

## **FOR FAMILIES NEW TO HARTFIELD FOR THE 2018-19 YEAR**

### **BEFORE YOU REGISTER:**

Be sure you have an up-to-date physical from a physician. If your child has not received an exam for the upcoming year, you can download a blank form from Hartfield Academy's FamilyID page. Look for the link on the right-hand side of the page and click to download.

### **INFORMATION NEEDED TO REGISTER:**

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

- Physician Information
- Insurance Information
- Electronic Version of Athlete's most recent physical

### **REGISTRATION PROCESS:**

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

<http://www.familyid.com/hartfield-academy>

#### **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 ***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:**

- For FAQ's visit [https://familyid.groovehq.com/help\\_center](https://familyid.groovehq.com/help_center)
- If you need further 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.