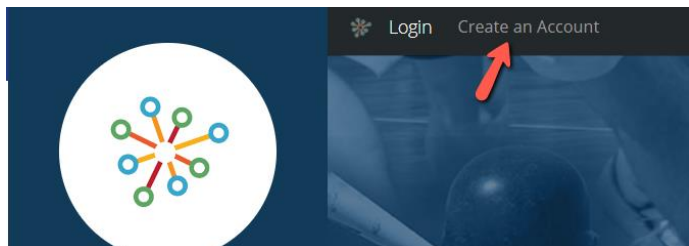


# How to Create an Account on Durham Public School Athletics

**Step 1:** Go to <https://www.dpsathletics.com>

**Step 2:** Click “**Create an Account**” at the top of the page.



**Step 3:** Fill in the required fields

A screenshot of the SportEngine account creation form. The form has the 'sportengine' logo at the top. Below the logo, it says 'Fill out the following information to create your SportEngine account.' There are three input fields labeled 'Email Address', 'First Name', and 'Last Name'.

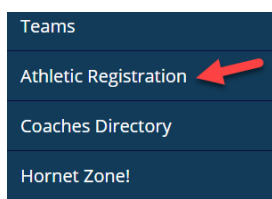
Passwords must be at least 8 characters in length and must contain at least one uppercase letter, one lowercase letter, and one number or symbol.

**Step 4:** Click **Sign up for your Sport Ngin Account**. An activation email will be sent to the email address used to create the Sport Ngin account. If you do not see the email within a couple of minutes, be sure to check your Spam/Junk folder.

Open the activation email and click on the activation link. This will bring you back to the website where you can successfully log in to your SportsEngine account.

**YOUR ACCOUNT HAS BEEN CREATED. CONTINUE WITH STEP 5 TO REGISTER YOUR STUDENT FOR ATHLETICS**

**Step 5:** Register for Durham Athletics



Click on the Athletic Registration link under your school's navigation

**Need help registering? email: [support@nasathletics.com](mailto:support@nasathletics.com)**

# How to Register Your Student for DPS Athletics

SPORT NGIN Login      Sign Up

Email Address or Username:

Password:

[Forgot your password?](#)

or [Login with Facebook](#)     

If you don't have a Sport Ngin account you can sign up for free today.

When you are your school's registration, scroll down to the bottom of the page to login.

If you already have an account you will login with your username and password.

You can create your account from this screen by clicking on **SIGN UP**.

Logged in successfully

Who Are You Registering?

Select the person you are registering

NAS DEMO

A New Player

A Player Unconnected to My Account

Once you are logged in click new player from the dashboard. Then press CONTINUE

Welcome

Who Are You Registering?

WCPSS High School Athletic Participation Form

Currently Registering: NAS DEMO

Haga clic aqui para la versión española

Select Language

Player Information

First Name: \*

Middle Name:

Last Name: \*

Class: \*

Student ID #: \*

Birthdate: \*

Gender: \*

Race: \*

Street Address: \*

City: \*

Fill out all the fields and questions in the registration. Click CONTINUE to go to the next page in the registration.

Current Selection

Once all the pages have been completed you will see the review button at the bottom of the page. When you click the review button you will have a chance to review your entries and make corrections.

Parent/Guardian Name      fgf

Date      11/18/2016

Once all the pages have been completed you will have the option to register another person or complete registration.

You will receive a confirmation email in your inbox after your registration has been submitted.

Need help registering? email: [support@nasathletics.com](mailto:support@nasathletics.com)

# Frequently Ask Questions

## Why do I need to create an account to register my student?

- All player/family information is pre-populated year after year, making registration quick.
- All registration receipts and information are stored in the user's account to provide a historical record
- Spam regulations require that users be able to manage and alter their communication preferences to cut down on unwanted emails. This system allows a user to log in to their account at any time to adjust their email, add emails etc.
- Creation of accounts allows for Administrators to send out "email blasts" to registrants through our reporting tool.
- Once a user has created an account in year one, they will never have to do it again.

## I did not receive the activation email

- Please check your junk folder for the activation email

## I have created my account but I can not remember my password

- If you can not remember your password it will need to be reset. Follow the instructions on this link  
<http://help.sportngin.com/customer/portal/articles/803435-how-do-i-reset-my-login-password->

## What if I have to register more than one child do I have to create 2 accounts?

- You can register each student under the same parent account. Once you have completed the registration for one student you will have the option to complete another registration before pressing submit.

## What if I don't know my student ID# or have any information to put in a required field on the form?

- Please enter n/a for any question that do not apply to you, so you can complete the process

## After I submitted my registration I notice that I made a error

- If you need to make a correction to your registration please email [support@nasathletics.com](mailto:support@nasathletics.com)

Need help registering? email: [support@nasathletics.com](mailto:support@nasathletics.com)