



School Year 2018-19 Sports Registration Packet Directions

Dear Queen Annes County High School Athletes and Families:

I would like to extend a warm welcome to all new and returning Lions for the 2018-2019 school year!

Many of you will be participating in our athletic program this year. I am certain your experiences will be most rewarding. We are very proud of our teams here at QACHS and we look forward to your participation and the sharing of your successes.

We are excited to announce that we now offer the convenience of online registration for our sports programs through the registration platform, Form^{Re}Leaf! Form^{Re}Leaf is an intuitive and hyper-secure registration platform providing you with a user-friendly way to register for our programs, while helping us to be more administratively efficient.

Before registering, be sure to have the following information handy:

- Doctor Information
- Health Insurance Information

BEGIN YOUR ONLINE REGISTRATION using this link to Form^{Re}Leaf:

[QACHS Athletics Registration](#)

(NOTE TO WEBMASTER: There is a link embedded in the above "Wi Hi Athletics Registration". Please test to make certain one click will send user to registration site" link is: <https://app.formreleaf.com/organizations/search?q=Queen>)

1. Signup for your Form^{Re}Leaf account by entering your name, e-mail address and password; confirm your password. Agree to the Vantage (Form^{Re}Leaf Parent Company) Terms of Service.
2. Now login to the Form^{Re}Leaf Registration platform using your credentials (email address and password)
3. On the top menu bar select "Find Organization"
4. Search for (School Name here) by typing the first few letters of our school name or by scrolling through the list of schools; once located click on (School Name here).
5. Click on the "Program/Sport" you wish to register for.

6. After clicking on the appropriate sport, complete all of required information; any question or field with a *red asterisk* is required to complete your athlete's registration.
7. Sign (using your mouse/finger/stylus) in those fields where appropriate, acknowledging that you have read/understand or give approval for the content of the document referenced.
8. When finished click "Submit"
9. You will receive confirmation from Form^{Re}Leaf once your registration is completed.
10. The Athletic Office will verify all registrations once submitted.
11. If you need help at any point of the registration process, you may call Form^{Re}Leaf Customer Support, Monday through Saturday at **(844) 367-6735**.

Note: At any time you can log back into your athlete's file (*while registration is open*) on [Form^{Re}Leaf.com](https://formreleaf.com) to update any portion of your child's registration. Should you wish to edit a past registration go to: "Registration History."

The QACHS Athletics Staff are excited about this extremely intuitive registration platform and hope that you will appreciate and enjoy the ease of registering your students for our athletic programs going forward.

Go Lions!

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