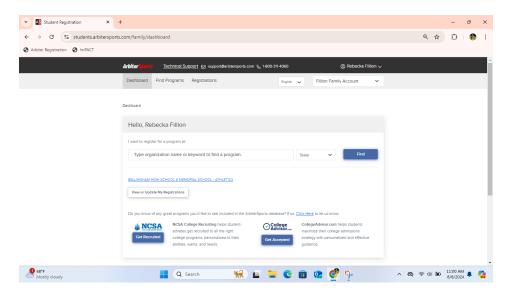


<u>português</u>

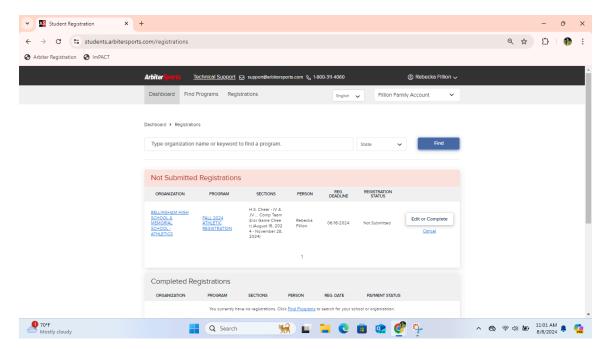


How to Edit your student-athlete's registration:

- 1.) Log onto Arbiter Registration with the SAME email you used to register the athlete.
- 2.) When you log-in, hopefully it looks somewhat like this:



3.) There are two ways to get to your athlete's registrations. You can click the blue link "BELLINGHAM HIGH SCHOOL & MEMORIAL SCHOOL - ATHLETICS," or you can click "Registrations" on the top gray menu bar. Both will bring you to the following screen.

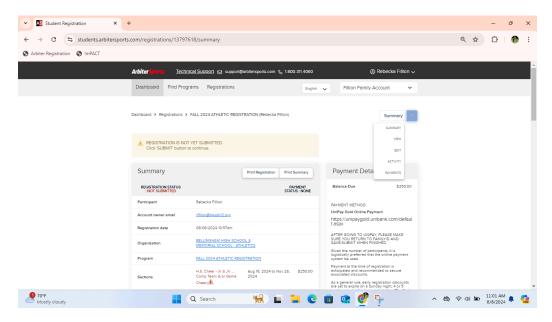




<u>português</u>



4.) From here, you can click the gray box towards the right side of your screen marked "Edit or Complete." It may bring you to a page to complete payment, but on the top right, there is a drop down menu. Click "Edit" > "Continue without saving."



- 5.) In the first section of the registration there should be a field where you can upload the most recent physical. Pictures taken with cellphones, screen shots, or PDFs are accepted. (please make sure if you screen shot, you include the Exam Date). When complete, scroll to the bottom and save. Be sure to click through to the very end of the registration to save and you are all set.
- 6.) DO NOT EMAIL ME PHYSICALS. Email is not a secure way to transmit protected health information.
- 7.) Tips:
 - a.) Do not use a mobile device. Things do not always save and Arbiter Registration is most compatible on a desktop/laptop computer.
 - b.) Be sure to save and click through every piece and page of the registration until you get to the end where you can submit and save.
 - c.) Delete all other files except the valid physical. We do not need old physicals on file, so you can delete them.
 - d.) The physical should be part of the first section marked "Participant Information." If it is in any other section, it cannot be viewed by the Athletics Dept.