



# Enhanced Athletic Registration Process

- ▶ Register online in CommunityPass
- ▶ **NEW FORM SUBMISSION PROCESS**- Complete forms online thru Parent Access (similar to beginning of school year forms)
- ▶ To meet **FALL** Athletic Registration Deadline **(7/7/2023)** - you must complete all 3 parts below
  - 1) Complete online registration in CommunityPass ([www.ebnet.org/cpreister](http://www.ebnet.org/cpreister))
  - 2) Submit the athletic registration packet in Parent Access (under forms)
  - 3) Submit either the repeater or athletic medical forms in Parent Access (under forms)
- ▶ **Failure to meet the deadline will result in a \$10 late fee**
- ▶ **Failure to meet the deadline could mean your child won't be able to tryout**

# Overview of Athletic Registration Process

**STEP 1:** Everyone: Complete CommunityPass Online Registration

1) Register online CommunityPass- Click Register Here / ( Fall) 2023 Athletics to register.

2) Print/save your receipt as pdf to upload later

**Step 2** Everyone: Determine whether you need to submit new physical forms or repeater forms. If you determine repeater forms, proceed to Step 3a. If you determine physical forms, proceed to Step 3b.

**Step 3a:** Submit repeater forms if Athletics has a student's athletic physical on file and the EXAM DATE is within 365 days of the first day of tryouts (example: physical on file 2/17/2023 – first day of tryouts 8/21/2023).

Go to forms library in Parent Access. Click on the season (Fall) Athletic Registration Packet and complete the form. Both parent/guardian and student-athlete complete the online forms together. Click green update answers when done. Click checkbox finalize and then update answers to submit.

When finished, you will go back to Parent Access / forms library. Click on (Fall) Athletic Medical -Repeater Packet. Please complete the health update questionnaire contained within. Click green update answers. Click checkbox finalize and then update answers to submit.

**Step 3b:** Submit new physical forms if:  
This is the first time the student is playing a sport OR  
the physical is old.  
(Doctor must have performed the exam within 365 days of the first day of tryouts)

Click Physical Forms and print the forms.  
On History form – parent and student complete together . Save a pdf for upload.  
Schedule an exam. Take forms to doctor to complete.

Once the physical has been completed by doctor, create pdf/ take picture on phone for upload to Parent Access. In Parent Access, under forms – Complete the Athletic Medical Complete Physical Packet. Answer questions in forms, upload files, and click green update answers. Then click the check box to finalize and then click update answers to submit.

Go back to forms library in Parent Access. Click on the season (Fall) Athletic Registration Packet. Complete the form information. Both parent/guardian and student-athlete complete the online forms together. Click green update answers. Then click check box to finalize and update answers to submit.

**Step 4:** In approximately 2 weeks from your completed submission, check Parent Access under Athletics Tab. Look for season eligibility. This will indicate athlete has been cleared for participation.

Student's submission is complete=  
Payment, Athletic Registration Packet +  
either Repeater Forms or Athletic Medical  
Complete Physical Packet are received in  
Parent Access.  
Athletics will then review your information.

# Step 1: (All Athletes) CommunityPass Online Registration

## 1) Register online

- ▶ [www.ebnet.org/cpreister](http://www.ebnet.org/cpreister)
- ▶ Click yellow “Register Here” button and select “(Fall) 2023 Athletics” from the dropdown
- ▶ Follow through screens and complete payment

2) Click Print. Change your printer to “save as pdf” to upload later.

## Step 2: (All Athletes )

### Determine which packet you need

- ▶ Determine whether you need to submit new physical forms or repeater forms. If you determine repeater forms, proceed to Step 3a. If you determine physical packet, proceed to Step 3b.
- ▶ Submit repeater forms if the Athletics Department has a student's athletic physical on file and the EXAM DATE is within 365 days of the first day of tryouts (example: physical on file 2/17/2023 - first day of tryouts 8/21/2023). Tryout dates can be found [here](#)
- ▶ Submit new physical forms if: this is the **first time the student is playing a sport** OR the **physical is old**. (Doctor must have performed the exam within 365 days of the first day of tryouts)

