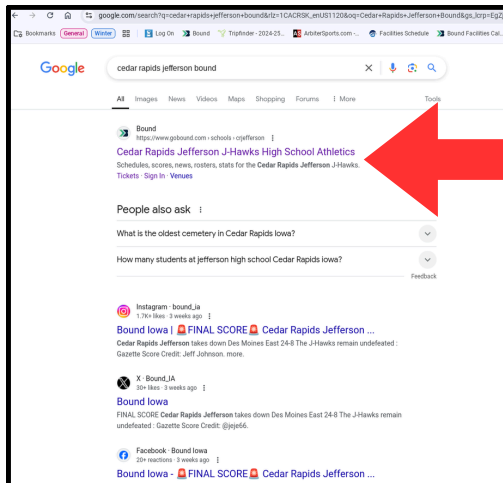


# CEDAR RAPIDS JEFFERSON HIGH SCHOOL ATHLETIC REGISTRATION

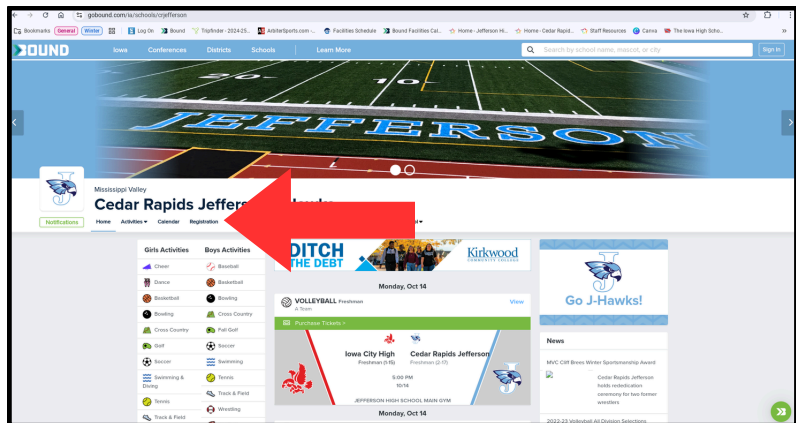


## STEP 1 - Creating a Family and Student Account in Bound

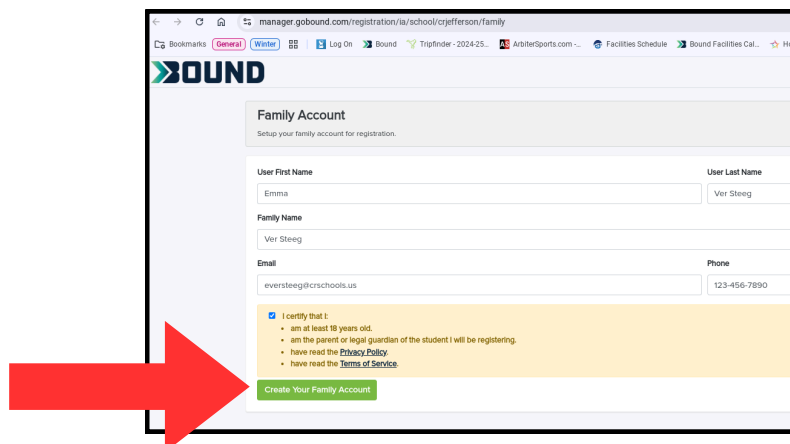
Google “Cedar Rapids Jefferson Bound” and click on the first option or you can scan the QR code below.



