



Franklin High School Athletics
Home of the Indians
12000 Reisterstown Road
Reisterstown, Maryland 21136

Parent Guardian / Participant:

FormReleaf.com is a secure registration platform that provides you with an easy, user-friendly way to register for our programs, and helps us to be more administratively efficient and environmentally responsible.

All Franklin High School Sports registration will be done electronically. Paper forms will no longer be accepted, except for the sports physical forms. Please keep in mind that physicals are only good for one calendar year.

Below you will find directions on how to complete your Childs' sports registration through Form Releaf.

How to create an account:

1. Go to FormReLeaf.com
 - a.) Click **SIGN UP** in the right hand corner of your browser.
 - b. Fill out the required information on the Account Owner Signup screen and Click



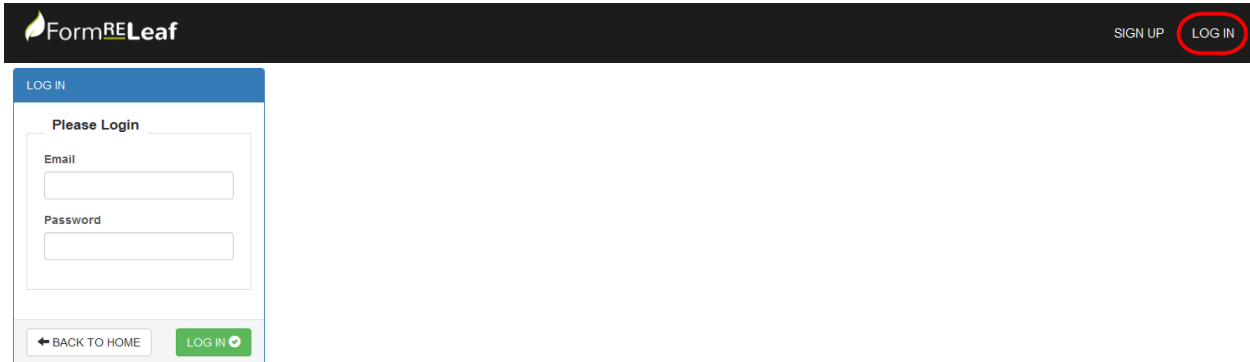
The screenshot shows the FormReLeaf website interface. At the top right, there is a navigation bar with a "SIGN UP" button circled in red and a "LOG IN" link. Below this is the "ACCOUNT OWNER SIGN UP" form. The form has a blue header and contains the following fields:

- Email * (with "Email Address" placeholder)
- First Name * (with "First Name" placeholder)
- Last Name * (with "Last Name" placeholder)
- Password * (with "Password" placeholder)
- Confirm Password * (with "Confirm Password" placeholder)

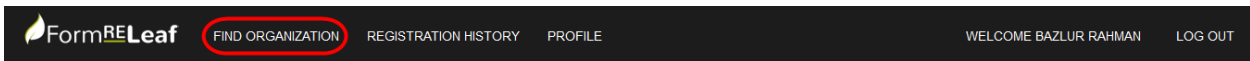
Below the fields is a checkbox labeled "I agree to the Vanlage Terms of Service." with a link "Read the Terms of Service". At the bottom left of the form is a "← BACK TO HOME" button, and at the bottom right is a green "SIGN UP" button with a checkmark icon.

How to log in & find your organization:

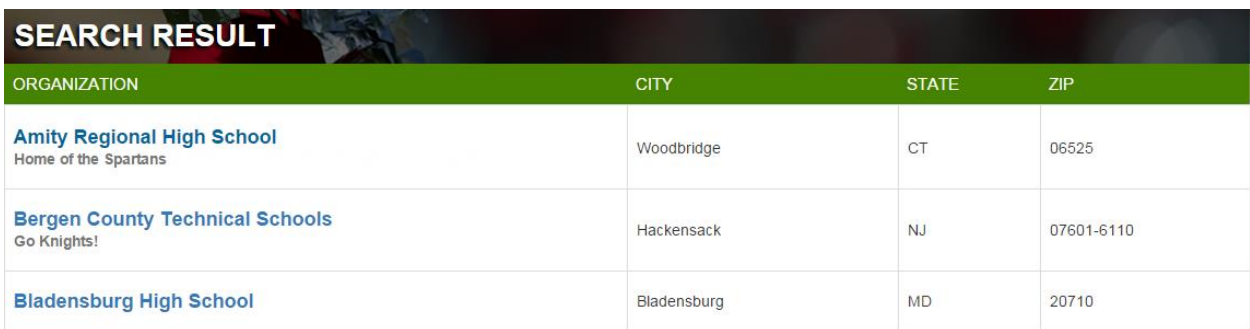
2. Logging In to FormReLeaf.com by click **LOG IN** in the top right corner of your browser.
 - a. On the Log In screen, enter your account email and password and Click **LOG IN** .
 - b. If you have not signed up for an account yet, please refer to “Signing Up for FormReLeaf” instructions.



3. Find Your Organization
 - a. Once you have logged in to FormReLeaf.com, you will see an option on the top navigation bar to



- b. On the Find Organization you will be able to search for your organization or scroll down.
 - c. When searching please enter “Franklin” into the search bar.
 - d. To select your organization, Click on the Organization Name.



ORGANIZATION	CITY	STATE	ZIP
Amity Regional High School Home of the Spartans	Woodbridge	CT	06525
Bergen County Technical Schools Go Knights!	Hackensack	NJ	07601-6110
Bladensburg High School	Bladensburg	MD	20710

Register for a Program:

4. Selecting a Program:
 - a. On the Organization page, as you scroll down you will see a list of available programs in the selected organization.
 - b. The registration start and end dates will let you know when the registration is open or closed.

***To select a program to register for please Click on the Program name.**

PROGRAMS			
PROGRAM NAME	REG. START DATE	REG. END DATE	REGISTRATION
2016 Spring Sports Registration	12 Jan 2016	05 Mar 2016	OPEN

c. On the Program page, make sure you fill out all required fields. Fields with *

PARTICIPANT INFORMATION

Auto fill

PERSONAL

First Name *

Last Name *

Birth Date *

ADDITIONAL

Membership/Student ID *

How to use Digital Signature:

5. Hover over the dotted box. Click and Hold as you draw your signature. (Pictured Below)



Sign above Line Clear



Sign above Line Clear

Registration Submission:

6. Once you have completed all required fields and Signed off on all Agreements, Click Submit
- Once your Registration has submitted, you will be redirected to the Registration History page. Here you will be able to view completed or canceled registrations in your user account.

**You should also receive a Registration Confirmation email, alerting you of your new registration.*

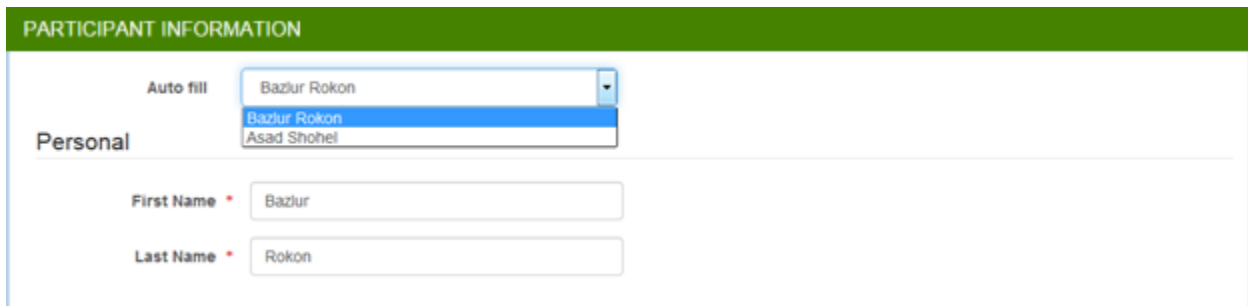
COMPLETED REGISTRATIONS						
ORGANIZATION	PROGRAM	SECTION	PERSON	REG. DATE	PAYMENT STATUS	#
Vantage Labs, Dhaka	Junior High School Spring Athletic Registration		Bazlur Rahman Rokon	June 07, 2015	NONE	View
Vantage Labs, Dhaka	Junior High School Spring Athletic Registration		Bazlur Rahman Rokon	June 07, 2015	NONE	View

How to use Autofill:

Option 1: Register for a program: All information from previous registration is able to be reused for future registrations.