## Step 3a: If Athlete needs to submit **Repeater Forms**

- ▶ Submit repeater forms if Athletics Department has a student's athletic physical on file and the EXAM DATE is within 365 days of the first day of tryouts (example: physical on file 2/17/2023 - first day of tryouts 8/21/2023).
- ▶ If your child only needed the repeater forms, go to Parent Access under forms library **click on the season (Fall) Athletic Registration Packet** and complete the form information. Both parent/guardian and student-athlete complete the online forms together. Click green "update answers" when finished at bottom of page. Then click checkbox to finalize and update answers to submit.
- ▶ Next, go back to forms library **click on (Fall) Athletic Medical -Repeater Packet** and complete the Health Update Questionnaire contained within. When finished, **click green "update answers"** at bottom of page. Then click checkbox to finalize and click update answers to submit.

# Go to Forms Library to find online forms

Genesis Parent Resources

MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS LOGOUT

Summary Attendance Grading Fees And Fines Gradebook Scheduling Documents **Forms** Conferences Letters School Information Athletics

SELECT STUDENT: Adams, Amy

**FORMS LIBRARY**

Forms Library  
Today is 5/10/2023

Adams, Amy

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR	REQUIRED FOR ACCESS
1.	Fall Athletic Registration Packet	Not Yet Submitted					No
2.	Fall Athletic Medical - Complete Physical Packet	Not Yet Submitted					No
3.	Fall Athletic Medical - Repeater Packet	Not Yet Submitted					No
4.	2022 Signature Form Annual Notices (10-12)	✓ 8/19/2022		8/18/2022			No
5.	EBPS District Issued Technology Equipment Agreement	✓ 8/22/2020		8/18/2022			No
6.	2022 Student Medical Info	✓ 8/19/2022		8/18/2022			No
7.	2022 Consent for OTC Meds	✓ 8/19/2022		8/18/2022			No
8.	2022 Meal Information	✓ 8/19/2022		8/18/2022			No

After each form- you must update answers then click the finalize check box in order to submit form.

The screenshot shows a web browser window with the URL `parents.ebnet.org/genesis/parents?tab1=studentdata&tab2=forms&tab3=fill&studentid=102489&formId=8B9215CBDE844DA58E`. The browser's address bar and tabs are visible at the top. The main content area displays a form completion screen. At the top, it states: "I hereby state that, to the best of my knowledge, my answers to the above questions and forms submitted are complete and correct." Below this is a field for "Parent/Guardian Signature (please enter parent/guardian name)" with a red asterisk indicating it is required. A modal dialog box titled "Update Answers" is open in the center, containing the text: "You must finalize to officially submit this form. Once finalized, this form will no longer be editable." Below the text is a "Finalize:" label followed by an unchecked checkbox. At the bottom of the modal are two buttons: "Update Answers" and "Cancel". In the background, a "Student" field is also visible with a red asterisk. At the bottom of the form area, there is a green button labeled "Update Answers" and a note: "Questions marked with an \* are required." The bottom of the browser window shows a "Select Language" dropdown menu, a "Powered by Google Translate Mobile" notice, and a Windows taskbar with various application icons.

← → ↻ 🏠 `parents.ebnet.org/genesis/parents?tab1=studentdata&tab2=forms&tab3=fill&studentid=102489&formId=8B9215CBDE844DA58E`

EBNET Bookmarks Microsoft Office Ho... Family Lookup Family Lookup EBPS Staff Portal: L... Community Pass Digital Attendance

I hereby state that, to the best of my knowledge, my answers to the above questions and forms submitted are complete and correct.

Parent/Guardian Signature (please enter parent/guardian name)

\* \_\_\_\_\_

Student

\* \_\_\_\_\_

Please in this form

Finalize: ☐

Update Answers Cancel

Questions marked with an \* are required.