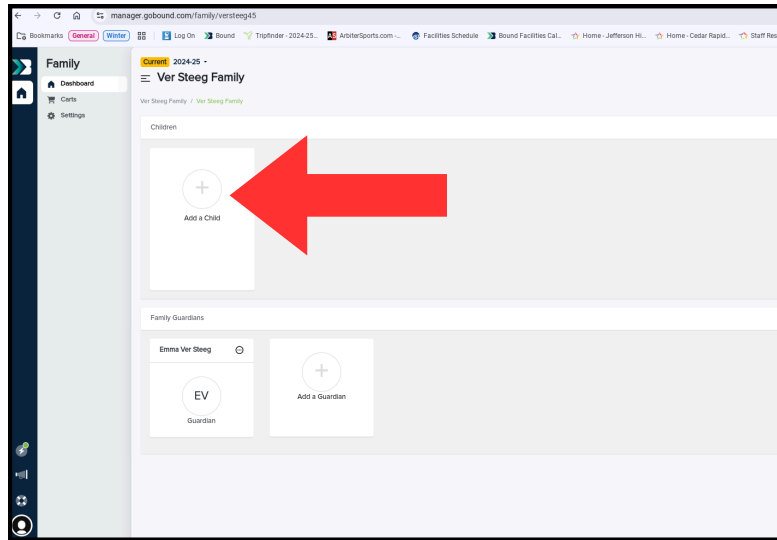
Once you click on the link, it will take you to our Bound page. Click on “Registration”



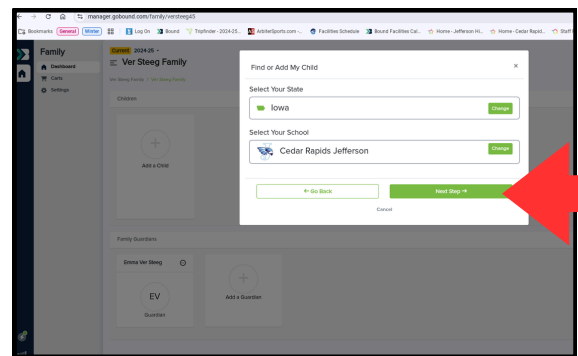
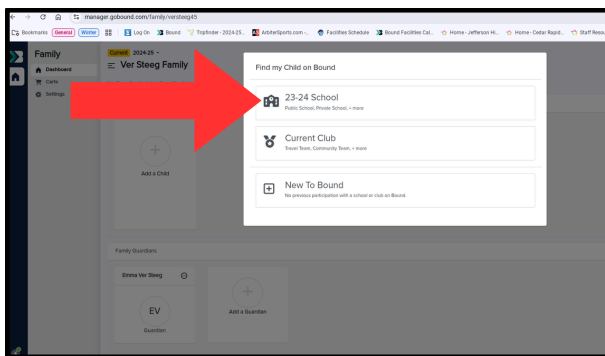
After clicking on “Registration” it will prompt you to create a Family Account. This account is designed to group students by their immediate family and allow guardians to access all of their children in the same account. All information indicated on this page should be the **guardian’s** information.



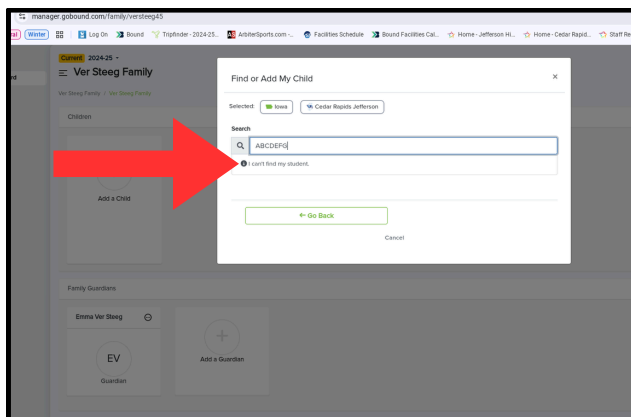
Click “Create Your Family Account.” You will be automatically directed to your “Family Dashboard.” This is where guardians can see and manage all of their children.



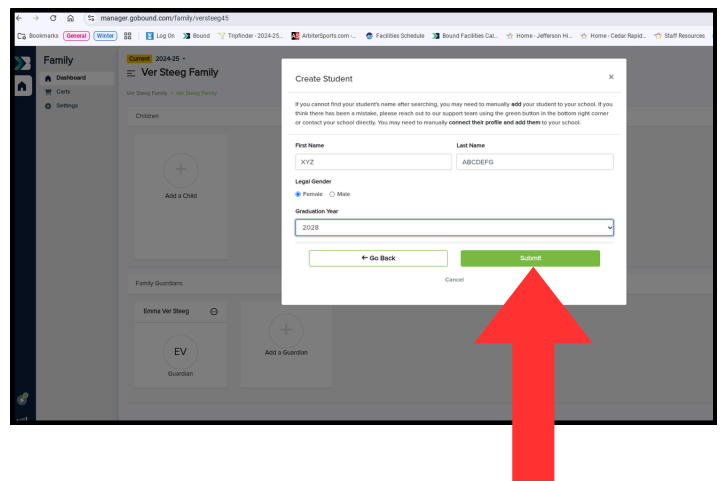
Click “Add a Child” and then “23-24 School” and select Iowa and Cedar Rapids Jefferson as your state and school. Then click “Next Step.”



