**Athletic Pre-Participation Getting Started Guide**

**Parents & Students**

TL Hanna will continue to collect pre-participation forms online through PlanetHS. If you are new or never played a sport before both the parent and student will need to create a PlanetHS account to complete and digitally sign the web-forms.

PHYSICALS MUST BE TAKEN ON OR AFTER 4/1/25 TO BE GOOD FOR THE 2025-26 SCHOOL YEAR.

YOU SHOULD NOT HAVE TO UPLOAD A BIRTH CERTIFICATE IF YOU HAVE DONE SO PREVIOUSLY; USE THE ONE ON FILE.

ALL OTHER FORMS IN PLANETHS SHOULD BE COMPLETED AND DIGITALLY SIGNED BY BOTH PARENT AND STUDENT.

All Forms in PlanetHS Need To Be Completed Before Your Athlete Can Participate and/or Practice With Their Team and Be Placed On SCHSL Eligibility Form. We Want All Paperwork Completed On or Before The Dates Listed Below.

Due Dates for Sports Seasons

FALL SPORTS: on or prior to 7-1-25

WINTER SPORTS: on or prior to 9-1-25

SPRING SPORTS: on or prior to 10-1-25

Eligibility Requirements

FALL and WINTER SPORTS: must have passed a minimum of 2.5 units from the previous semester and have an overall passing average.

SPRING SPORTS: must have passed a minimum of 2.5 units from the previous semester and have an overall passing average.

Follow the steps below to start pre participation registration:

1. Go to [www.PlanetHS.com](http://www.planeths.com) (you can create accounts with an email address or mobile phone number) hit LOGIN, then Sign Up, you will create one account for the parent and one for the student.

a. Home School (TL Hanna)- this is the school that your student attends. Do NOT select the school district in which your school resides. Type in Hanna and it will show up.

b. If your student plays on both a middle and high school team, select the MS in which your student studies. You will be able to select the secondary school within the Pre-Participation section.

2. Once logged in, hover over the Athletic Forms tab and select the Athletic Participation link

3. Link parent and student accounts

a. Click the Link Student Account section to send an invitation via email address to link accounts.

i. Either the parent or student can initiate the linking process. Only one invitation will need to be sent. An email or text will be sent to the address/number provided.

b. Approve the linked account request. \*This is to ensure the correct parent and student accounts are linked.

i. Click the link found within the link request email sent from PlanetHS OR click the Approve link request, found in the Link Account Section.

ii. Click Approve under the Actions column. This approval will only have to be completed by either the parent or student, NOT both.

4. Once parent-student accounts are linked, the status will update to Approved. \*Students may begin the process before accounts have been linked. Parents will only see example forms until accounts are linked. Once accounts are linked, the parent example forms will become active to complete and sign.

5. Complete each form listed by clicking on the form link. It is not necessary to upload any paper forms at all. Click the Sign and Submit button at the bottom of each form. Both the parent and student must complete this step.

a. You are required to upload the Physical Form and Birth Certificate instead of completing the web-form (NOTE: you have the option to use a BC on file).

i. Click the Upload Document button, choose the file from your computer or smartphone you wish to upload, and then click the Upload Document button.

ii. Forms that are uploaded to Arbiter PlanetHS will only have to be uploaded by either the parent OR the student.

6. When both the parent and student complete a form, except for the uploaded forms mentioned above, Coach Motte will be notified and he will review and accept the form. Once he accepts a form, the status of the form will be marked as complete. If a form is Declined you will receive an email or text stating the reason and you will need to resubmit it. When we have accepted all forms, an email/text will be sent to you stating all forms have been accepted.

Questions? Contact Sheila Gaines 864-260-5110 ext. 85151.