

# Pre-Participation Manual

*Student-Parent Edition*



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## Introduction to Pre-Participation Web Forms on PlanetHS

### Athletes and Parents

Your Organization/District/School has partnered with PlanetHS to provide digital pre-participation athletic web forms. Student athletes and parents will now complete Pre-Participation athletic forms online via PlanetHS. Here's what you need to know.

**How do I create an account?** Create a PlanetHS account one of two simple ways. If you already have an account, skip to page 6.

#### Option Number One: Create an account online from your computer

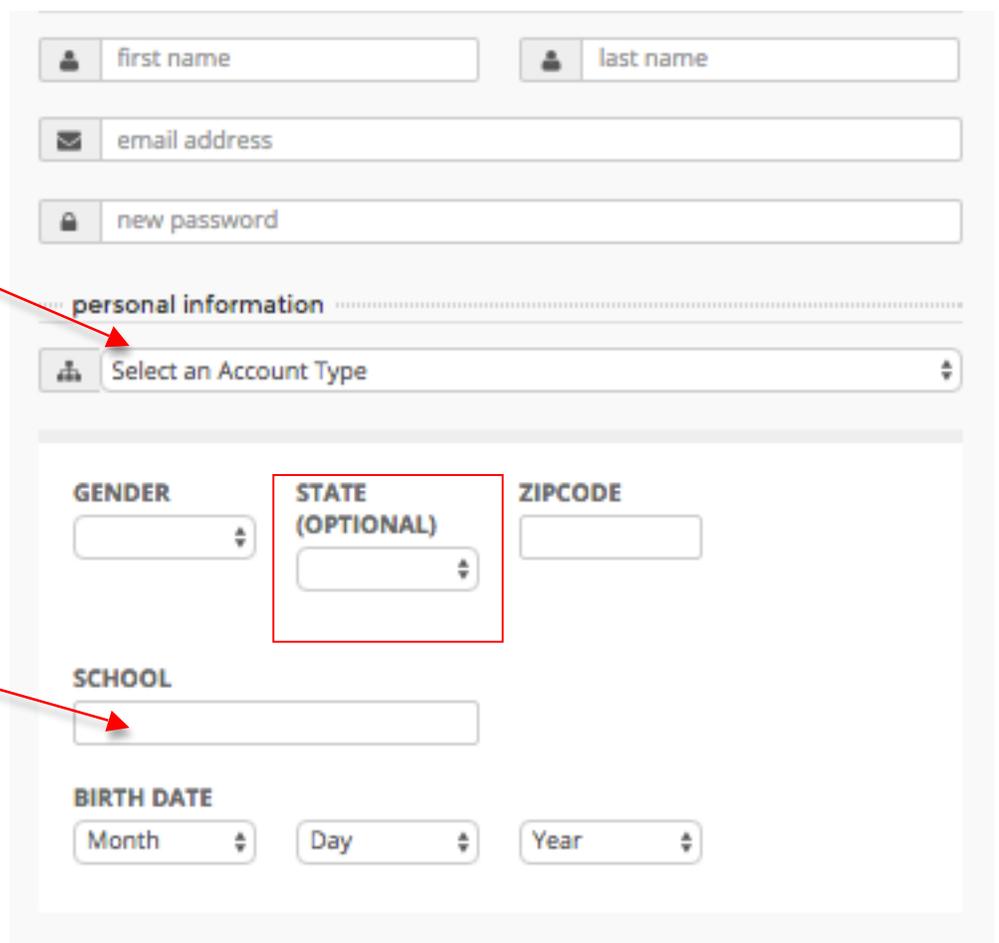
1. Go to [www.planeths.com](http://www.planeths.com)
2. Click the *Sign Up* button found in the upper right-hand corner of your screen.



3. Fill in the User Information to create your account and profile.

Click on the *Select an Account Type* box and select either Student or Parent.

Start typing the name of the school in which you study. Select your school from the dropdown list that appears. \*If your school does not appear, select your State in the optional box. This will help filter schools.



