

## 8to18 Registration Instructions

The following guide will explain how parents/guardians can create an account on 8to18, register students for seasonal sports, and how to register for off-season contact day sessions. All students need to be registered on 8to18 and have a current physical on file with the athletic office to participate in any seasonal or off-season sports.

*Please note: Registration should be completed by parents/guardians, not the student. Each registration includes important documents that both parent/guardian and student must acknowledge and accept in order for students to participate.*

Registration on 8to18 is available here: <https://oaklawncommunityhs.8to18.com/accounts/login>

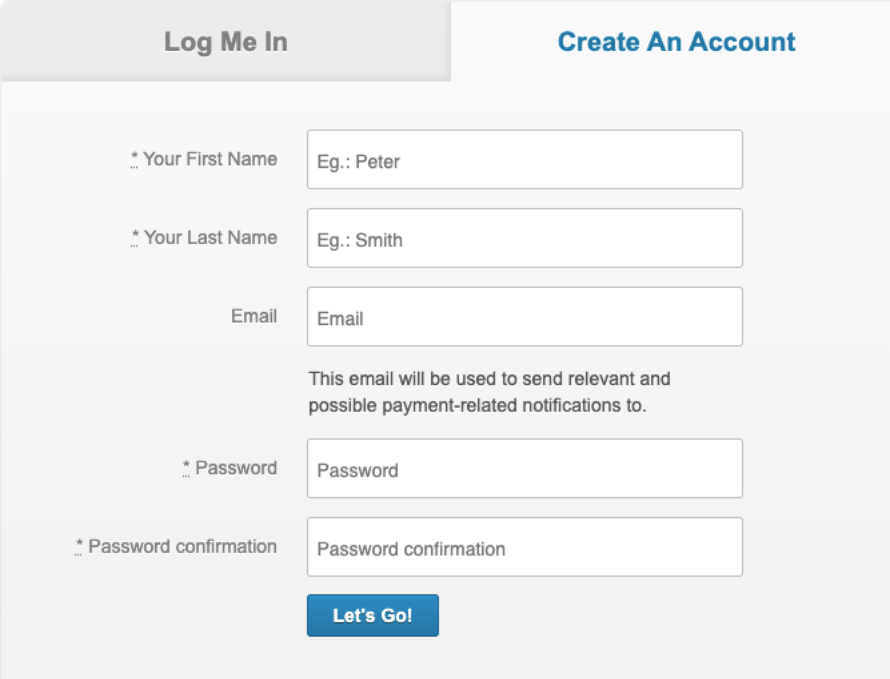
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### How to Create an Account on 8to18

Before registering a student on 8to18, parents/guardians must create an account to manage participants. Once an account is created, parents/guardians will use this to register students each time.

*If you have already created an account on 8to18, you can skip this section and proceed to the instructions on how to register for seasonal sports or off-season contact days.*

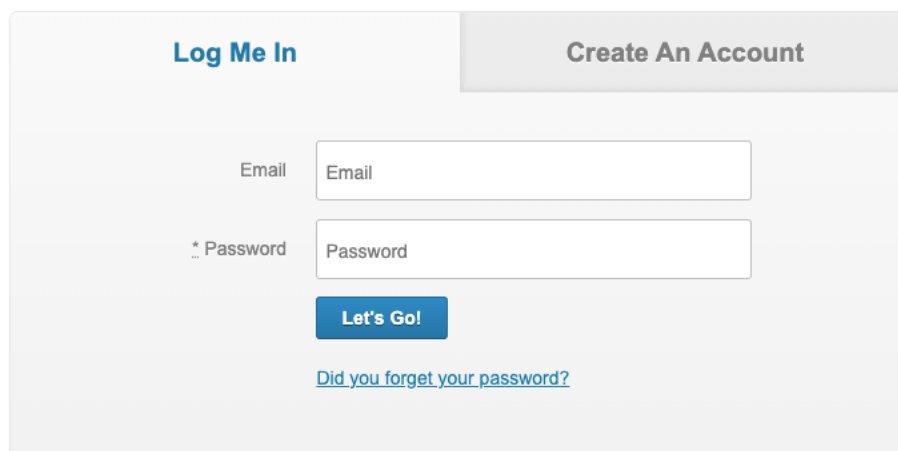
Go to <https://oaklawncommunityhs.8to18.com/accounts/login> and click the “Create An Account” tab. Complete the information and click “Let’s Go!”



The image shows a web form for creating an account. At the top, there are two tabs: "Log Me In" (which is currently selected and highlighted in grey) and "Create An Account" (in blue text). Below the tabs, the form contains several input fields: a first name field with the placeholder "Eg.: Peter", a last name field with "Eg.: Smith", an email field with "Email" as a placeholder, a password field with "Password" as a placeholder, and a password confirmation field with "Password confirmation" as a placeholder. A note below the email field states: "This email will be used to send relevant and possible payment-related notifications to." At the bottom of the form is a blue button labeled "Let's Go!".

