

Welcome to the 8to18 athletic website online registration! Please read this information BEFORE you begin this process.

- All 6th-12th grade students participating in any sport, club, or activity must use this website to register for each activity.
 - Activities will be open for registration until the start of each activity's season. You can register now, or you can wait until closer to the start of that activity (for example-track athletes could wait until late winter to register if that is their only activity).
 - If an activity is listed as just "baseball", this means it is the high school season. **All junior high activities have a JH in front of the title.**
 - All of our current co-op sports are included because our co-op agreements indicate our Lexington athletes will register through our school and pay our athletic fee.
 - If your child is unsure of their involvement in an activity but interested, we advise you to go ahead and register to show interest.
 - A completed registration does not mean required participation by your student when that event begins.
 - We recommend working on this process together (parent and child) so your child can assist you with the appropriate activities and information.

- This process eliminates any paperwork needed to begin an activity other than the sports physical.
 - By state law, **ALL PHYSICALS MUST STILL BE TURNED IN ON PAPER EITHER TO THE OFFICE STAFF DURING REGISTRATION, TO THE HEAD COACH, or TO THE OFFICE STAFF DURING REGULAR SCHOOL HOURS.**
 - This online program will be able to send you periodic reminders when your student's physical is about to expire.
 - HS athletes will still have one form from Gibson Area Hospital as we continue to partner with them for our athletic training services. This form will be handed out to the athletes or parents at the start of the season and only needs to be filled out once for the school year.

- You and your student will be asked to read the student handbook code of conduct online as it pertains to extra-curricular involvement. Once you have read it, you will be prompted to acknowledge your understanding of this document. **Please be advised that by electronically signing this document, you and your student are agreeing you have each read and understood this document and the expectations and disciplinary actions listed within it.**

- You will be offered the opportunity to pay the activity fee through this program. As in past years, It remains \$75 for the entire year whether you participate in just one or several activities.
 - IMPORTANT: Only competitive or performance-based activities (that are not also academic classes) will have an activity fee assigned. Many clubs do not charge a fee.
 - Please read the online instructions carefully if you wish to not pay this fee at the time of registration. YOU HAVE THE OPTION TO PAY LATER or the option to indicate you have been approved for a free or reduced fee.
 - IF YOU DO WISH TO PAY AT THIS TIME, you have the option of paying by credit card with a small service fee attached or by check with no service fee.
 - Please be advised 8to18 does not see or store your account information and neither do we at the school.
 - If you pay and your child decides not to participate in any fee-attached activities, the school will be able to issue you a refund (for everything but the service charge if paying by credit card).
 - Please note you will no longer be assessed an activity fee through TeacherEase with your regular registration expenses because this program takes care of that fee.

- If you do not have access to a computer, please join us at registration on August 1st (10:00 AM-6:00 PM) and August 2nd (8:00 AM-12:00 PM) to use one of our computers to complete your registration. If those dates/times do not work, we encourage you to visit the public library for their free internet access or contact the JH/HS office to set up a time to register.

- Your email address will be used in this process but only by the people who need it (school admin, coaches). It will not be shared.

- It is our goal to make the online athletic registration process a smooth one for parents, athletes, coaches, and administration. Although we realize this first year may bring some challenges, we hope this will be a relatively simple process for each of you. If at any point you are experiencing difficulties or are unsure how to proceed, please email Julie Strating at jstrating@lexington.k12.il.us or call the office at (309)365-2711.
 - Summer office hours are not consistent until August 1st. If you call but do not get an answer, please use the athletic director email address and you will get a response within 48 hours.

- Please see the next pages for the step-by-step instructions to this process.

STEP-BY-STEP INSTRUCTIONS:

To register online, you must create an account. You will use an email and a password that you will need to remember. Please write it down once you create it.

1. Go to <https://lexingtonhs.8to18.com/>. (You can also access the registration link from the school website after clicking the ATHLETICS tab.)
2. CREATE AN ACCOUNT.
 - a. **Please be sure to remember this password as you will use this for the years to come for all of your children. You will use the same account information each time you register.**
 - b. A pop-up may occur inviting you to download the 8to18 app. This is an option if you wish to add this app to your device, but you do not need to do this to continue to register your student.
3. Click BEGIN REGISTRATION (located in the upper right hand corner).
4. Under “Step 1-SELECT AN ACTIVITY”, choose the activity your child will be participating in.
 - a. You will be asked to read a quick message with further details before you proceed.
 - b. If your child will participate in more than one activity, click the first one you wish to complete and you will return to this screen each time for the others. The process will become much faster once you’ve completed the first registration.
5. Under “Step 2-SELECT PARTICIPANT”, add a new participant.
 - a. If you’ve already created your child’s account, choose his/her name.
 - b. All information on this page is for your student (cell phone, email). It is important to provide this information in case coaches or sponsors wish to use this to communicate with them.
 - i. Our school email is student full first and last name together followed by @lexington.k12.il.us. For example, Johnny Smith would be jonathansmith@lexington.k12.il.us.
 - c. Remember to indicate the correct grade for the 2018-2019 school year.
 - d. **Under the medical information section, you only need to list any information pertinent to the activity you are registering.** Write “NONE” if you have no information to include. (The program will not allow you to leave this blank.)
 - e. For the emergency contact, you may consider two things:
 - i. List someone other than yourself because you will already be providing your details on an upcoming screen.
 - ii. Include the person most likely to be reached in the event of an emergency (grandparent, neighbor, family friend, etc.).

