

# HIGH SCHOOL SPORTS REGISTRATION

## Via INTOUCH RECEIPTING



Step 1: Log in: <https://wa-evergreen.intouchreceipting.com>

or choose “Forms” on the public website [Evergreenps.org](http://Evergreenps.org)

- Enter your username and Password (same as Skyward)
- Click Sign in

Step 2: Choose the student you are registering

Step 3: Under “Shop”, choose “Items at Students School”

\*\* If you are registering an incoming freshman: choose “Items at District”, select “Union” then continue on to Step 4

Step 4: Under “Categories”, select “Sports Registration 18–19”

If you haven’t already purchased an 18-19 ASB card, you will also select “ASB Card”.

Step 5: You will now “Buy” the 4 (or 5 if purchasing an ASB card) items in your cart

- Athletic Eligibility
- Athletic Driver
- Athletic Emergency
- Athletic Registration
- ASB (Cost is \$30)

\*When you select the “Buy” button, it will add the items to your checkout cart located in the top right corner\*

\*At this point there should be 4 or 5 items to checkout\*

Step 6: Click the Checkout button. You should see all of the forms listed.

Step 7: Click “Checkout Step 1: Additional Info”

Step 8: The additional info fields all must be completed. When finished, click on “Checkout Step 2: payment”

Step 9: Once complete, you will see a Blue Button that says “Complete”.

**IMPORTANT NOTICE:** You must still have your athlete bring a paper copy of their physical to the Athletics Office, to receive your final clearance for the coach.

If you have any questions, please call your school’s athletic office for assistance.

Evergreen – 360.604.3710

Mt. View – 360.604.6110

Heritage – 360.604.3410

Union – 360.604.6231