



## Returning (Student/Parent) Athletic Pre-Participation Forms Registration

Your school has elected to collect pre-participation forms online. Follow the steps below to re-complete pre-participation registration:

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| <b>1. Login with previous year account credentials</b> | <ul style="list-style-type: none"> <li>● Both a parent and student are required to log back in for the new year and complete athletic forms</li> <li>● If you do not remember your login credentials, please utilize the <i>Forgot Password</i> option or contact the school athletic department</li> </ul>  |
| <b>2. Update Home School (If Applicable)</b>           | <ul style="list-style-type: none"> <li>● After logging in, click on your name at the top right of the screen, and then select <i>Settings</i></li> <li>● Type in school name within the <i>School</i> text field, and then select the appropriate school</li> <li>● Update any contact information such as phone, email address and mailing address</li> <li>● Click <i>Save</i> at the bottom of the screen</li> </ul>  |
| <b>3. Athletic Forms button</b>                        | <p>Click the <b>Athletic Forms button</b> to move to the Pre-Participation Forms Overview Page and complete the required digital forms.</p> <ul style="list-style-type: none"> <li>- Make sure the Date Range is set to 2019-2020</li> </ul>   |
| <b>4. Select the Sports you will participate in</b>    | <p>In the <b>Sports Interest</b> section, check the sports you will be trying out for. By checking these sports, you are allowing the coach of that sport to view your pre-participation paperwork.</p>  |
| <b>5. Additional Schools (If Applicable)</b>           | <p>If you/your student participate in sports at multiple schools, add the additional schools here. If you/your student do not play for multiple schools, leave this section blank. Adding additional schools will allow the Athletic Director(s) at the additional school(s) view your pre-participation paperwork.</p>  |
| <b>6. Complete &amp; Sign Digital Forms</b>            | <p>Click on each form link, complete each form, and click the <i>Sign &amp; Submit</i> button. <b>Both the parent and student must complete this step.</b> Your school/district chooses which forms require the student, parent, or student AND parent signatures. Upon completion of each form, you should be auto promoted to the next form.</p>   |
|  | <p>Students with accounts may begin completing digital forms immediately. Parents must be linked to a student account to see the electronic version of the forms. If they are not linked, they will only see example PDF versions of the forms. You can complete forms or see their status at any time by clicking on the ATHLETIC FORMS button. This gives the ability for students to send a parent linked account request and to upload the physical exam signed by the physician during group physicals.</p> |
|  | <p><b>Upload Buttons</b> are shown when you are required to upload a document instead of completing the web-form. For example, the physical exam form your physician completes or a birth certificate. These forms can be uploaded by either the parent or student but require the parent's signature.</p>   |
|  | <p><b>Re-Use Document Buttons</b> are displayed within forms that have been completed in previous years, allowing parent/student the ability to update necessary information prior to submitting the form for the new year. <b>Note:</b> Not all athletic associations allow the reuse of forms. If you do not see this button, you must complete the form again for each school year.</p>   |
| <b>7. Accepted Forms Notification</b>                  | <p>When your school has accepted all forms, a notification will be sent to you stating all forms have been accepted. You will be notified via email and/or text message (if you have selected the text message option during account creation), if a form has been denied by your school. You will be sent a notification, in which you will be given the reason for denial and a link to review and resubmit your changes back to the school.</p>   |

If you need assistance with PlanetHS or need more information, please consult the help documents found here <https://schoolsupport.helpdocs.com> or email [schoolsupport@planeths.com](mailto:schoolsupport@planeths.com). If you have questions regarding the content of form requirements, please contact your school Athletic Director.