Search for your child’s name. If your child already has a Bound account, they will show up and you can select them to add to your Family Account. If their name does not show up, click “I can’t find my student”



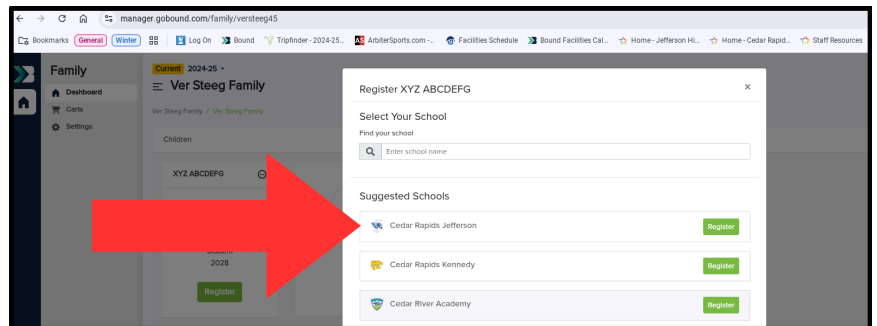
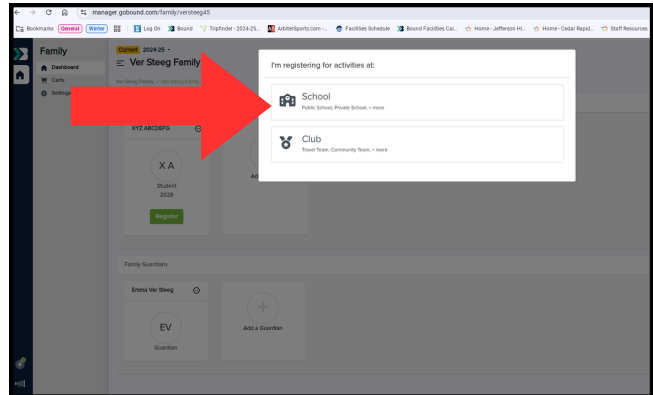
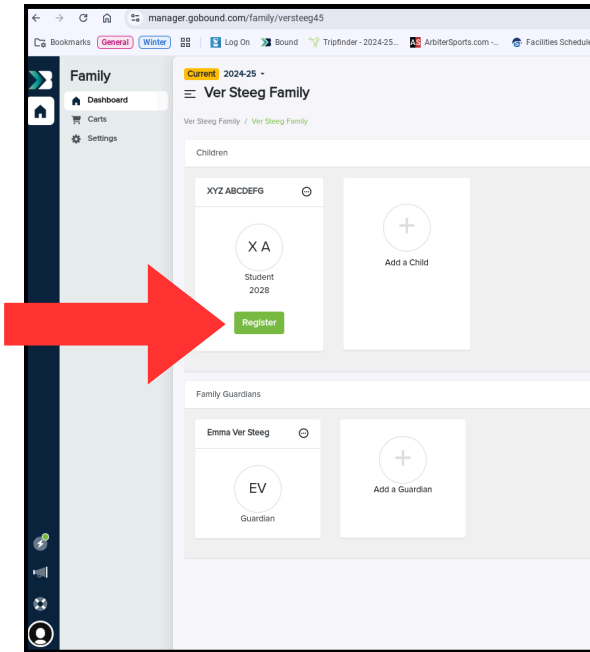
After clicking “I can’t find my student,” you will be prompted to add them manually. Once you’ve added their information, click “Submit.” They will now show up as a Child in your Family Account.