Update Answers

Select Language ▼

Powered by Google Translate Mobile

Type here to search



## Step 3b: If Athlete needs to submit new Physical Forms)

Submit new physical forms if: **This is the first time the student is playing a sport OR the physical is old.** (Doctor must have performed the exam within 365 days of the first day of tryouts)

- ▶ If you need to submit a new Physical, print out the Athletic Physical Forms. (Please note that the Universal Physical Form is not valid. State requires the forms posted on our website).
- ▶ Note on the History form, parent and student will complete this together. When done, save a pdf to be uploaded to Parent Access. **(Please make sure both student and parent have signed the form before uploading it).**
- ▶ Schedule an exam and take Physical Exam and Clearance forms to the doctor to be completed. **(Change from previous years, we will only accept the clearance form that has checkboxes cleared/no ECG required or not cleared ECG required).**
- ▶ Once the physical has been completed by doctor, you will need to **upload to Parent Access**. Either scan and create a pdf or take a picture on your phone.
- ▶ In Parent Access, go to forms library - Complete **the Athletic Medical Complete Physical Packet**. Make sure you have a pdf of the exam form, clearance form, history form. You will upload multiple pdf files. You will have to upload these. Answer the questions contained in Parent Access form, upload files, and update answers. Then click checkbox finalize and then update answers to submit.
- ▶ **Finally, while in Parent Access, look at the forms tab. Click on the season (Fall) Athletic Registration Packet and complete this form information. Both parent/guardian and student-athlete complete the online forms together. Click green “update answers” when finished at bottom of page. You will get a pop-up box. Click the “finalize” check box and also click the update answers. If you click green update answers- then on pop up “update answers” this will save work but does not finalize the form. YOU MUST click the finalize check box to complete and submit the forms.**



When going for Physical Exam - make sure the doctor fills out the Exam and Clearance Forms completely.

*Things to look for:*

**Exam form:**

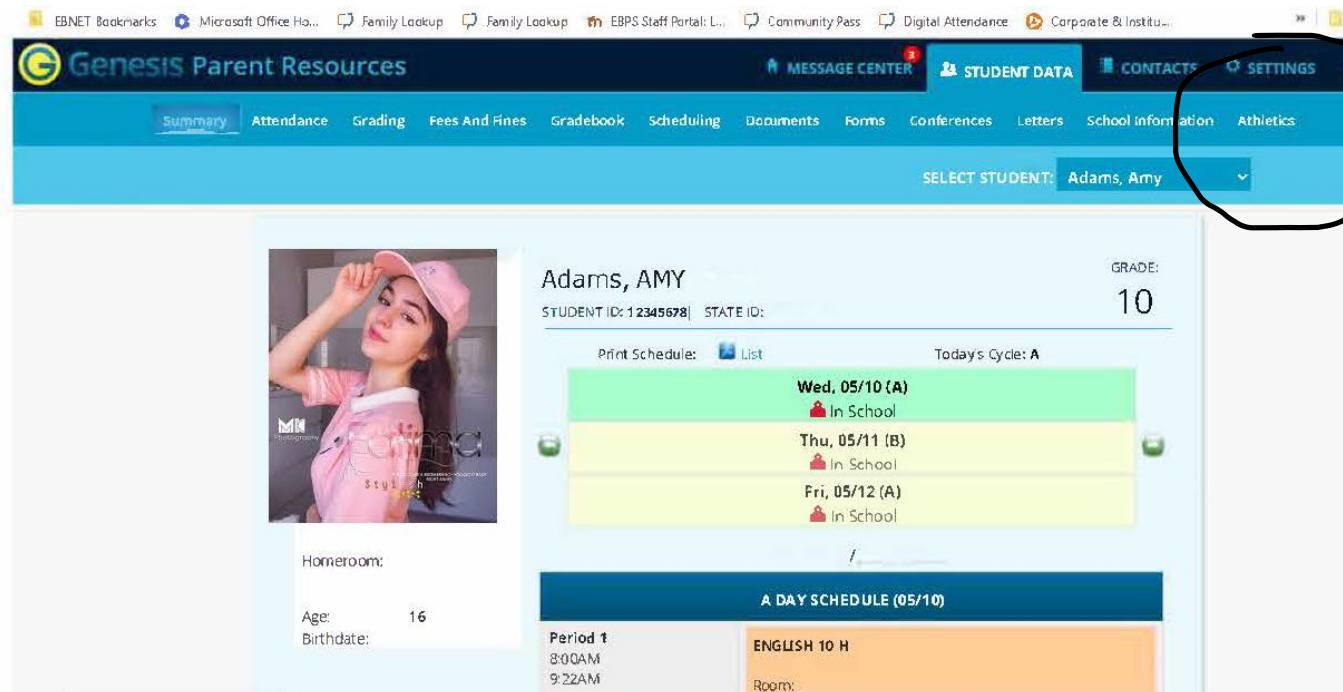
- ▶ Height, weight, blood pressure, pulse, vision, date of exam. Also, check to see that the doctor checked off if athlete is cleared, and includes the physician signature.
- ▶ If pediatrician/internist does not perform a vision exam, you may submit a prescription from the eye doctor. Prescription cannot be more than 2 years old. Note: if you have no access to get a vision reading, the student can go to the school nurse at lunch with a pass to get this done.

