

Athletic Participation Packet

Parkway West High School

The following groups must follow the procedures outlined below:

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|------------------|----------------|-------------------------------|
| 1. Football | 8. Softball | 15. Track |
| 2. Soccer | 9. Tennis | 16. Marching Band/Color Guard |
| 3. Cross Country | 10. Basketball | 17. Poms |
| 4. Swimming | 11. Wrestling | 18. Cheerleading |
| 5. Golf | 12. Baseball | 19. Winter Guard |
| 6. Field Hockey | 13. Water Polo | |
| 7. Volleyball | 14. Lacrosse | |

**General instructions for completing all necessary forms are listed below,
Please see pages 2-4 for more detailed instructions.**

******Reminder a valid physical must be dated after Feb. 1, 2018 (for the 2018-2019 school year)******

1. Go to your schools Privit website:

- a. <https://parkwaywest-mo.e-ppe.com/>

Once at our Privit website, you will need to do ONE of TWO things.

1. If you **HAVE** used Privit before and have an account you will simply log in to your account and proceed to either step 2 (on the next page) if needing to add an athlete or step 3 (on the next page) if your athlete is already showing in the parental account.
2. If you have **NOT** used Privit previously then begin on Step 1 (on the next page) creating a parent's account.

2. Register an account in a parent's name here or Log in to existing account

3. Add athlete(s) to your account by selecting Add Member or click on existing member.

4. Complete all relevant athlete information and forms

- a. Personal Details
- b. Pre-Participation History
- c. Parent Permission
- d. MSHSAA Concussion Materials
- e. Upload Current Physical

5. Apply parent and student-athlete electronic signatures on each required form.

6. Join Appropriate Teams

7. Print Physical and Health History forms from Privit website and take to the Doctor for annual physical exam. A blank physical form can be found at pwestlonghorns.com under the Documents and Info link.

8. Upload physical form signed by appropriate medical provider or restore valid physical (dated after Feb 1, 2018) from archives.

- a. ***Please make sure physical has Doctor signature, date, and they have checked the appropriate clearance box.***

Once the required information has been completed and e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. A staff member at the school will update the **Clearance Status**, the status is not automatically updated. If you click **Sign** next to Signed Documents, there should be **all green check marks** next to all signatures on all forms listed.

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit www.support.privit.com.

9. Last Step GET A PRACTICE CARD from the activities office

- Once you have completed all Privit documents the athlete will go to the activities office, during the scheduled times, to pick up a practice card. The athlete will then give this card to his/her coach in order to participate in practice/tryouts. Without this card, an athlete will not be able to participate.

******A new Practice Card Must be Obtained For Each Sport Season******

Step 1: Register an account in the parent name:

As a parent/guardian, you will register an account, then add your athlete to the account and complete only their information. **Start creating your account by selecting or enter the link parkwaywest-mo.e-ppe.com then follow the steps below.**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again.)

Step 2: Add athlete(s) to your account:

1. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your athlete to your account. You can add as many additional members as necessary.)
 - Click **Add Member** on the left side of the page.
 - Enter your athlete's first name (and last name if different), date of birth, and gender.
 - Ignore Enable Login and then click **Add Member**. You will now see your athlete's name listed on the home page.

Step 3: Complete the Personal Details section for the athlete:

1. Go to Home page then click on your athlete's **Name**. Then begin completing the Personal Details by clicking the **Start/Update** button to the right of Personal Details.
2. Complete each section of the Personal Details section to 100% and click **Save and Exit**.

IMPORTANT: In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (*).

Step 4: Complete the Pre-Participation History form:

1. Click **Start/Update** to the right of the form. Complete all the fields with a red asterisk (*).
2. Once all fields are completed, click **Submit**. After clicking submit, click Sign from the pop up. This will prompt you to create the parent/guardian's e-signature. See [Step 5](#) to create a parent/guardian e-signature.
3. This form also requires an athlete's signature. See [Step 9](#) below for instructions on applying an athlete's electronic signature to forms.

