

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:
 - a. Click Athletic Forms
 - b. Click Athletic Participation
 - c. Scroll down and **click “link accounts”** and enter the email address of parent/student who needs to be linked.
 - i. The other person will follow the same steps on their account except they will now see the invite and **click “approve”**
 - d. Once the accounts are linked, you will follow steps A-B again and then scroll all the way to the bottom
 - e. Click on each of the forms and complete them appropriately.
 - i. 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).
 - ii. 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.