

RCSD Requal Quick Guide

Greetings!

We are excited to announce that we are now offering the convenience of online registration through FamilyID (www.familyid.com). FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs, and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs.

BEFORE YOU REGISTER:

Students must have a physical exam that was completed within 1 year. The physical must state that the student can participate in sports and it be signed by a physician or Nurse practitioner. This document can be uploaded to the Family ID system or a copy can be given to the nurse in your child's school.

A vision exam must have been completed within 1 year. If this has not been completed you will be asked to see the nurse for the screening prior to being recertified.

The student must have an up to date Tetanus shot (within 10 years)

INFORMATION NEEDED TO REGISTER:

It will be helpful to have the following information handy to allow for accurate completion of your online registration.

- If your child has, a medical alert and needs epi-pen, inhaler or any lifesaving medication they must provide a self-carry order signed by the physician, parent and student. This must be provided prior to being recertified.*

REGISTRATION PROCESS:

A parent/guardian should register by clicking on this link:

<https://www.familyid.com/rochester-city-school-district-athletics>

Follow these steps:

To find your program, click on the link provided by the Organization above and select the registration form under the word *Programs*.

1. Next click on the blue **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.
2. **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**.
3. 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.).)
4. Click on the link in your activation E-mail, which will log you in to FamilyID.com
5. Once in the registration form, complete the information requested. All fields with a red* are required to have an answer.
6. Click the **Continue** button when your form is complete.
7. Review your registration summary.
8. Click the green **Submit** button. After selecting 'Submit', the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

At any time, you may login at www.familyid.com to update your information and to check your registration(s).

To view a completed registration, select the 'Registration' tab on the blue bar.

SUPPORT:

- If you need assistance with registration, **contact** FamilyID at: **support@familyid.com** or **781-205-2800 x1**.
- Support is available 7 days per week and messages will be returned promptly.