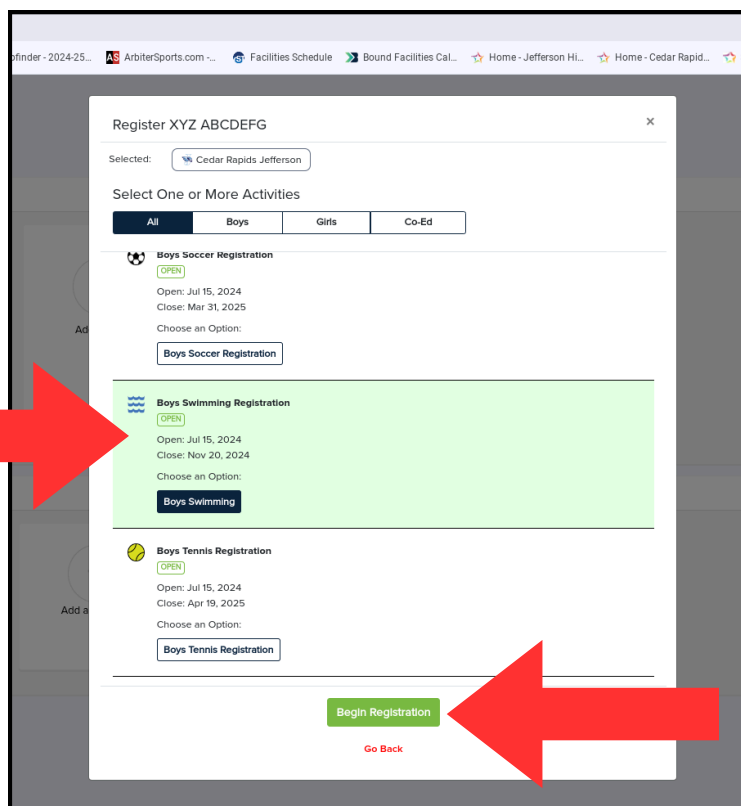
Your Student and Family account are now created. If you have another child to add, click “Add a Child” again and repeat the process.

## STEP 2 - Athletic Registration in Bound

Click “Register.” Indicate that you are registering for activities at school. Find “Cedar Rapids Jefferson” as your school and click “Register,”

