We are so glad you are interested in Richfield Athletics!

Before you participate in any practice, tryout, or competition, you will need to complete the online registration process. The Richfield Athletic and Competitive Activities Office needs to have a Sports Qualifying Physical on file before you register online. Sports Qualifying Physicals are good for three years.

REGISTRATION.
Register through the Parent Portal on FeePay, https://richfield.feepay.com/

- If you are getting a message “enter district ID”, please try a different browser: Firefox, Safari, Internet Explorer. There have been a few reports of this error message coming up for some people using Chrome. When they change browsers, they do not get the error message.

If you need instructions on how to set up a FeePay account, you can find them at, https://mn01809101.schoolwires.net/cms/lib/MN01809101/Centricity/Domain/69/FeePay%20Instructions%20english-spanish.pdf

To avoid multiple submissions, complete the registration process at one time, it will take about 20 minutes.

If you are registering for a spring sport and this is the 3rd sport this year you will need to register online, but you will register a little differently in FeePay. Look for their sport, followed by 3rd sport this year. It looks like this in the system: Baseball (Boys)-3rd SPORT THIS YEAR.

Once the online forms are completed, go to the cart. You can pay by credit card, debit card, or through a checking or savings account.

REGISTRATION FEES.
Registration fees are due at the time of sign-up. If you are unable to pay the full amount, contact the Athletic and Competitive Activities Office for payment plan options. As a reminder, you will need to pay past due payment plan fees or make a minimum payment and submit a payment plan to participate.

- If you are going pay in cash or do a partial payment in the athletic office (located in Richfield High School), please complete the online registration paperwork and add the activity to your cart. When you get to the payment screen in the view cart, hit the “x” to close out of the program. Your paperwork will be saved in the system.

SPORTS QUALIFYING PHYSICALS.
If you need a Sports Qualifying Physical, it is best to have your primary healthcare provider complete the exam because they are most aware of your health history. A second option is to go to your family’s health clinic. If you do not have a primary care physician or a family clinic, another option is the Richfield Health Resource Center (RHRC) in Richfield High School.
RHRC is open Monday and Wednesdays, 1-5 PM. As a reminder, the RHRC provides care on a first-come, first-served basis and the beginning of each athletic season is a very busy time. Once the RHRC reaches patient capacity for an afternoon, patients are turned away. It is recommended that students get their sports qualifying physical done before it is needed for Richfield Athletics.

Forms are available online, [www.richfieldschools.org/domain/69](http://www.richfieldschools.org/domain/69). It is important to complete page 2 of the Sports Qualifying Physical BEFORE attending your appointment, this includes a parent signature.

After you have a sports qualifying physical at your primary care physician or RHRC, it is your responsibility to get a copy to the Athletic and Competitive Activities Office. You can send it to athletics@rpsmn.org, fax it 612-798-6129 or bring it to the Athletic and Competitive Activities Office.

**QUESTIONS.** Email the Athletic & Competitive Activities Office at athletics@rpsmn.org.