

## New Family Registration

Please follow these steps when creating a new family/athlete account on the CYM athletics website.

Note – please do not create duplicate accounts. Once an athlete has an account, any duplicates will be deactivated. If you have trouble logging in to your account, begin by using the “lost password” link, and if that doesn’t work, please contact the CYM office.

### Create account & adult profiles

1. Go to [www.cdowcym.org/athletics](http://www.cdowcym.org/athletics)
2. Select “sign in to CYM sports.” You will find an option to create an account.
3. Follow all steps and complete all fields – we must have all requested information.
4. Your login and username will be the email you use to create your account.
5. Once you receive an email confirmation, return to the original page and log in.
6. Primary adult profile – complete all fields.
  - a. This is the first adult listed for the family/household account. One adult must be the primary, and you can add secondary adult(s) as desired.
7. Secondary adult profile – if you want to add more adults, please do so.
  - a. You will need separate emails for each adult.
  - b. Each secondary adult will receive an email with a temporary password. Each adult should use that to log in and set their own password.
8. Each adult (primary or secondary) will have their own password, and can log in using their own email, to view, edit and update their own profiles, or their athletes, as necessary.

### Create athlete profiles

1. Once the adult profiles are created, you will see an option to “view athletes.” Click that link, or the “my athletes” link on the top ribbon.
2. Add each athlete in the household, and complete all biographic, contact and medical information.
3. Review the parental consents – there are multiple e-signatures required.
4. Please read consents carefully. They are important, and include several expectations and agreements that CYM expects parents to follow.

Once complete, you will receive an email with your athlete’s assigned parish/team.

Please review CYM’s rules and procedures for parish affiliations at

<http://policymanual.cdowcym.org/commentary/athletics/team-participation-affiliation/>