

FamilyID Instructions

To begin REGISTRATION:

Please print the TSSAA Physical Form to be completed by your physician or nurse practitioner (at a Little Clinic or other walk-in clinic). After completed, please give to Janie Peeler in the upper school office.

[http://www.ecseagles.com/uploaded/ECS/Athletics/TSSAA Preparticipation Physical Form.pdf](http://www.ecseagles.com/uploaded/ECS/Athletics/TSSAA%20Preparticipation%20Physical%20Form.pdf)

Once you proceed to the registration, please fill out all information and read and sign all policies/agreements. You will not be able to submit your registration until all these documents have been electronically signed. There is no need to print these documents.

INFORMATION NEEDED TO REGISTER:

It will be helpful to have the following information handy to allow for accurate completion of your online registration.

Doctor information, Health Insurance Card

REGISTRATION PROCESS:

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

<http://www.familyid.com/evangelical-christian-school-f0f324ac-134b-4f27-b48f-54dc8733de79>

Follow these steps:

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 *Create Account/Log In* green buttons. If this is your first time using FamilyID, click *Create Account*. Click *Log In*, if you already have a FamilyID account.
3. *Create* your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select *I Agree* to the FamilyID Terms of Service. Click *Create Account*.
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
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.

Fees and Payments:

No Payment Required for fees at registration time. All fees and charges for the individual sports will be billed via Smart Tuition prior to and/or during the season of your sport.

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.
10. If you have more athletes to register, you may continue the process and your information will be populated so that you only need to fill in new information specific to each athlete.

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If you would like to join the ECS Athletic Booster Club (ECS - ABC), there is a section to sign up and pay via FamilyID or to sign up and pay by check or cash.

For payment through FamilyID credit or debit card or checks may be brought directly to Janie Peeler in upper school office:

10. Click the green *Pay & Submit* button
11. On the next screen, click on *Proceed to Payment* to be directed to the payment processor.
12. Select debit card/credit card or Pay by cash or credit
13. After you click *Pay*, you will receive a completion email confirming your payment and an email from FamilyID confirming your registration.

At any time, you may log in at www.familyid.com to update your information and to check your registration(s).

To view a completed registration, select the 'Registration' tab on the blue bar.

SUPPORT:

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