**Please note all registrations need to be completed with a parent or legal guardian and that all information needs to be accurate and filled in to the best of their ability.**

1. Go to **www.rugbyohio.com**

2. **Click on “Registration Tab” Choose High School or Youth Link**

3. **New Players:** Click on have not registered online for Rugby Ohio and fill out contact & player information than proceed to payment (step 8).

4. **Returning Players:** login in with your registered e-mail & password.

5. Check all contact information & make any appropriate updates

6. To register for the 2015-16 season click on **Register/Edit** under Player Info.

* At this time if there is another child playing you can add them under the same login.

7. When on the registration screen the player/parent must...

* Select the team they are playing for
* Enter the grade the player is currently in
* Fill in all \*required fields
* Have parent sign off on the **RO Parent/Guardian** **Agreement**
	+ This is done electronically by checking both boxes under the agreement
* Click **SUBMIT**

8. Once player registration is complete payment options will be displayed.

* If you do not have your players pay Rugby Ohio directly please instruct a head of time to disregard the payment methods and to make payments to your club for submission to Rugby Ohio on their behalf.

9. If a player is unable to pay for registration fees they may apply for a scholarship by clicking

 **Apply for Scholarship** found under Player Information. Print and Submit all required forms to

 Rugby Ohio at PO Box 45400 Westlake, Oh 44145. Scholarships should be received by March

 16th for consideration.

10. Sign (parent & player) **Consent Forms** / **Release/Waivers, electronically,** complete when

 registering and submit to file them on line.

* **The Release/Waiver forms are to be filled out every year and kept by the coach/team manager. This season Coaches can access electronically signed waivers on line and print for their records. If players do not submit waivers they cannot be rostered to their team.**