- a) Once you have already registered a participant, you will be able to use the data again on future registrations. This should save parents and or participants time when using FormReLeaf.

Pictured below



PARTICIPANT INFORMATION

Auto fill: (Dropdown menu showing: Bazlur Rokon, Asad Shohei)

Personal

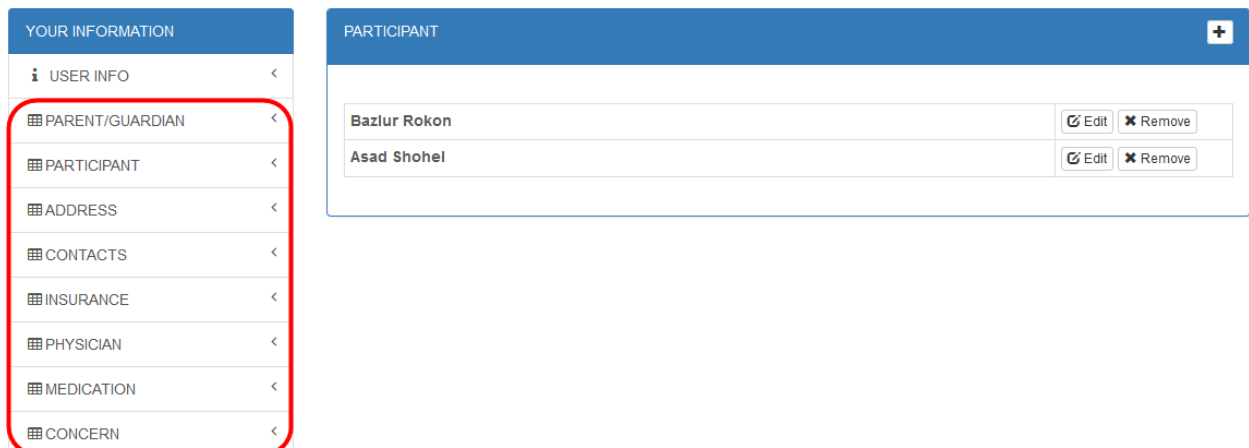
First Name *

Last Name *

Option2: In user Profile, you can edit your information or add new profiles for future registrations.

- a) If a user chooses to pre populate their participant and parent profiles, they will have the option

to do so under **PROFILE**



YOUR INFORMATION

- USER INFO
- PARENT/GUARDIAN**
- PARTICIPANT
- ADDRESS
- CONTACTS
- INSURANCE
- PHYSICIAN
- MEDICATION
- CONCERN

PARTICIPANT

Bazlur Rokon [Edit] [Remove]

Asad Shohei [Edit] [Remove]

Auto-Save Functionality:

7. This is available on every registration. If for some reason you step away from your computer without submitting your registration, FormReleaf will save it for you in your “Registration History” section

INCOMPLETE REGISTRATION						
ORGANIZATION	PROGRAM	SECTION	PERSON	REG. DATE	PAYMENT STATUS	#
Crossland High School	2015 Winter Sports Registration	Boy's Basketball	Asad Shohel	November 12, 2015	NONE	View
Vantage Labs, Dhaka	Junior High School Spring Athletic	Vantage FossBall	Asad Uzzaman Shohel	January 13, 2016	NONE	Edit & Pay

- a. Once you get to “Registration History” you will see any “Incomplete” registrations.
- b. By selecting “View” and “Edit” you will be able to resume your most recent registration attempt.
- c. “Edit & Pay” means that you have not paid your program fees and so the registration has remained incomplete. Please complete payment.