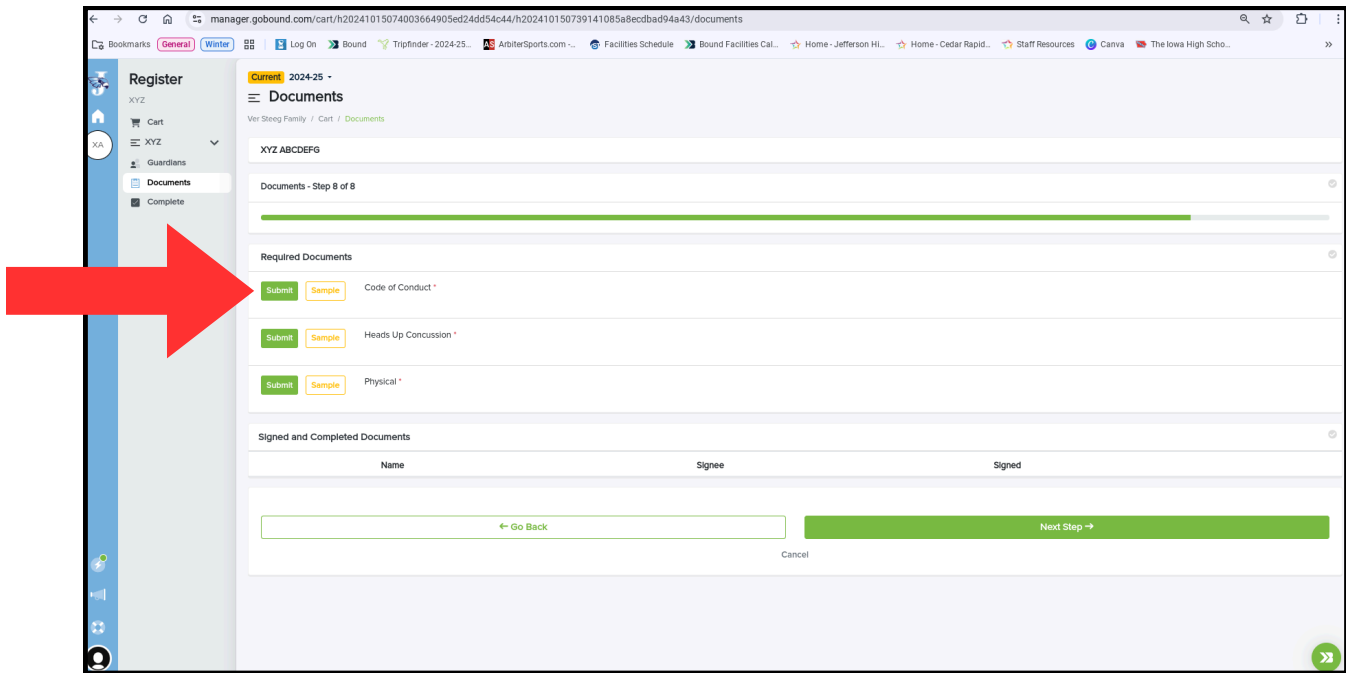


Scroll through the activities to find the one you would like to register for. Click on the desired activity. It will turn green. Then click “Begin Registration.”

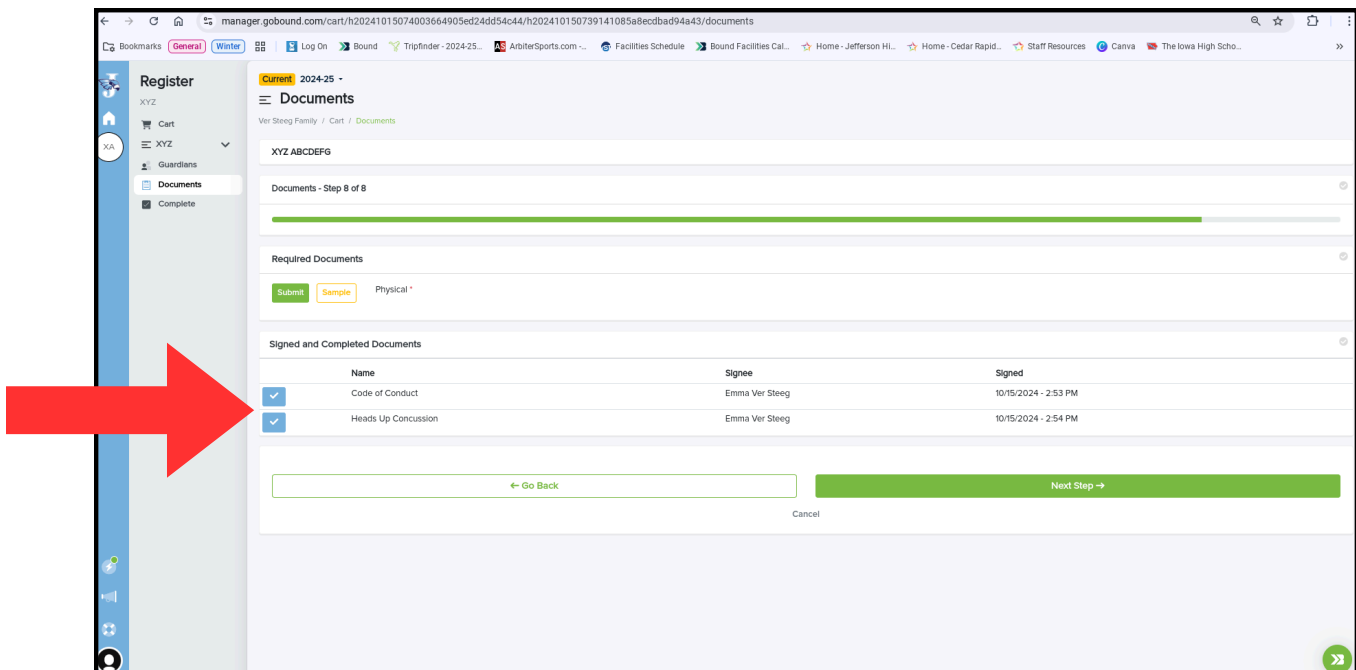


Go through all of the steps required for registration. This includes adding student contact information, student ID number, t-shirt size, emergency contact information, personal information/consent of medical assistance, and guardian contact information. A parent will need to sign off on the personal information page (step 6) before clicking to the next step.