6. Under “Step 3-ROSTER DETAILS”, you may be asked for t-shirt size, height, or weight (for football and wrestling). Each activity is different so if you are not prompted for these responses, please proceed to the next step.

7. Under “Step 4-PARENT/GUARDIAN INFO”, you will be asked to include parent contact information.
 - a. If you wish, you can include additional adult contacts on this page.
 - b. Additional email addresses (up to 3) will receive all notifications, reminders, and updates related to the primary account.
 - c. Additional cell phone numbers (up to 2) will receive all text message notifications and updates related to the primary account.

8. If you are registering for an athletic activity, you will be given this step. Under “Step 5-PHYSICAL FORM”, you will be given the opportunity to download and print the standard sports physical form if you need one.
 - a. Remember, your athlete must have a current physical (within the previous 395 days) on file at the school in order to begin practice. Once the school administration records the date of the most recent physical on file, you will receive notifications reminding you to renew 60/30/10 days prior to the expiration and also on the day of the expiration.
 - b. **Remember, a paper copy of the physical is the only thing you are still required to turn in prior to the start of the season.**

9. Under “LEGAL FORMS”, each activity will have a certain amount of documents to read and check depending on the requirements for that activity.
 - a. You must click on each form to read and accept. Please note that when there is a parent/guardian AND student check box, **they must both be checked to move forward.**
 - b. At this time **by checking the boxes, you are agreeing and consenting to all information provided.** Please read carefully before advancing through this step.
 - i. It is important both the student and the parent read and consent to the student handbook code of conduct. All students participating in any of these activities will be asked to abide by this code or face removal from any and all activities upon violation of this code. (Another copy of this can be found on the school website if you wish to read it or print it from there instead.)
 - c. Please **DO NOT** turn in any of these forms. Your electronic signature replaces the paper copies.

10. "REGISTRATION SUMMARY" creates several options but it is important you complete these steps:
- a. **If your child will be participating in more than one activity, OR if you have additional children to register, click on "ADD ANOTHER REGISTRATION".**
 - i. You will return to the beginning screen, but this time most of the information will be saved and you will move quickly through the registration process.
 - ii. Repeat this process until all children have been registered for all activities.
11. **Proceed with the steps below on the "REGISTRATION SUMMARY" page once you are done with all registrations.** (For students in multiple events, please note the activity fee will show as \$75 for the first activity but each additional one will be \$0. For multiple children, it will be \$75/student allowing you to pay once for all of your children if you wish to do so.)
- a. **If you are ready to pay the activity fee, you can pay by check or credit card.** It defaults to paying by check. If you wish to use a credit card, click the box with the credit cards located in the middle of the screen next to the box with a check. This will create a credit card information field.
 - i. 8to18 and Lexington Schools will never see your checking or credit card information.
 - b. **If you are NOT ready to pay the activity fee, click on "ALTERNATE PAYMENT (CODE)".**
 - i. Enter "LUNCH" in all uppercase letters if you have applied and been approved for a free or reduced lunch payment. The office staff will contact you if you have a reduced fee and set up payment at that time. Be sure to click "SUBMIT REQUEST".
 - ii. Enter "LATER" in all uppercase letters if you wish to pay later. Be sure to click "SUBMIT REQUEST".
 1. Please be advised you must pay the fee by cash, or check before the first contest/event, or your child will not be allowed to participate until it is paid. You can turn payment in to the office.
 2. If you wish to set up a payment plan, please contact Julie Strating at jstrating@lexington.k12.il.us.
 - c. To finish this page, click on the Terms and Conditions to read any information listed if the activities have any terms and conditions and then accept them. Click SUBMIT to complete your registration. Follow any additional prompts 8to18 may include to finish this process.

You will receive an email confirmation upon registration submission. IF YOU DO NOT RECEIVE THIS CONFIRMATION, LEXINGTON SCHOOLS DOES NOT HAVE YOUR REGISTRATION. Please contact Julie Strating at jstrating@lexington.k12.il.us if you have any issues.

Thank you for taking the time to register your student. We are looking forward to a great year of activity participation!