

FIRST YEAR AND TRANSFER STUDENT TO CATAWBA ATHLETICS

- 1) Click on the student-athlete portal link
- 2) You will need to register in the Athlete Portal by filling in Athlete ID and Password:

- 3) Complete the **GENERAL** athlete Information page (**highlighted item REQUIRED**):

***Make sure you Click: Save Athlete Information before moving to next step

Once you have completed this step, you now have the ability to log in/out of the system using your new ID and password

4) You should now see the **Medical History** tab:

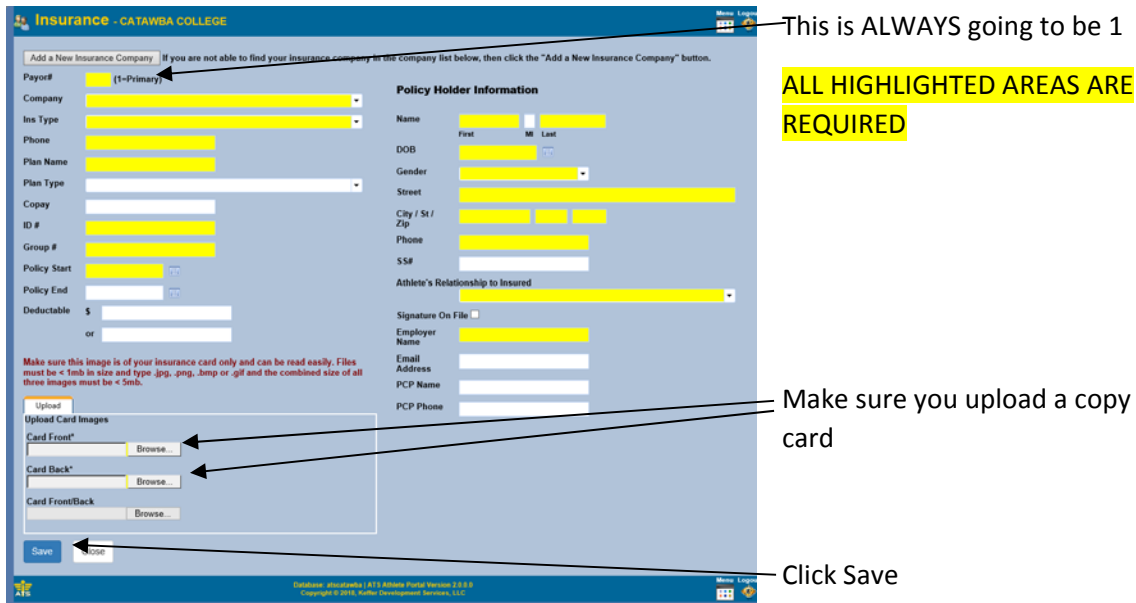
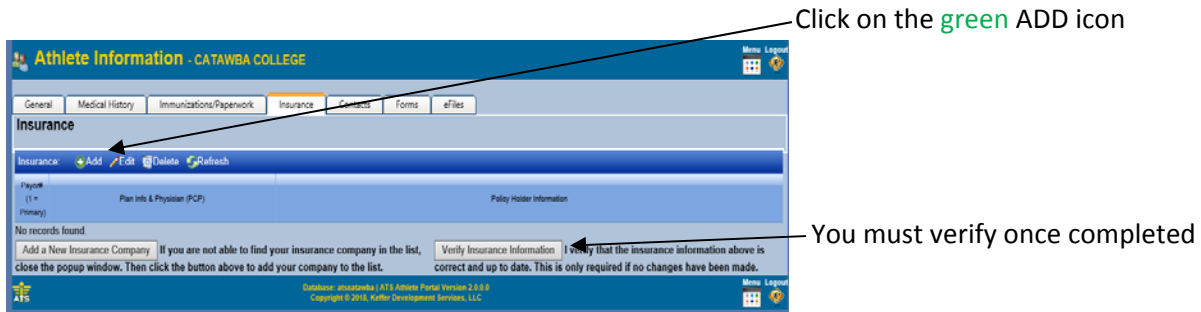
If you HAVE NEVER had surgery, you may skip this step

If you HAVE had surgery, please click the **green ADD** icon. Once complete, make sure you click the check to save!

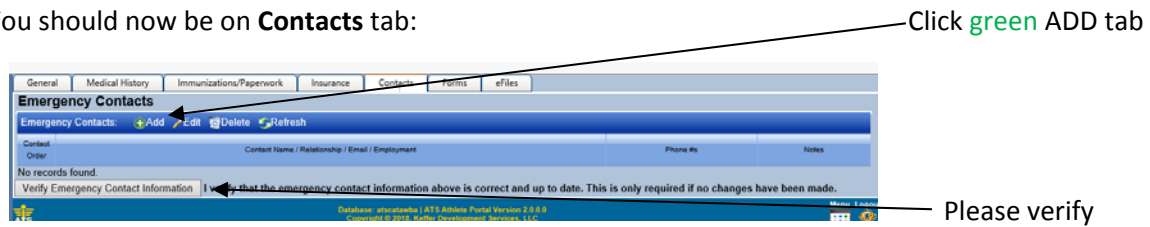
Once complete, please check the verify button prior to moving on to the next tab

5) **SKIP THE “IMMUNIZATION/PAPERWORK” TAB.** THIS TAB TELLS YOU WHICH FORMS YOU HAVE OR HAVE NOT COMPLETED. **PROCEED TO THE NEXT STEP: “INSURANCE” TAB.**

6) YOU WILL NEED A PARENT OR LEGAL GUARDIAN TO ASSIST IN FILLING OUT THIS SECTION. CATAWBA COLLEGE REQUIRES EVERY STUDENT TO SHOW PROOF OF A VIABLE PRIMARY INSURANCE PRIOR TO PARTICIPATION IN ATHLETICS



7) You should now be on **Contacts** tab:



Please provide 2 individuals for your emergency contact

8) You should now see the **FORMS** tab:

Click on the drop down menu and you will see several forms

Highlight each form and hit NEW

Each form will ask you to provide YES/NO or FILL IN THE BLANK answers. Follow the directions on each form. At the end of each form, you will see:

Use mouse or touch screen to sign

Make sure to type your name

Click SAVE and proceed to next form

9) You should now see the **eFILES** tab:



You will need to upload: **1) Pre-Participation Physical Exam** (please download from our website)

- ✓ Must be completed **AFTER** May 31st of the current year of participation, **signed by a Physician(MD or DO)**
- ✓ Must be completed on Catawba College Sports Medicine Physical Form
- ✓ High School Physicals are not accepted

2) SICKLE CELL BLOOD TEST RESULTS

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If you have any questions regarding the registration process, please contact:

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