

## INTRODUCTION TO FAMILY ID

Fox Lane Nation,

We are excited to offer the convenience of online registration through FamilyID ([www.familyid.com](http://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.

*The Electronic Registration Process is Required* - The paper forms for medical clearance are no longer used. Registrations are done electronically through Family ID (see directions below). Registration of your student cannot begin before the indicated date because the "Medical History Update" must be within 30 days of the beginning of the athletic practices. This is a NYSED regulation.

### To register your child from Fox Lane Athletics you will need:

1. The Student's ID number - this can be found on the student's district ID or in the Parent Portal. You will be required to use this number during the registration process.
2. A Valid Physical Examination within the past 12 months. A copy of the Health exam form must either be uploaded during this registration process OR a hard copy will need to be dropped off at the FLHS or FLMS nurse's office.

Directions for On Line Registration:

#### **NEW FAMILIES:**

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

<http://www.familyid.com/fox-lane-high-school>

1. To find your program, click on the link provided by the Organization above and select the registration form under the word *Programs*.
2. Next click on the green *Register Now* button and scroll, if necessary, to the *Sign Up/Log In* green buttons. If this is your first time using FamilyID, click *Sign Up*. Click *Log In*, if you already have a FamilyID account.
3. *Sign Up* for your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select the agreement to the FamilyID Terms of Service. Click *Sign Up*.
4. 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.).)
5. Click on the link in your activation E-mail, which will log you in to [FamilyID.com](http://FamilyID.com)
6. Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
7. Click the *Save & Continue* button when your form is complete.
8. Review your registration summary.
9. Click the green *Submit* button. After selecting 'Submit', the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

**SUPPORT:**

- If you need assistance with registration, **contact** FamilyID at: [support@familyid.com](mailto:support@familyid.com) or **888-800-5583 x1**.
- Support is available 7 days per week and messages will be returned promptly.

**RETURNING FAMILIES:**

You may use the information you submitted in previous seasons to save time with future registrations. Please use the following steps:

1. Click on the Current Season registration form on your school's FamilyID Landing page: <http://www.familyid.com/fox-lane-high-school>
2. Login using the email address and password you created last season
3. Choose the sport
4. Click on "Add Participant Below or Click to Select" and pick your child's name
5. Update health and demographic information, if necessary
6. Sign-off on seasonal agreements
7. Save and Submit

For more detailed instructions, please click on the following

link: [https://familyid.groovehq.com/knowledge\\_base/topics/register-for-a-program-as-an-existing-user](https://familyid.groovehq.com/knowledge_base/topics/register-for-a-program-as-an-existing-user)