

2023-24 MAST Registration Process

I. BACKGROUND INSTRUCTIONS

FORMS: To register for Alpine Skiing with the Minneapolis Public Schools Athletics, PARENTS and ATHLETES need to complete and sign TWO sets of forms. There are forms specific to the Mpls Alpine Ski Team (MAST) and there are forms specific to Minneapolis Public Schools (MPS) and MN State High School League (MSHSL).

1. All MAST forms are digital and can be accessed via the link below in Step One of the registration processes.
2. All MPS/MSHSL forms can be completed online (<https://mplscity-ar.schooltoday.com/viewmyaccount>). Registration with MPS Athletics opens for Winter Sports on October 26.

FEES: at the end of the **MAST** online registration process, you will be asked to pay a suggested Team Membership Fee of \$275. You will also be given the option of making an additional donation to MAST at the same time.

You will be asked to pay the Team Membership Fee by credit or debit card, online bank account withdrawal, or check.

Please make payments by check payable to Minneapolis Alpine Ski Team and mail to:

***Mpls Alpine Ski Team
C/O Mark Conway
4800 Harriet Ave. S.
Mpls, MN 55419***

Hyland Season Pass: You will also be asked whether you need to purchase a 2023-24 Season Pass to Hyland. If you need to do so, you can purchase a pass through MAST. Simply send a check made payable to Mpls Alpine Ski Team in the amount of \$474 to:

***Hope White
4945 Clinton Ave S
Mpls, MN 55419***

By purchasing the pass through MAST, you will avoid paying a state sales tax on the purchase. If you purchase your pass through MAST, you **MUST** pay by check. You can also purchase a season pass online by visiting the [Three Rivers](#)

[Park District Website.](#)

More information about each fee:

1. **MAST Membership Fee of \$275:** The MAST Board of Directors work hard to keep the cost of ski racing low for our membership. Nonetheless, ski racing costs money. For this reason, we ask families to contribute \$275 per athlete to MAST. This is not a mandatory fee, but it is requested at the time of registration if you have the means to pay. In fact, we did not increase the fee for the '23-'24 season due to the success of our fundraising efforts last year.
2. **MPS Activity Fee of \$75:** Mpls Public Schools also collects an activity fee for each sport. All activity fee payments for alpine skiing will be used by the team to help pay salaries for our hard working and dedicated coaches. Please pay this fee when you register your athlete with MPS Athletics. Athletic directors will not clear athletes to participate in MPS Winter Sports until this fee is paid.
3. In addition to partial funding from MPS, the MPS Activity Fee and the MAST Membership Fee help MAST fund coaches' salaries, race entry fees, training equipment such as flex gates, drills, two way radios, video cameras, web based video storage and sharing service, and much more.
4. **Hyland Hills Season Pass of \$474 (through October 29):** All MAST athletes are required to possess a 2023-24 Season Pass to Hyland Hills Ski Area. Some of you already purchased your pass back in March and some already did so this Fall.
5. If you do not remember whether you purchased a Season Pass in the Spring, search for MAST Update #4 and see the attached spreadsheet of those athletes who purchased a season pass back in March. If you still have questions, please contact Mark Conway by phone (612-275-8392) or email (markrobertconway58@gmail.com).

II. STEP-BY-STEP REGISTRATION INSTRUCTIONS

MAST Registration is a TWO-STEP REGISTRATION PROCESS. If you have any questions about the online registration process, please call Mark Conway at 612-275-8392.

STEP 1: REGISTER with MAST through the registration platform called Team Snap (opens Oct 1st).

Before you log-on, it will be helpful to have the following information handy:

1. Cell phone numbers for athletes, parents, stepparents, guardians, emergency contacts, and your athlete's primary care clinic
2. Email addresses for athletes (MPS email and personal), parents, stepparents, and guardians
3. Health Insurance Card with Medical Insurance Company Name, Insurance Owner (as in mom or dad), Group Policy Number, and Member Policy ID Number
4. Medical Clinic, Physician Name, Physician Phone Number
5. Credit or Debit Card Information, Bank check routing information

Step 1A. Log-In or Create an Account With [Team Snap HERE](#)

- **If you (the parent/guardian) already have a Team Snap account set up**, login using your existing email and password.
- **If your athlete already has a Team Snap account, but you as a parent do not**, please set up your MAST Team Snap account with your (a parent's) email and password.
- **If you do not already have a Team Snap Account**, you will need to create one. Remember your login information and password for future use (supplemental training, GR camp, race day lift tickets, banquet, apparel, etc).
- PLEASE BE SURE TO CHECK THE ACCURACY OF ALL INFORMATION (i.e., phone numbers, address, email, school, etc.). You can do this once you check out. Click the EDIT button on the right side of the page. Confirm every adult who has anything to do with managing your athlete has been added to the account as an adult.

