

## Scholarship registration procedure for registering for MME Sports or MME Activities

**Before you can register your student will need a sports clearing physical that is current within 3 years on file at MME.** You can email or fax that to Annie in the MME Activities Office (they generally will not email it) or fax to Harriette in the MME Health Office. You will not be able to do the steps below until we have one on file for your student. ***Also important that the physical must stay current during the duration of the sport season in order for you to register. If it expires during the season, you will not be able to register and you must get a new one. Physicals will take up to 48 hours to upload to the activities registration system.***

Once you have updated us with a current sports physical, you will now be able to register. To register, go to our registration page <https://1976a.cf.wordwareinc.com/>

### First step:

1. **FIRST TIME REGISTERING FOR MME ATHLETICS OR ACTIVITIES:** Go to the blue tab at the top and click on **My Account** and create a family account if you have not already done so. You will need to know your student's 6-digit ID# which is located in their Student Skyward/SSO and labeled as "Other ID." This will connect you to your student. **If you are creating your family account for the first time, you will be asked if you have a "KEY." Please choose the option "No I do not have a key."** Once you have successfully created a family account you will need to return to the registration homepage to begin your sport registration.
2. **RETURNING REGISTRATION USERS THAT HAVE ALREADY CREATED A FAMILY ACCOUNT:** Go to the blue tab at the top and click on **My Account** and log-in to your family account.

**Second step:** Return to the registration homepage and click on the **Catalogue** option at the top. Since you are requesting a scholarship, skip the MME Participation Fee option and go directly to the "Scholarship" option (do not choose the sport or activity). Once you have completed the required information, please email Annie and she will complete the process by adding your student to the sport or activity roster.

### MME ATHLETICS/ACTIVITIES REGISTRAR AND MME HEALTH OFFICE CONTACT INFO

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