

## Ottawa High School Athletic Registration

All athletes participating in a sport this year will be required to register online using the athletic department webpage. There is no fee to register, and participation fees don't have to be paid when registering.

Go to <https://ottawa.8to18.com/accounts/login> or click on the OHS 8:18 Registration on the Sports tab on the OHS website [www.ottawahigh.com](http://www.ottawahigh.com)

1. **Log in** (returning athlete) or **Create an Account** (first time athlete)
  - You can reset your password by click the Did you forget your password? Link. The athletic department cannot do that for you.
2. Click **Begin Registration**
3. Follow through Steps 1-7
  - **Step 1: Pick all activities for this season.** Multiple sports can be added in Step 7.
  - **Step 2: Select/Add new participant information.** Siblings can be added in Step 7
  - **Step 3: Roster Details**
  - **Step 4: Primary Parent/Guardian Information**
  - **Step 5: Physical Forms** Paper forms can be turned into Room 501
  - **Step 6: Legal Forms** These must be reviewed by the parent/guardian & the athlete. Click the article to review it. When finished, check the parent/guardian and participant boxes, and click except for each document.
    - i. Extra-Curricular Policies
    - ii. IHSA Sports Medicine Acknowledgement & Consent Form
    - iii. Student Drug and Alcohol Policy
  - **Step 7: Registration Summary**
    - i. If you need to select a second sport for the same season, click **Add Another Registration**
    - ii. If you need to register a second athlete, click **Add Another Registration**
    - iii. If finished, hit **Submit** at the bottom of the page.

After completing the registration, you will need to make sure the athletic department has a physical on file and that your participation fee has been paid. Fees can be paid when the season starts or after your child has made the team. You will need to pay this fee before the first game.

If you have any questions please contact Mike Cooper, Athletic Director as [mikecooper@ottawahigh.com](mailto:mikecooper@ottawahigh.com) or call the Athletic Department at 815-431-2401 after August 1<sup>st</sup>.