Athletics Registration - FAQs

Contents
1. Starting Registration
   a. Selecting a Language
2. Completing Registration
   a. Uploading Physicals and Forms
   b. Review and Submission
3. Common problems that may prevent you from registering
   a. Existing Registrations
   b. Signature Fields
   c. When to contact the school registrar
4. What is “All-School Conditioning”?
5. Football Insurance

For a complete breakdown of all Athletic Registration screens, please refer to our Athletic Registration Support Guide for parents.

Starting Registration:
Athletics registration is completed online using the ParentVUE portal. After logging into ParentVUE:
1. Click on the “Online Registration” tab in the top right hand corner
2. Select “Athletic Registration” from the dropdown menu
3. Click “Begin Registration”.

As you progress through registration you will be asked to verify student and parent contact information, verify residency, upload documents and virtually sign forms before review and submitting your documents.
Selecting a Language:
To view the registration pages in another language, click the “Accessibility” button in the bottom right corner and select your preferred language from the dropdown menu. The complete form is available in English and Spanish. Parts of the form are available in other languages. When not available in the selected language, the forms will appear in English.

Completing Registration:
⚠️ Before registration is complete, you will arrive at a screen that displays a green “Complete” button as shown in the image below. This indicates all documents have been prepared but registration has not yet been submitted or finalized. The documents must be reviewed and submitted to finalize registration. You will get a confirmation email when registration has been submitted to the school for review and approval.
**Uploading Physicals and Forms**
Use the “Upload” button on the documents page to upload required documents.

![Upload with ParentVUE](image)

**Review and Submission**
As you near the end of registration, you will arrive at a Review/Submit screen that says you are ready to submit. Click the green “Review” button to continue.

![Review/Submit](image)

Once registration documents have been reviewed, the bottom of the final page will include a checkbox to confirm that all information is accurate and you will see a green “Submit” button. Click on the “Submit” button to complete the process and submit your students registration.
If you have not arrived at this page, your registration is still incomplete.

Common problems that may prevent you from registering:

Existing Registrations
⚠ If another online registration is in progress (i.e. annual verification), you will not be able to start a new athletics registration. Or if there was an issue and you need to restart your registration. To start a new athletic registration, you will need to choose “Start Over” when you return to the online registration screen.

⚠ If a previous online registration submission of any type is still pending, you will not be able to start a new registration. Therefore, please contact your child’s school to inform them that a previous online registration submission requires approval.
**Signature Fields**

Parent/Guardian and Athlete signature fields must match the names provided in the system exactly.

**When to contact the school registrar**

You are not able to update any of your contact or address information through the registration process. If you see any errors or need to make changes to any of the information in the system, please contact the school registrar as soon as possible.
What is “All-School Conditioning”?  
“All-School Conditioning” allows athletes to participate in off-season, non-sport specific conditioning that is being directed and supervised by a certified MCPS athletic coach or an MCPS employee certified in strength and conditioning. Conditioning programs are open only to students currently enrolled in the high school.

⚠️ If you are completing registration for both “All-Sport Conditioning” and another sport, you will be presented with two copies of each document to sign, one for the sport and one for conditioning. All forms must be signed to complete the registration.

Year-Round Athletics

- I do not wish to participate in any sports for this season.
- Select a Sport*
  - All-School Conditioning

Football Insurance

MCPS Athletics requires student athletes to have insurance coverage to participate in football. If you are registering for football, you will be prompted to select the type of insurance coverage you have or are interested in purchasing.

Dear Parents/Guardians:

Montgomery County Public Schools (MCPS) does not provide primary insurance coverage for student-athletes who participate in the high school interscholastic football program.

Each student-athlete playing football must have insurance coverage of some type, either through a parent/guardian’s policy or through the special medical coverage outlined in the Parent letter and Accident coverage.

2021 MCPS Football Insurance Response Form

Return this form to your child’s high school football coach. Do not send any checks, money orders, cash, or football insurance enrollment forms to your child’s school. Parents should contact the company directly as indicated in the attached brochure.

I understand personal health insurance is required for my child to participate in the Montgomery County Public Schools (MCPS) high school interscholastic football program. MCPS does not provide insurance coverage for participants. Please respond as requested below (this information is requested during the online registration process).

I understand that the Bob McCloskey Student Accident Insurance Football Coverage plan is designed primarily to supplement an existing health insurance policy and has certain coverage limitations. My child participates at his or her own risk and I attest that I will be responsible for all unpaid medical bills not covered by any insurance policies.

Please select the *

- I have Medical Insurance Coverage and I do not wish to purchase supplemental athletic insurance coverage
- I did not previously have insurance but I have purchased supplemental athletic insurance
- I have insurance and I intend to purchase supplemental athletic insurance to supplement my primary coverage
ParentVUE will not allow you to finalize football registration until you have provided information about your insurance coverage. If you see the following screen, you have not provided information about the athletes insurance coverage and need to go back to the previous screen to do so.