

## User Guide for Athletic Registration

In order to complete the Athletic Registration, parents/guardians must have access to ParentVue. If you do not have a ParentVue account, please pick up this information at the Front Office. Coaches do not have access to this information. Also, please do not confuse the Athletic Registration with a sport/activity specific registration. Some sports require a separate registration, and this is not linked into the Cobb County system.

To Register:

1. Go to [https://parentvue.cobbk12.org/PXP2\\_Login.aspx](https://parentvue.cobbk12.org/PXP2_Login.aspx)
2. Click "I am a parent"
3. Login to ParentVue
4. After logging in, go to "Athletic Registration." This should redirect you to another page. When the "Register" screen appears, select "Sprayberry." Be sure that you select the "2021-2022" School Year.
5. You will then complete all the Consent Forms and Insurance Forms. Under the "Medical" tab, complete the Medical History and Supplemental History. A blank "Physical Form" is also under this tab. The Physical Form will include a Clearance Form. Please print these forms (History, Physical, and Clearance Form) and take them to the doctor when completing the Physical.
6. After the athlete has a completed Physical, please scan or take a picture of both the Physical and the Clearance Form. You will upload digital copy of the Physical form and Clearance Form under "Documents." Please make sure that we can see all documents, including names, dates, and signatures. The only forms that MUST be uploaded are the Physical, Medical Eligibility, and Cardiac Arrest forms; we do not need a copy of the Medical History uploaded into the "Documents" section. **If you need assistance with which documents need uploading or a copy, please contact Coach Floyd.**
7. Once the documents are uploaded, select "Final." This will send the Registration to our Work Que. Once a registration is sent, information cannot be changed until the school reopens the file for use.
8. If there is an issue with the Registration, it will be marked, "Needs More Information." You should get an email at the email address you used for Registration. This will re-open the file so that adjustments can be made by the parent. Again, select "Final" when you have completed any corrections.

Please remember that the coaches do not have access to ParentVue nor do they have the ability to register your athlete. If you need ParentVue access, please email [Michelle.Pace@cobbk12.org](mailto:Michelle.Pace@cobbk12.org) (current Sprayberry students only). Rising freshman parents should contact the local school for access.

If there are any questions or concerns with Athletic Registration please notify the Coach Floyd or contact [Naomi.Cleannan@cobbk12.org](mailto:Naomi.Cleannan@cobbk12.org).