

## SFHS Instructions for Using 8to18 Online Registration Module (07/14/16)

To register for St. Francis H.S. Fall Sports online, use the following instructions:

- Go to <https://sfhs.8to18.com> (no www.)
- If you have registered previously, enter your **Email address** and **Password** in the respective text boxes and select "**Let's Go!**"  
Note: if you have registered previously, but have forgotten your password, select the "**Did you forget your password?**" link, enter your **Email address** on the next screen and select the "**Send recovery link**" box. An email with a recovery link will be sent accordingly.
- If you have not registered previously, select "**Create An Account**", enter your **Email address**, enter a **Password**, *re-enter the password a second time*, and select "**Let's Go!**"
  - **Please note: please store this logon information with your other logons and passwords as you will use this logon (your email address) and password combination throughout your child's (children's) high school career(s).**
- After successfully logging on, click/select "**Begin Registration**"
- Under Step 1 - Select Activity, **click/select the bullet next to the sport your child will be trying out for/participating in**, then select the **Continue to Step 2** button
- Under Step 2 – New Participant OR Select a Participant,
  - if you have not previously registered any of your children, you will be brought to the New Participant screen
  - For Your Relationship to the Participant, **select your relationship** (Father, Mother, Legal Guardian, etc.) from the drop-down box
  - please complete all required **Participant Information** - indicated by asterisk (\*) - including First name, Last name, (8-digit) Student ID (on student schedule), Sex, Participant's cell phone (digits only), Participant's home phone (digits only), Participant's email, Birth date, High school graduation year (4 digits), Insurance company (Football and Lacrosse), and Insurance account number (Football and Lacrosse).  
**Note: the above information is for the student, not the parent**
  - Please complete all required **Emergency Contact** information - indicated by asterisk (\*) - including First name, Last name, Phone number (enter digits only), and Relationship.
  - When finished entering Participant Information and Emergency Contact information, select the **Continue to Step 3** button

- Under Step 3 - Roster Details, **select your child's appropriate Tshirt size (YS, YM, YL, AS, AM, AL, etc.)** from the drop down list, enter your child's **Weight** (numbers only) in the text box, and enter your child's **Height** (numbers only) in the corresponding text boxes.  
*Please note: there are separate boxes for feet and inches.*  
When finished, select the **Continue to Step 4** button
- Under Step 4 - Primary Parent / Guardian Information, complete all required **Parent/Guardian Information** - indicated by (\*) - including First name, Last name, Cell phone, Home phone, Office phone, Address, City, State, Zip.
  - When finished entering Parent /Guardian Information, click/select both Legal check boxes, and then select the **Continue to Step 5** button.
- Under Step 5 - Physical Form, if you need a form to take to the doctor you may print it here by clicking/selecting the **IHSA Physical Form (PDF)** link  
**Please Note: your athlete must have a current physical on file in order to begin tryouts/practice.**
  - When finished, select the **Continue to Step 6** button
- Under Step 6- Legal Forms, "These documents must be reviewed and accepted, click to open in a new window", you must do the following for each
  - Click/Select the form (it will open in a new window)
  - Read each document, advancing to the end.
  - When you **and your child** have finished reading the document, **click/select the Guardian and Participant check boxes** at the bottom of the document indicating your agreement/acceptance of this policy and authorizing your child to participate in this activity; then **select the green Accept button.**  
**Please Note: you may print the document; however, you do not need to complete any forms or turn in any forms except for the IHSA Physical Form and the Emergency Contact Form.**
    - When finished, select the **Continue to Step 7** button
- Under Step 7 – Summary, you will see a confirmation of your Registration information including Participant and Activity.
  - click/select the Finish button to complete your registration or click/select the Add Another Registration button to register another child and/or register for another activity.
- **NOTE: Participation Fees will be collected after final rosters are set. You will receive an automated email message from 8to18 Media, notifying you to complete payment on your 8to18 account. You will have 5 days to comply. Participants not in compliance will not be allowed to participate in practices or contests until payment is made.**