

School Year 2020-21 Sports Registration Packet Directions

Dear James M. Bennett Athletes and Families:

I would like to extend a warm welcome to all new and returning Clippers for the 2019-2020 school year!

Many of you will be participating in our athletic programs this year. I am certain your experiences will be most rewarding. We are very proud of our teams here at James M. Bennett High School and we look forward to your participation and the sharing of your successes.

We are in our second year using the convenient online registration for our sports programs through the registration platform, Form^{Re}Leaf! Form^{Re}Leaf is an intuitive and hyper-secure registration platform providing you with a user-friendly way to register for our programs, while helping us to be more administratively efficient.

All athletes will be required to have this information submitted prior to participation in athletics. This program is replacing the previous paper packets you filled out for your child. The information will be stored, so year to year you will just be updating information. Please make sure to read the directions carefully, if you miss information it will not submit, please check that your status says "Complete" if you see "Incomplete" click and the section(s) will be highlight red with what needs to be corrected. This program can be accessed on cell phone, tablet, or computer, if you are unable to get access to the internet please contact Ms. Rose at KRose@wcboe.org.

Before registering, be sure to have the following information handy:

- Doctor Information
- Health Insurance Information

BEGIN YOUR ONLINE REGISTRATION using this link to Form^{Re}Leaf:

<https://app.formreleaf.com/organizations/james-m-bennett-high-school>

Follow carefully:

1. Signup for your Form^{Re}Leaf account by entering your name, e-mail address and password; confirm your password. Agree to the Vantage (Form^{Re}Leaf Parent Company) Terms of Service.
2. Now login to the Form^{Re}Leaf Registration platform using your credentials (email address and password)
3. On the top menu bar select "Find Organization"
4. Search for James M Bennett by typing the first few letters of our school name or by scrolling through the list of schools; once located click on James M Bennett High School.
5. Click on the "Program/Sport" you wish to register for.
6. After clicking on the appropriate sport, complete all of required information; any question or field with a *red asterisk* is required to complete your athlete's registration.
7. Sign (using your mouse/finger/stylus) in those fields where appropriate, acknowledging that you have read/understand or give approval for the content of the document referenced.
8. When finished click "Submit"
9. You will receive confirmation from Form^{Re}Leaf once your registration is completed.
10. The Athletic Office will verify all registrations once submitted.
11. If you need help at any point of the registration process, you may call Form^{Re}Leaf Customer Support, Monday through Saturday at (844) 367-6735.

Note: At any time you can log back into your athlete's file on [Form^{Re}Leaf.com](https://FormReLeaf.com) to update any portion of your child's registration. Should you wish to edit a past registration go to: "Registration History."

The James M Bennett High School Athletics Staff are excited about this extremely intuitive registration platform and hope that you will appreciate and enjoy the ease of registering your students for our athletic programs going forward.

Thank you for your support and GO CLIPPERS!!!