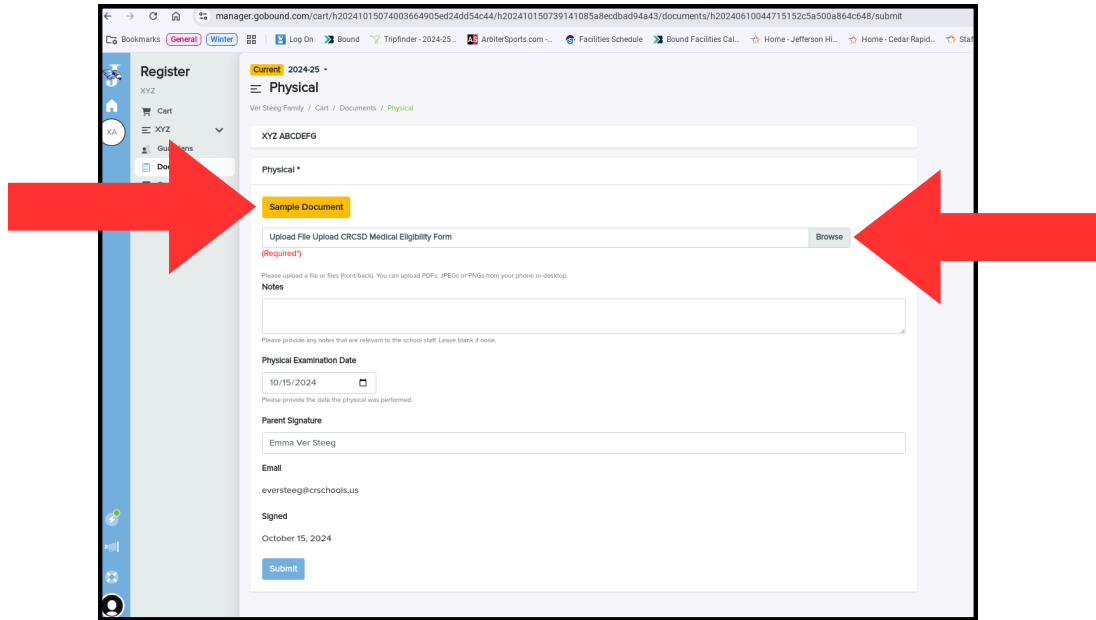
Once you get to step 8, you will need to sign off on the Code of Conduct and Heads Up Concussion forms, as well as upload your Physical.



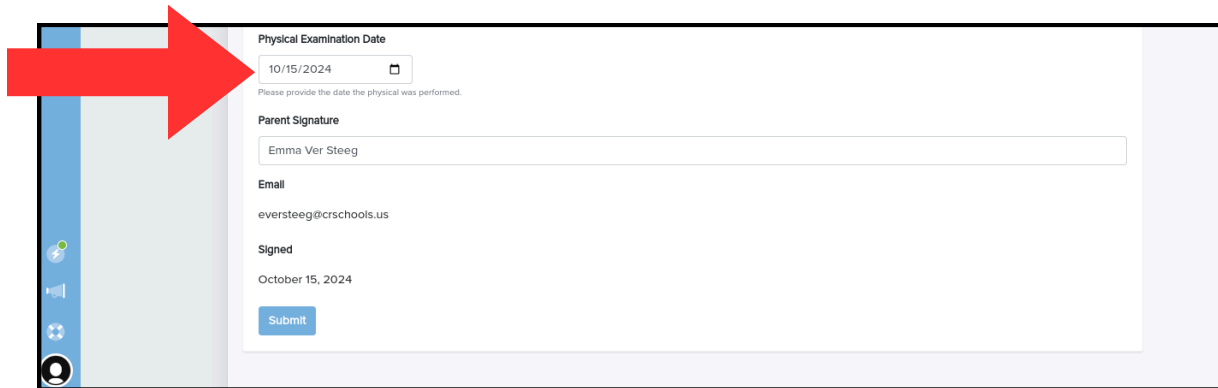
For both the Code of Conduct and Heads Up Concussion, click "Submit." A page will open that prompts you to read the Sample Document. After reading the document, both the Parent and Student will need to insert their signature. Then click "Submit" again. Each document will show up in the "Signed and Completed Documents" section once read and signed, as shown in the image below.