Step 1B. Adding Athletes and Additional Adult Parent(s)/Guardian(s) To The Account: once the account owner is established, you can register your athlete, and then a second athlete and a third.

Some additional notes:

- You are not required to upload a photo of your athlete, but it sure would help the coaches if you did. It would also help your teammates to learn your name.
- For phone numbers, just enter the numbers, no dashes or hyphens or parentheses.
- Please provide an accurate birthdate.

- Review for typos.
- The RegSaver Insurance has nothing to do with MAST. Decline the offer.
- You can edit any information associated with your account in *Account Settings*. add other adults to the account as well as any children who will be participating.
- Once all athletes are registered, you can add the contact information of up to three additional adults to your account.

MAST Waiver: You will be asked to complete and sign a MAST Liability Release Waiver. All parents or guardians with legal guardianship need to sign the waiver. If the athlete is over 18 years of age, he or she needs to sign the waiver. Admittedly, this is the most cumbersome part of the registration process.

If you have Adobe, you can follow these steps:

- Open the waiver and click Print.
- You should then be given the option of saving the file as an Adobe PDF.
- Complete the waiver and secure signatures.
- To Save the signed waiver, hit Print. You should be able to upload the saved signed waiver to your Team Snap Registration.

If you do not have Adobe, you can follow these steps:

- Download the waiver to your computer.
- Print the waiver.
- Complete the waiver and attach requested signatures.
- Scan the completed waiver and upload it to your computer. If you use your phone to snap a picture of the waiver, please take great care to insure that the picture has good clarity.
- Upload the very clear scan of the completed waiver to your Team Snap Registration.

Step 1C. Check Out: You can pay by card, bank account withdrawal, or check. Please note that if you pay by card or with a direct withdrawal from your bank account, you will be charged a service charge.

STEP 2: REGISTER with Minneapolis Public Schools & the MN State High School League (MSHSL)

In addition to registering with MAST, you must sign up for Alpine Skiing with your HIGH SCHOOL ATHLETIC DIRECTOR. This year, you can only register online: ***MPS/MSHSL Online Alpine Registration.***

You will be asked to complete several forms and then to follow another link to pay the \$75 MPS Activity Fee. To complete the forms more easily, have the following pieces of information at your fingertips:

- Student ID Number
- Athlete's Health Insurance Card
- Physician Name and Phone Number
- Medical Issues, Medications, Allergies, Dietary Restrictions
- Emergency Contact Name and Phone Number

Please fill out all the forms very carefully.

- a. A parent should complete the forms with the athlete.
- b. Signatures from both a parent and athlete are needed in various places.
- c. Please pay the \$75 MPS Activity Fee online with MPS. You will need to open a new link to make this payment.

Please note:

- IF you played a Fall sport in 2023 for your high school, you only need to complete a NEW Emergency Registration Form (*unless your Physical Exam form expires between the Fall and Winter season*).
- IF you are a returning MAST athlete, but did not play a Fall sport in 2023, you need to submit ALL forms, except the *Sports Qualifying Physical Exam Form* as long as it is still valid.
- IF you did NOT play a Fall sport in 2023 AND you are new to MPS high school sports, you need to complete ALL forms.
- If you have any questions about completing any of the MPS/MSHSL forms or have any trouble with the online registration service, please contact your athlete's High School Athletic Director. MAST coaches do not have access to the MPS online registration platform.

The **Sports Qualifying Physical Exam** must be completed by your physician or by a qualified clinician. If you have a primary care doctor, most physician groups will complete this form and return it to you within a week as long as the student is not due for a physical exam. Check with your clinic for their requirements. If

you do not have a physician or insurance, you can call 612-668-4333 to make an appointment for a free sports clearance physical exam.

This form is kept on file in your high school athletic office and is valid for three years. If you submitted this form in 7th grade and you are now in 10th grade, the form has expired, and you need to complete and submit a new form.

- I WANT ALL RETURNING ATHLETES TO CONFIRM THE STATUS OF YOUR SPORTS QUALIFYING EXAM FORM WITH YOUR ATHLETIC DIRECTOR SO YOU ARE NOT SURPRISED WHEN THEY TELL YOU IT HAS EXPIRED.
- If you are a NEW MAST athlete, get this form TO your physician as soon as possible so that you can submit it to your A.D. LONG before the start of the season.

MPS/MSHSL Athletic Forms.

Open, Download, Print, Preview.

[Sports Qualifying Physical Examination Form](#)

[MSHSL Eligibility Form and Health Questionnaire](#)

[MPS Emergency Medical Card and Media Release Form](#)

[Transportation Form](#)

Thank you for joining our team,

Mark Conway

Head Coach

612-275-8392

markrobertconway58@gmail.com

[Team Snap Registration LINK](#)

[MPS Athletics Winter Sports Registration](#)