



# How to upload completed physical forms to SportsEngine

Physicals are required prior to the season starting. They must be dated after April 15<sup>th</sup>. Your standard yearly physical will include a sports physical. Physicals must be uploaded into Sports Engine (where you registered) prior to the first practice; SMYFA rules say prior to first game, please do your best to get them in before first practice. Taking a picture of the physical totally works (the part with the physician signature).

## Step 1

Get a blank copy of the physical form

<https://www.mhsaa.com/portals/0/Documents/health%20safety/physical2page.pdf>

*Note: schedule an appointment with your Doctor to have them complete a physical for your athlete*

## Step 2

Take your completed form, scan it to and save it to your computer

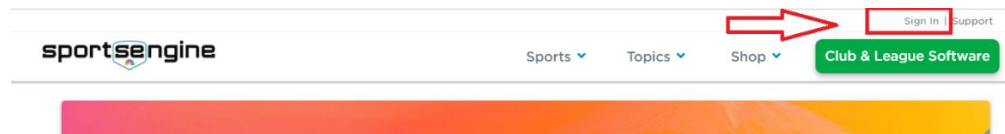
## Step 3

Login to your SportsEngine account (using your email and password)

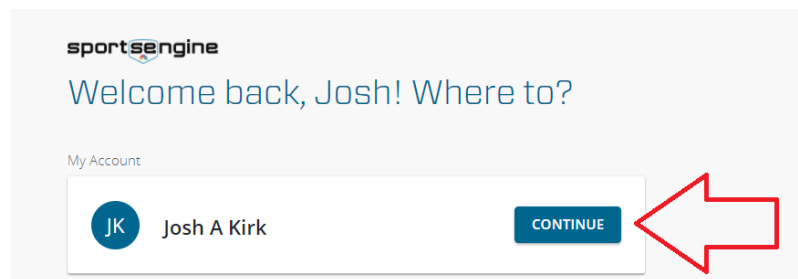
[https://user.sportngin.com/users/sign\\_in](https://user.sportngin.com/users/sign_in)

## Step 4

Click Login at the top of the screen



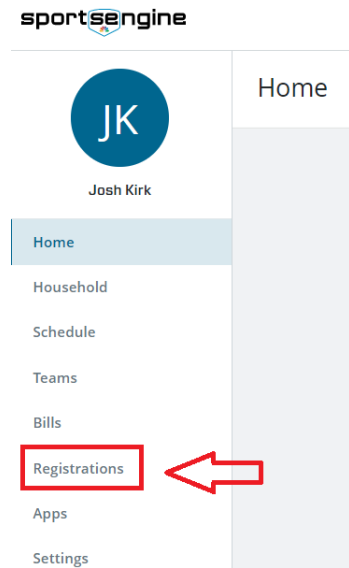
Then find your name and click continue





SWI

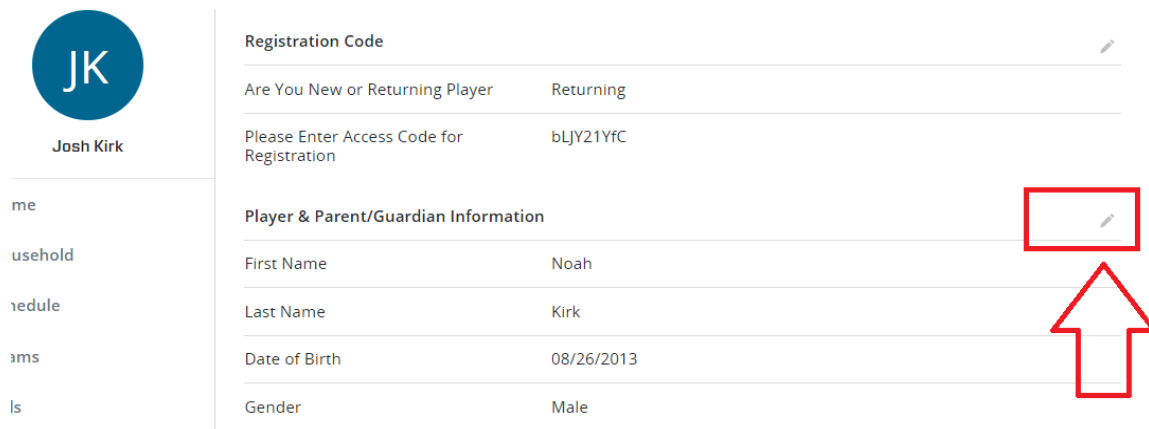
On the left hand-side, click registrations



Click on the registration for LJAL for this season (if you have multiple athletes, you may have multiple entries)



Start by clicking the first athlete's registration; then click "pencil" next to Player & Parent/Guardian Information to edit



Scroll down to find Annual Physical Upload:



SWI

Then click Choose File

Household

Schedule

Teams

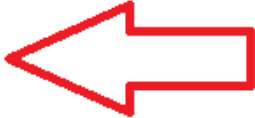
Bills

Clear Current Selection

Birth Certificate Upload: \*  
184AEE1C-B89F-4A79-A9A4-DB6AE6A4FDBD.jpeg Remove this doc

Annual Physical Upload:  
 No file chosen


Street Address 1: \*



Locate the saved physical form on your computer and select it to upload to SportsEngine

Then scroll to bottom and click Save Registration Entry

Parent/Guardian 2 Email:



Be sure to repeat this process for all registrations

<p><b>2021 LJAL Football and Cheer Registration-Blue Jays</b> Entry #78737233 for <b>Noah Kirk</b> completed on Mar 28, 2021 • Livonia Junior Athletic League</p>
<p><b>2021 LJAL Football and Cheer Registration-Blue Jays</b> Entry #78737133 for <b>Anthony Kirk</b> completed on Mar 28, 2021 • Livonia Junior Athletic League</p>

Go Blue Jays!