**PlanetHS Instructions for submitting Athletic Paperwork**

1. Go to PlanetHS.com and **click “sign up”**
2. Parent AND student need to make separate accounts
3. Once logged in to either parent or student account:
	1. Click Athletic Forms
	2. Click Athletic Participation
	3. Scroll down and **click “link accounts”** and enter the email address of parent/student who needs to be linked.
		1. The other person will follow the same steps on their account except they will now see the invite and **click “approve”**
	4. Once the accounts are linked, you will follow steps A-B again and then scroll all the way to the bottom
	5. Click on each of the forms and complete them appropriately.
		1. Physical EXAM form and Birth Certificate will need to be uploaded pictures (make sure it is the page of the physical with doctor’s signature, we don’t need the other pages).
		2. Parent and student will both have to click on these links from their separate accounts because **both signatures** will be required before it will be approved.