**Clearance form:**

- ▶ Make sure the physician checks off if athlete is cleared or not cleared and checks off if ECG or NO ECG required.
- ▶ The doctor stamped the form. The physician stamp is included in the box labeled HCP office stamp.
- ▶ Physician must sign off 2x on the bottom of the form. First signature is clearing the athlete and second signature is attesting that the Cardiac Module Assessment was conducted. For more information on the Cardiac Module Assessment visit:  
<https://www.nj.gov/education/students/safety/health/services/PDModule.shtml> Student-Athlete Cardiac Assessment Professional Development Module (nj.gov)
- ▶ Please note if the doctor does not clear the student for any reason, the Athletics Department will not clear the student for tryouts.

## Step 4: Check back in Parent Access for Clearance

- ▶ Once payment, Parent Access/ Athletic Registration Packet + either Repeater Forms or Athletic Medical Complete Physical Packet are received in Parent Access, your submission will be reviewed and will be processed by the Athletics Department.
- ▶ **Please note that when we have everything, that is when “registration is considered complete.”**
- ▶ Should there be an issue with your registration information/physical information, Financial Services or the Athletics Departments will reach-out to you via e-mail.
- ▶ After you submitted everything, check back approximately 2 weeks later in Parent Access. Select Athletics.



The screenshot shows the Genesis Parent Resources website. The top navigation bar includes links for MESSAGE CENTER, STUDENT DATA, CONTACTS, and SETTINGS. Below this, a secondary navigation bar lists various sections: Summary, Attendance, Grading, Fees And Fines, Gradebook, Scheduling, Documents, Forms, Conferences, Letters, School Information, and Athletics. The Athletics link is circled in black. Below the navigation bar, a dropdown menu for 'SELECT STUDENT:' shows 'Adams, Amy'. The main content area displays student information for Adams, AMY, including a photo, homeroom, age (16), birthdate, and a schedule for the week of May 10-12, 2010. The schedule shows 'In School' for all three days. A section titled 'A DAY SCHEDULE (05/10)' shows Period 1 from 8:00AM to 9:22AM, with the subject 'ENGLISH 10 H' and a room number.

Next: Under Season Eligibility, look for clearance. You will see a check mark, your child's name- XYZ is eligible for “ sport in the (Fall) season”. This will mean your child is cleared.

2022-23 Eligibility for Adams, Amy

Fall Eligibility

Fall Eligibility

Spring Eligibility

✓ Amy is eligible for **Cheerleading - Fall** in the Fall season

FALL ACADEMIC REQUIREMENTS

✓ Eligible for Fall Sports

REQUIRED FORMS

Status	Good Until
✓ Steroid Release is complete	07/01/23
✓ Concussion Release is complete	07/01/23
✓ Sudden Cardiac Release is complete	07/01/23
✓ Opioid Release is complete	07/01/23
✓ Opioid Video Release is complete	07/01/23

# Questions



- What do I do if my child's physical appointment is after the deadline?
  - Complete online payment and complete the athletic registration packet referenced in step 3a. Then send an e-mail to [ebonlinepayments@ebnet.org](mailto:ebonlinepayments@ebnet.org) with the exam date to avoid being charged a \$10 late fee.
- Who do I contact if I have questions about registration?
  - [ebonlinepayments@ebnet.org](mailto:ebonlinepayments@ebnet.org) or call 732-613-6674
- Who do I contact if I have sports related, medical follow-up, clearance questions or I don't see my child's eligibility in Parent Access?
  - Athletic Department: 732-613-6930

**Thank you for your interest in our sports programs. Good luck to your student-athlete!**