



ST. MICHAEL'S CATHOLIC PREPARATORY SCHOOL  
**ATHLETICS DEPARTMENT**

## UPPER SCHOOL REQUIRED SPORTS DOCUMENTS

We're excited for the coming year and the many TAPPS competitions for our students. The following checklists contain important information from the Athletics Office regarding required forms for the upcoming year for both current students and incoming students.

**PLEASE NOTE: THIS INFORMATION IMMEDIATELY PERTAINS TO ANY STUDENT PLAYING A FALL SPORT. Students remain ineligible to participate until all requirements are complete.**

### CURRENT STUDENT ATHLETICS CHECKLIST

If you are a current SMP student or an incoming 9th grader, you must complete and submit the following forms to be eligible to compete.

#### Upper School Medical History

This can be filled out by a parent/guardian.

#### Upper School Pre-Participation Physical Evaluation (Physical Form)

This MUST be filled out by a medical provider.

#### Create a Student Profile in TMS

See instructions on second page.

#### Create a Parent Profile in TMS

See instructions on second page.

#### Upload Forms in Magnus

See instructions on second page.

**Concussion Baseline Testing** will take place before the start of your sports' season on campus—there is no need to get a concussion baseline test outside of SMP.

### TRANSFER STUDENT ATHLETICS CHECKLIST

If you are a 10th–12th grade transfer student to SMP, you must complete and submit the following forms to be eligible to compete.

#### Upper School Medical History

This can be filled out by a parent/guardian.

#### Upper School Pre-Participation Physical Evaluation (Physical Form)

This MUST be filled out by a medical provider.

#### Upper School Previous Athletic Participation

This MUST be filled out ONLY if the student is a transferring to SMP from 10th, 11th, or 12th grade.

#### Upper School Student Transfer Form

This MUST be filled out ONLY if the student is a transferring to SMP from 10th, 11th, or 12th grade.

#### Create a Student Profile in TMS

See instructions on second page.

#### Create a Parent Profile in TMS

See instructions on second page.

#### Upload Forms in Magnus and TMS

See instructions on second page.

**Concussion Baseline Testing** will take place before the start of your sports' season on campus—there is no need to get a concussion baseline test outside of SMP.



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For the upcoming school year, TAPPS (Texas Association of Private and Parochial Schools) requires each student and parent to have a TMS (TAPPS Management System) account to track eligibility. TAPPS also requires an updated physical and medical history form that will be uploaded to Magnus.

**New and returning families may begin completing the required information for TMS as of July 1st.**

## **Instructions for Creating Profiles in TMS**

**Students must complete their profile before a parent/guardian.** This step links the student account to the parent/guardian account.

1. Go to <https://tms.tapps.biz> and click "Forgot Password."
2. Enter your student email address (@edu.smcprep.org)—this is the email your account is registered under.
3. Click "Send OTP." Check your SMP email for the One-Time Passcode (OTP), then enter it and click "Verify."
4. Create your password on the Reset Password screen. You can now log in to the TAPPS TMS portal.
5. After logging in, you'll see your dashboard with required eligibility steps. Click "Take Action" to begin your profile.
6. Complete all fields and questions. Be sure to fill in "Guardian Detail - 1" and include the guardian's email address (this person will have TMS access).
7. Click "Save." An email will be sent to your designated guardian so they can complete their profile and sign the Acknowledgement of Rules.

Your school administrator will verify your Physical and Medical History on file. If you have any issues, contact athletic coordinator Courtney Edwards at [cedwards@smcprep.org](mailto:cedwards@smcprep.org).