## How to Register for Seasonal Sports on 8to18

- 1) Head to <https://oaklawncommunityhs.8to18.com/accounts/login> and login to your account.



- 2) Click the green “Begin Registration” button.
- 3) Select the seasonal sport that you would like to register for. Only upcoming seasonal sports will appear for registration prior to the start of the season.

### Seasonal Sports

- FOOTBALL
- SOCCER BOYS
- VOLLEYBALL GIRLS

- 4) Once you select your sport, read the information in the pop-up window and select your “Proceed” option. Please note that the Oak Lawn Community High School CVA program is completely optional.



- 5) Depending on whether this is your first time registering a student, there are 3 options to complete this step.

Option #1 - If this is your **first time registering a student**, complete the Participant Information and the next screen. Make sure to include all information marked with an “\*”. If there is no pertinent medical information, then type “none” in the medical information field. After all information is complete, click “Continue To Step 3” at the bottom of the page.

Option #2 – If you **already have students in the 8to18 system**, select which student you are enrolling from the list.

Option #3 – If you need to **create a new student**, click the “+ Add A New Participant” option. Make sure to include all information marked with an “\*”. If there is no pertinent medical information, then type “none” in the medical information field. After all information is complete, click “Continue To Step 3” at the bottom of the page.

- 6) Make sure for Step 3 all contact information is correct. Make sure to include all information marked with an “\*”. After all information is entered, click “Continue To Step 4” at the bottom of the page.
- 7) Step 4 is a reminder that all students need to have a physical on file with the athletic office. If you need a physical form, you can download and print from the link. Click “Continue to Step 5” to continue.
- 8) There are 4 legal forms that both parent/guardian and student must accept. These documents are the Athletic Handbook, the specific sport policy document, Return to Play/Learn Concussion Protocol, and COVID Consent and Wavier of Liability. To read and accept, click on each document, read, and scroll to the bottom. Select both Parent/Guardian and Participant boxes and click the “Accept” button.

Parent / Guardian    Participant

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Once all 4 forms are complete, click the “Continue to Step 6” button.

- 9) On the pop-up window about the CVA app, you can select “Yes” or “No thanks”. You also need to select “Yes” or “No thanks” for signing your athlete up for the NCSA college recruiting program. Again, there is no obligation for purchase or sign-up for these two options. After selecting these options, click the “Submit” button on the registration summary screen.
- 10) Your student is now registered! You should receive an email with confirmation of your registration. If you do not receive this email, please contact the athletic office to confirm. Emails will come from [no-reply@8to18.com](mailto:no-reply@8to18.com).

## How to Register for Off-Season Contact Days on 8to18

- 1) Head to <https://oaklawncommunityhs.8to18.com/accounts/login> and login to your account.

The screenshot shows a login interface with two tabs: "Log Me In" and "Create An Account". The "Log Me In" tab is active. It contains an "Email" input field, a "\* Password" input field, a blue "Let's Go!" button, and a blue link "Did you forget your password?".

- 2) Click the green “Begin Registration” button.

## Camp

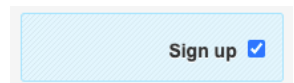
- 3) Select “Off-Season Contact Days” under the Camp section. Read the information in the pop-up window and click “Proceed with registration”.  Off-Season Contact Days
- 4) Depending on whether this is your first time registering a student, there are 3 options to complete this step.

Option #1 - If this is your ***first time registering a student***, complete the Participant Information and the next screen. Make sure to include all information marked with an “\*”. If there is no pertinent medical information, then type “none” in the medical information field. After all information is complete, click “Continue To Step 3” at the bottom of the page.

Option #2 – If you ***already have students in the 8to18 system***, select which student you are enrolling from the list.

Option #3 – If you need to ***create a new student***, click the “+ Add A New Participant” option. Make sure to include all information marked with an “\*”. If there is no pertinent medical information, then type “none” in the medical information field. After all information is complete, click “Continue To Step 3” at the bottom of the page.

- 5) For Step 3, a list of available sport specific contact day sessions will appear. Click on any of the sports you would like to register for and check the Sign up box in blue. You may select multiple sports at one time. Click “Continue to Step 4” once all options are selected.



- 6) Make sure for Step 4, all contact information is correct. Make sure to include all information marked with an “\*”. After all information is entered, click “Continue To Step 5” at the bottom of the page.
- 7) Step 5 is a reminder that all students need to have a physical on file with the athletic office. If you need a physical form, you can download and print from the link. Click “Continue to Step 6” to continue.
- 8) The COVID Consent and Wavier of Liability must be accepted by both parent/guardian and student. To read and accept, click on the document, read, and scroll to the bottom. Select both Parent/Guardian and Participant boxes and click the “Accept” button.

Parent / Guardian  Participant

Click the “Continue to Step 7” button once complete.

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- 9) On the registration summary screen, click “Submit” at the bottom of the page.
- 10) Your student is now registered! You should receive an email with confirmation of your registration. If you do not receive this email, please contact the athletic office to confirm. Emails will come from no-reply@8to18.com.