Next, click “Submit” for the Physical. This page will allow you to upload your child’s most recent Physical document. **At Jefferson, we require this to be in the format of the Medical Eligibility Form.** A blank version of the Medical Eligibility Form can be found when clicking on “Sample Document.” To upload your completed document, click “Browse”



By clicking “Browse” you will be able to select and upload the Physical document from your computer. If you are doing this on a phone you will have the option take a photo of the document to upload. **Please ensure the entire Medical Eligibility Form is visible, including the child’s full name, date of exam, and health care provider’s signature.**



Once uploaded, make sure the “Physical Examination Date” is correct based on what is filled out on the Medical Eligibility Form. **This should not be the date of when you are uploading it to Bound, it is the date the Physical exam was completed.** From there, a parent will have to sign off and you can click “Submit”

This is the last step in Athletic Registration. Once the Physical is submitted, click “Next Step” and complete the registration.

**If you have additional questions or concerns about this process, please contact the Jefferson Activities Office at 319-558-2435 Ext. 6 or visit us Monday - Friday from 7:00 AM - 3:30 PM.**

# BOUND Q&A



- **What if I have a question while registering my student?**
  - Utilize the green circle on the bottom right-hand side of the screen on Bound and a representative will assist you as soon as possible.
  - Contact the Jefferson Activities Office (319-558-2435 Ext. 6) or email [eversteeg@crschools.us](mailto:eversteeg@crschools.us)
- **Can my student register themselves?**
  - No. The registration process is intended for parents to register their students.
  - Helpful tip: Parents should use 1 email address for everything in Bound. This email address will tie to your Family Account where you can access all of your children's information and registrations. When filling out your child's information, use their [crschools.us](mailto:crschools.us) email so they can access it on their school computer.
- **Once registered, how do I know my student is eligible to participate?**
  - Students are not eligible until fully registered and cleared. You will receive an email from Bound indicating the status of your student once cleared.
  - Registrations are only eligible for the CURRENT school year. You will need to re-register for participation each year.
- **What do I need to know about my student's Physical?**
  - All Physicals MUST be in the format of the Medical Eligibility Form. A blank MEF can be found in Bound.
    - Please do not upload Immunization forms. These forms should be sent to the school nurse.
  - Please do not send your Physical to the school. They are intended to be uploaded by a parent online. We do *not* keep paper copies of Physicals on file in the Activities Office.
  - You are responsible for ensuring your student's Physical is still valid. Physicals are good for 1 year and 30 days from the date of the Physical examination by the doctor (395 days).
- **Where can I find the Code of Conduct and Heads Up Concussion forms?**
  - These forms are signed during the registration process on Bound. There are no paper copies that have to be uploaded (unlike the Physical form).
- **When should I register for each sport?**
  - Registration is required for all athletics including Dance and Cheer. You can register for any sport at any time throughout the school year prior to the sport's start date.
    - Fall
      - August 12, 2024: Girls Swimming & Diving, Boys Golf, Cross Country, Football, Cheer, Dance, Volleyball
    - Winter
      - November 4, 2024: Girls Wrestling
      - November 11, 2024: Boys Swimming, Bowling, Cheer, Girls Basketball
      - November 18, 2024: Boys Wrestling, Boys Basketball
    - Spring
      - February 24, 2025: Track
      - March 17, 2025: Girls Golf, Tennis, Soccer
    - Summer
      - May 5, 2025: Baseball, Softball