICE ASKING FOR CONFIRMATION OF REGISTRATION OR PHYSICAL STATUS. You will receive confirmation from “8to18”. We register over 1000 athletes every year. To respond to that many requests would overwhelm the AD office.
 - **UPDATING ATHLETE PROFILE & CHECKING PHYSICAL DATE** - You may return to your athlete’s profile to view physical date or update personal information at any time. Simply return to [On-Line Registration](#) found under benet.org’s Athletics tab and log in using the email/password combination you used to register your athlete(s). The first screen is shown below.

Click on one of your children under **PARTICIPANTS & REGISTRATIONS**.



The next screen shows your child's demographic data including date of physical. Click on Edit Participant to edit demographics. NOTE: You are unable to enter or edit a physical date. That is accomplished by the Athletic Office only.



- You may contact Mary Ellen Whelan (mwhelan@benet.org or 630-991-2300) in the Athletic Office if you have any questions/difficulty regarding the registration process. During summer months use email for questions.

On-Line Registration Instructions for Families Who Are Registering Their Athlete for a Second Sport or New School Year

(Note: You will need your health insurance information to complete the process if that information has changed.)

To begin the process go to benet.org → Athletics → [On - Line Registration](#)

- Log in using the email/password combination used when you initially created your account.
- Click on Begin Registration – (STOP! If you are unsure about your child’s physical status click on their name under PARTICIPANTS & REGISTRATIONS **BEFORE** you click on Begin Registration. You will find their demographics including physical date on this screen. See page 3 of this packet for details. Use the return arrow to return to Begin Registration.)
- Select Sport
- Select Participant
- Review athlete, guardian, insurance and emergency contact information. Edit as necessary.
- Roster Details – Enter Height and Weight as you want it to appear in game Programs.
- Legal Forms (IHSA PEST Policy/Concussion Information/Asthma Medication Consent to Self-Administer/ImpACT)

These forms must be agreed to each season via e-signature. Agree and Consent by clicking on document, scrolling through to the end and clicking on both parent/guardian and participant boxes. If you do not want to participate in ImpACT please call 630-991-2300 and we will send you a waiver to sign and return to the AD Office.

- Summary – Click Finish and Submit

On-Line Registration Instructions for Families Who Already Have an Account and are Registering a New Athlete

(Note: You will need your health insurance information to complete the process if that information has changed.)

To begin the process go to benet.org → Athletics → [On - Line Registration](#)

- Log in using the email/password combination used when you initially created your account.
- Click on Begin Registration
- Select Sport
- Select Add Participant
 - Add a New Participant (**Note: All information on this page is for the student, i.e. cell phone, email, etc.**)

Please enter athlete's name using proper capitalization and in the form you would like it to appear in game programs. (If your child goes by a nickname please register him/her using the nickname. Initial nicknames like M.K. or MK will be listed as Mk.

- Review parent/guardian, insurance and emergency contact information. Edit as necessary.
- Roster Details – Enter Height and Weight as you want it to appear in game Programs.
- Legal Forms (IHSA PEST Policy/Concussion Information/Asthma Medication Consent to Self-Administer/ImPACT)
- These forms must be agreed to each season via e-signature. Agree and Consent by clicking on document, scrolling through to the end and clicking on both parent/guardian and participant boxes. If you do not want to participate in ImPACT please call 630-991-2300 and we will send a waiver for you to sign and return to the AD Office.
- Summary – Click Finish and Submit

IHSA PHYSICAL RULES: It is mandated by the Illinois High School Association that each athlete participating in a sport have a valid physical on file for the entire season. Physical forms must be signed and dated by the health care provider. A physical is deemed current for 13 calendar months from the date of the exam. A child's physical therefore may or may not cover the entire season or school year. If an athlete's physical will expire during a sport season in which they are participating, a new physical must be obtained and the more current form submitted to the AD Office, in order to remain eligible to compete during the current season. The best option is to mail or hand deliver to Benet in an envelope labeled ATTN: Athletic Office – Sports Physical, Fax the form to AD Office (630-719-2826).