



School Year 2020-21 Sports Registration Packet Directions

Dear Ridgely Middle Athletes and Families:

I would like to extend a warm welcome to all new and returning Stags for the 2020-2021 school year!

We are excited to announce that we now offer the convenience of online registration for our sports programs through the registration platform, Form^{Re}Leaf! Form^{Re}Leaf is an intuitive and secure registration platform providing you with a user-friendly way to register for our programs, while helping us to be more administratively efficient.

BEGIN YOUR ONLINE REGISTRATION using this link to Form^{Re}Leaf:

1. Signup for your Form^{Re}Leaf account by entering your name, e-mail address and password; confirm your password. Agree to the FormReleaf *Terms of Service*.
2. Now login to Form^{Re}Leaf using your credentials (email address and password)
3. On the top menu bar select "**Find Organization**"
4. Search for **[YOUR SCHOOL]** by typing the first few letters of our school's name; once located, click on "**[YOUR SCHOOL]**"
5. Click on the Program ("**2019-2020 Sports**") you wish to register for.
6. After clicking on the appropriate **Sport(s)**, complete all of required information.
7. Sign (using your mouse/finger/stylus) in those fields where appropriate.
8. When finished click "**Submit**"
9. You will receive confirmation from Form^{Re}Leaf when you have completed your registration.
10. The Athletic Office will verify all registrations once submitted.
11. If you need help at any point of the registration process, you may call Form^{Re}Leaf Customer Support, Monday through Saturday at **(844) 367-6735**.

The Athletics Staff of Ridgely Middle School are excited about this extremely intuitive registration platform and hope that you will appreciate and enjoy the ease of registering your students for our athletic programs going forward.

Go Stags!

Mr. Lorenzo Sanz
Athletic Activities Advisor,
Ridgely Middle School