



# HILLSBOROUGH HIGH SCHOOL ATHLETIC DEPARTMENT

## SPORTS PARTICIPATION INSTRUCTIONS

### ACCESS DISTRICT WEBSITE :

- Go to the district website: [www.htps.us](http://www.htps.us).
- Click on the **Schools** tab. Select **Hillsborough High School** from the drop-down list.
- Click on the **Athletics** tab.
- Select **Sports Sign Up/Health Forms** from the left margin.
- Follow the Instructions below. Each step must be completed before clearance is given to participate.

## SPORTS SIGN UP STEPS

### STEP 1: COMPLETE FamilyID. (must be done for each season)

This step must be completed by a parent/guardian.

- A. Click on the "FAMILYID" link: ([www.FamilyID.com](http://www.FamilyID.com)).
- B. Select the appropriate athletic program (either Fall, Winter or Spring)
- C. At the top right corner of the screen, there will be 2 tabs (SIGNUP and LOGIN).
- D. If you **already have a FAMILYID** account, click "LOG IN" to log into your account and then go to step "F" below
- E. If you are **new to FAMILYID**, you will need to set up an account as follows:
  - Click on "SIGN UP."
  - Enter your name, email address and password. You will receive an email with a link to confirm your new account. (If you don't see the email, check your spam or junk folders) **Please note that this only sets up the FamilyID account and does not sign the student up for a sport.** To complete the signup process, continue with the steps below.
  - Click on the link in your email confirmation. This will return you to the program page.
- F. Fill out the information requested on the form.
- G. After your sign-up is complete, you will receive an email from FamilyID confirming your sign-up was successful. You can log into [www.familyid.com](http://www.familyid.com) at any time to update your information and to check your registration(s).  
**Please note that if you do not receive a confirmation email, your registration was not successful.** If you need assistance with FamilyID, please call FamilyID at 888-800-5583 Ext. 1.

### STEP 2: PRINT and SUBMIT MEDICAL FORMS:

All prospective athletes must have a current sports physical on file in the Nurse's Office. Physical examinations are good for 365 days. If the student-athlete's physical has been completed more than 90 days prior to the first practice session for the sport, the 90-day Update Form (Health History Update Questionnaire) must be completed and returned to the Nurse's Office. If this form was previously submitted but is older than 90 days, a new one will need to be submitted.

Print the appropriate medical forms and submit to the Nurse's Office. Please note that each season a student will need to either submit a new physical form or a 90-day update form. It is possible that both forms will be necessary depending on the date of the physical and the season start date. Forms are available on the athletic portion of the district website as instructed above. **Forms must be submitted by the due date provided by the Nurse's Office** since time is needed for the school doctor to review the physicals before final clearance is given. **No participation of any kind is permitted without medical clearance.** Late submission of sports physicals may be subject to a minimum hold on eligibility for two school days to allow for clearance of sports physicals submitted after the deadline, which may include practice and tryout days.

**STEP 3: PRINT RANDOM DRUG FORM:** If not previously submitted, print the Random Drug & Alcohol Consent-to-Test form and submit to the Nurse's Office. Students only need to submit this form once during their high school career. This form is available on the athletic portion of the district website as instructed above.