Step 5: Complete the remaining forms for the athlete:

1. Click **Start/Update** to the right of the form. Complete all the fields with a red asterisk (*). When you have finished this form, click **Submit**.
2. A message will appear if you want to review or sign the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent/guardian signature. Select the blue **Create New Signature** tab.
3. With your cursor on a computer or with your finger on a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on the Account Settings page. Select **Home** near the top left of the screen.
4. **Once you have created a parent/guardian e-signature, you will not be required to repeat this process.** You will be able to apply this parent/guardian e-signature anywhere a parent/guardian e-signature is required.
5. Some of the forms also require an athlete's signature. See [Step 9](#) below for instructions on applying an athlete's electronic signature to forms.

Step 6: Join team(s):

1. After completing the forms, you must join a team. To join a team, click **Update** next to Joined Teams, and **check the box** next to the appropriate team(s) and click **Done** at the bottom of the page when finished.

Step 7: Printing Physical and Pre-Participation History Form:

1. If you have not done so already, a copy of the physical form can be downloaded by clicking the **blue icon** next to Blank MSHSAA Physical Form on the home page. Download the Physical Form by clicking the blue link on the form.
2. Also Download and Print the **Pre-Participation History Form** from the Print Documents page.
3. When the Physical Form has been signed by the doctor, please see [Step 8](#) to upload the physical form into your athlete's profile. (The pre-participation history form does not need uploaded because it has been electronically signed already).

Step 8: Uploading the Physical:

Important Note: If you uploaded a physical exam dated after Feb. 1, 2018 for 2017-2018 school year, and that document is not showing active in your students profile, please go in to your managed documents section, select archived documents, and restore your signed physical exam form. Any physical dated after Feb 1, 2018 is valid for the 2018-2019 school year.

For those needing to upload a new physical, you will need to either scan the document into your computer or take a photo of the document with your tablet or smartphone*. If you are using a smartphone or tablet to upload, please **open the internet browser** and type in the school's Privit website. Then **login to your account**.

1. Click **Manage Documents** from the athlete's home page. Next, click **Upload Document** near the top right.
2. Click **Browse** to select the scanned document or take a photo of the document. (If you are accessing this page from a **mobile device**, you should be prompted to take a picture or select a photo of the form from the photo album.)
3. From the drop down next to '**Document Type**,' select the name of the document type you are uploading. (Also there is an **optional** ability to add a comment to provide additional information to identify your document.)
4. Click **Upload**.
5. You should be directed back to the athlete's 'Manage Documents' page. You should see the uploaded document and any other documents that have been submitted. For further assistance on uploading forms, please click [here](#).

Step 9: Athlete Signatures:

1. From your athlete's home screen, click the blue font **Student/Athlete click here to sign** and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** button.
2. With your cursor on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials. Check the box that you attest and then click the blue **Save** tab. You will see your athlete signature displayed. Select the grey **Done** tab underneath.
3. Once complete, you will click the blue font **Student/Athlete click here to sign** again. Once you have created an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required.



Important:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member to review and approve. A staff member at the school will update the **Clearance Status** when the athlete comes in to pick up their practice card, the status is not automatically updated. There should be **all green check marks** next to all signatures on all forms (except Blank MSHSAA Physical Form) listed on the athlete's home page.

Last Step GET A PRACTICE CARD from the activities office

Once you have completed all Privit documents the athlete will go to the activities office, during the scheduled times, to pick up a practice card. The athlete will then give this card to his/her coach in order to participate in practice/tryouts. Without this card, an athlete will not be able to participate.

*****A new Practice Card Must be Obtained For Each Sport Season*****

2018- 2019

Practice Card Pick up Dates

7:30 am - 3:00 pm



- Practice card pickups for Fall sports: July 30th – Aug. 3rd and Aug 6th (begin Aug 6th)
- Practice card pickup for Basketball & Wrestling: Oct 22rd -Oct 26th and Oct 29th (begin October 29th)
- Practice card pickup for Girls Swim: Oct 29th – Nov 2nd and Nov 5th (begin November 5th)
- Practice card pickup for Spring Sports: Feb 18th –Feb 22nd and Feb 25th (begin Feb 25th)

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