

OPS Athletic Registration – Parents/Guardians

- Log in using your ParentVUE user ID and password – either the mobile app or website (<https://parentvue.olatheschools.com>)

The screenshot shows the 'Online Registration Account Access' page. At the top right, it says 'Olathe Public Schools'. Below this, there are fields for 'User Name:' and 'Password:'. A 'Login' button is positioned below the password field. To the right of the password field is a link that says 'Forgot Password'. At the bottom of the page, there are two links: 'Create a New Account' with a power icon and 'Forgot Password' with a lock icon. A 'Create Account/More Options' link is also visible near the bottom right.

- If the screen below does not appear you may have to select the Online Registration button on the top right corner.
- Before July 9th you will see only the Athletics Registration icon, which you will select. After July 9th you will see the Athletics Registration icon as well as the Online Registration icon. If you are registering your student(s) for sports, it is recommended that you complete the **Athletics Registration** first, before enrolling your student(s) for 25-26.

The screenshot shows a screen titled 'SELECT REGISTRATION TO BEGIN'. Below the title, it says 'Please select the online packet you would like to begin'. Underneath, it specifies '2025-2026 School Year'. There is a single selection option with a running person icon and the text 'OPS Athletics Registration 25-26'.

- Read the information screen and select Continue.
- You must Sign digitally to move forward. You will need to type in your name exactly as it is displayed on the top right under Olathe Public Schools. Select Save and Continue.

The screenshot shows the 'INTRODUCTION' screen for 'OPS Athletics Registration 25-26'. On the right, it says 'Olathe Public Schools 2025-2026' and 'YOUR NAME' in a box. On the left, there is a sidebar with buttons: 'Introduction' (selected), 'Students', 'Documents', 'Review/Submit', and 'Delete Registration'. The main content area has a 'Signature' section with the text 'Please enter your first and last name below:'. Below this is a blue box containing a disclaimer: 'By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.' Below the disclaimer is an 'Electronic Signature' field with a text input box and an asterisk. At the bottom right, there is a 'Save And Continue >' button.

- The tabs on the left display the sections in the portal. If you need to start over select Delete Registration.
- On the Students screen, select the EDIT button. Exclude any students listed that will not be registering for sports. Select Save and Continue.
- On the Athletics Selection Screen, sports are listed by season. If the student will not be participating during a certain season, you must click in the box stating, “I do not wish to participate in any sports for this season”. You can pick up to two sports per season. Once you have selected your sports and have opted out for the seasons you will not be participating in, select Save and Continue.
- Answer the Residency Verification questions. Select Save and Continue
- Carefully read the Consent and Release explanation and answer the questions on the Student Transportation Consent Form. An answer is required for all questions and you, and your student(s) must sign this form before going to the next screen. Save and Continue.
- Please read the Parent/Student Sign Off Concussion screen carefully. There is a lot of important information. This document needs to be signed by both parents/guardians and students.
- Also carefully read the Substance Abuse Agreement. Both parents/guardians and students are required to sign off on this. Save and Continue.
- You will upload your Physical form on the Documents screen. It is helpful to save your form to a downloads folder on your computer or phone. Hit the upload button, select your document, choose open and check to make sure the document shows up as saved on this screen. It is very important to check and make sure all signatures are completed and that all pages are included before you upload. Save and Continue

OPS Athletics Registration 25-26

ATHLETICS 100%

Documents: New Student

Please upload a copy of the completed Physical form by selecting the upload button below. Physicals must be submitted for each new school year. Submitted physicals are good until the first day of the next school year

Please make sure all forms are completed, signed by the Healthcare Provider, Parent and Student, and have all pages included in document before submitting the Physical Forms.

Athletics/Activities Physical Forms

Upload

< Previous Save And Continue >

- You will be returned to the Students screen. Status should show in green/complete.
- Select the Review/Submit tab on the right and click on Review. You will be asked to double check your answers and then check the box at the very bottom to verify that all information is correct. Hit the Submit button.
- You will receive an email confirming submittal. Keep in mind that many staff members will not return to the office until mid-July, so do not be concerned if you have not heard back from the schools until then.

We hope you enjoy this quick new tool for Sports Registrations!