

CYM NEW ONLINE REGISTRATION

NEW FAMILY REGISTRATION

IMPORTANT – PLEASE READ CAREFULLY – The new CYM Online Registration has been set up as a family household registration. All parents/guardians and children need to be listed under one household to avoid duplications in the system. The first parent that enters the system is the Primary Profile and can add all children and other parents/guardians (Secondary Profiles – see below). Please read and follow all below instructions carefully.

Go to the CYM athletics home page at <http://www.cdowcym.org/athletics/>

Click the “sign in to CYM sports” button in the CYM sports resignation box

NOTE - This is a new system so your UN/PW from 2014-2015 will **NOT** work in the New Online registration System

Click the “Create New Account” link to set up your account

Complete all fields on the Create your account page - note that your email will be your user name and you will need to create your own password.

You will receive an email confirming that you are registered at which point you can return to the Login page.

Log into the New Online Registration with your new User Name (email) and Password

Complete fields in your adult primary profile

PRIMARY PROFILE – The Primary Profile is the first adult that goes into the system to register the family. The Primary Profile can add a secondary adult profile (spouse) and/or athletes by clicking the appropriate button. If you add another adult profile(s), you will need their email address, which must be different from your email address.

SECONDARY PROFILES – Secondary adult profiles that are entered by the Primary Profile will receive an email with a temporary password and instructions on registering. Secondary adults that are added to the household account will

be required to return to the system and update their temporary password with a new password. This will allow all parents/guardians in the household account to view/edit athlete information however the parents/guardians will only be able to view but not edit the profile information of the other adult profiles within the household account. If the secondary adult(s) do not receive the instructions email, have them return to the system, enter their email address and click the forgot email link to obtain a new password.

ADDING/EDITING ATHLETES INFORMATION

Next to the Primary Profile column, you will find “view athletes” button. To add or edit an athlete’s information, click the “view athletes” button or click the “My Athletes link under the Catholic Youth and Young Adult Ministry header.

MY ATHLETES PAGE

This page will show your athletes that are currently in the system with links to View or Edit information for a your child. Also on this page to the right of children currently in the system, you will see an “add athlete” button.

Adding an athlete will require completing (4) sections: 1. Biographical; 2. Contact; 3. Medical; 4. Parental Consent. All (4) sections must be fully completed to be eligible to participate in the CYM athletic program.

NEXT STEPS

A new athlete that has been added will be assigned a parish/school affiliation by CYM Staff within 2 business days. Once affiliation is assigned, you will be notified by an automated email.

Once the email is received, please return to the registration log In page at <https://cymsignup.cdowcym.org/Athletics/Login.aspx> to print the authorization form. To obtain the authorization form, select the “My Athletes” tab and then click the “Print Athlete Authorization form” link to the right of your athlete’s name.

This form must be read, signed and given to the coach and/or athletic leadership of the parish/school of your athlete’s affiliation prior to participating in any tryout or practices.

The parent/guardian is responsible for contacting the parish/school athletic leadership to register for the specific sport.

If you run into any problems, please email CYM at catholicyouth@cdow.org

Thank you

CYM Staff