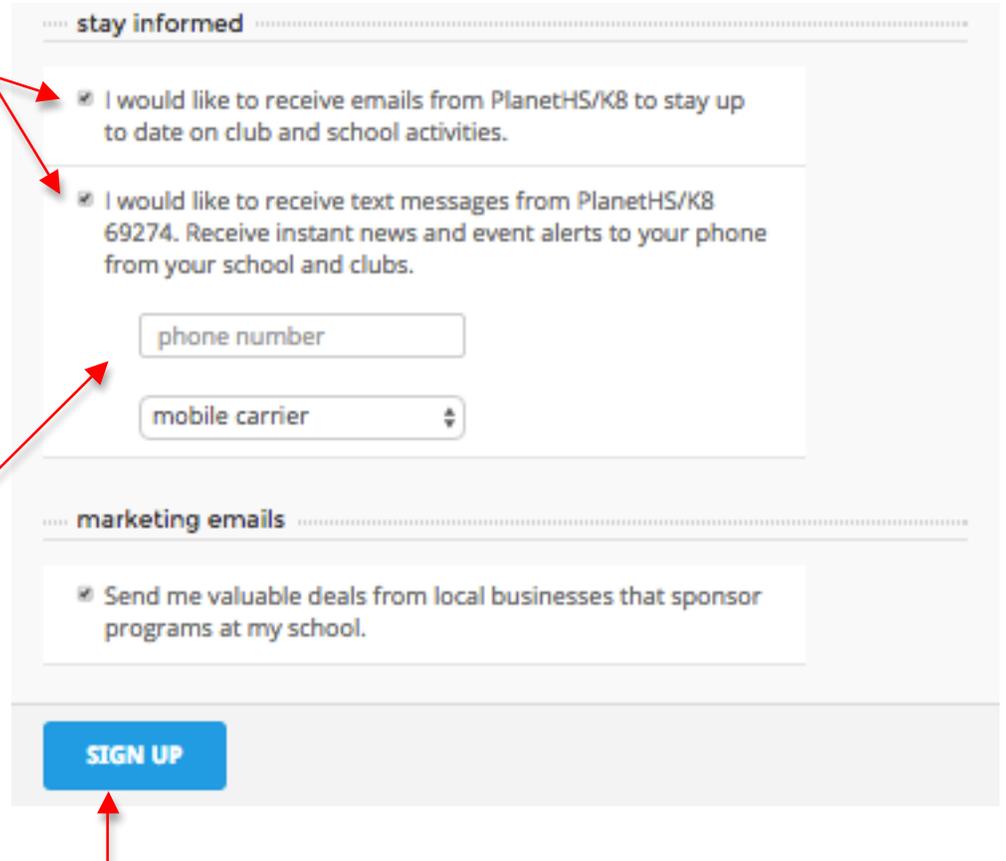
The registration form includes the following fields:

- first name
- last name
- email address
- new password
- personal information section containing:
  - Select an Account Type (dropdown menu)
  - GENDER (dropdown menu)
  - STATE (OPTIONAL) (dropdown menu)
  - ZIPCODE (text input)
  - SCHOOL (text input)
  - BIRTH DATE section containing:
    - Month (dropdown menu)
    - Day (dropdown menu)
    - Year (dropdown menu)

Check both *stay informed* boxes to receive the most up-to-date communications.

Enter your phone number and mobile carrier. After clicking *Sign Up*, you will receive a confirmation text message from the PlanetHS short code 69274.

**\*\*You must respond YES to begin receiving SMS notifications. \*\***



..... stay informed .....

I would like to receive emails from PlanetHS/K8 to stay up to date on club and school activities.

I would like to receive text messages from PlanetHS/K8 69274. Receive instant news and event alerts to your phone from your school and clubs.

phone number

mobile carrier

..... marketing emails .....

Send me valuable deals from local businesses that sponsor programs at my school.

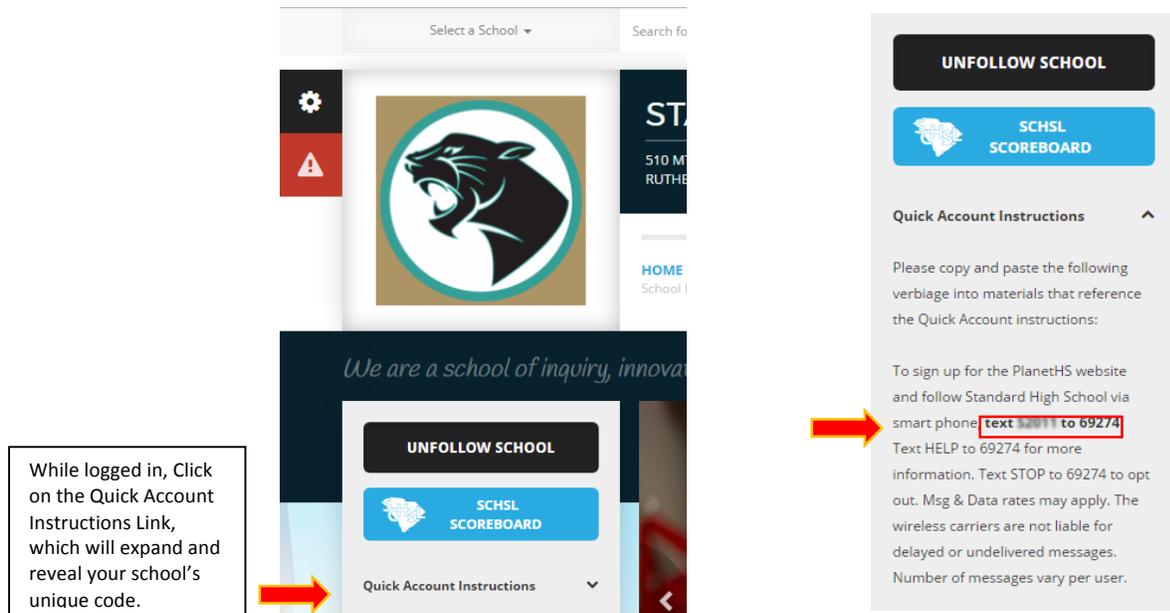
**SIGN UP**

4. Click the *Sign Up* button to create your PlanetHS account.

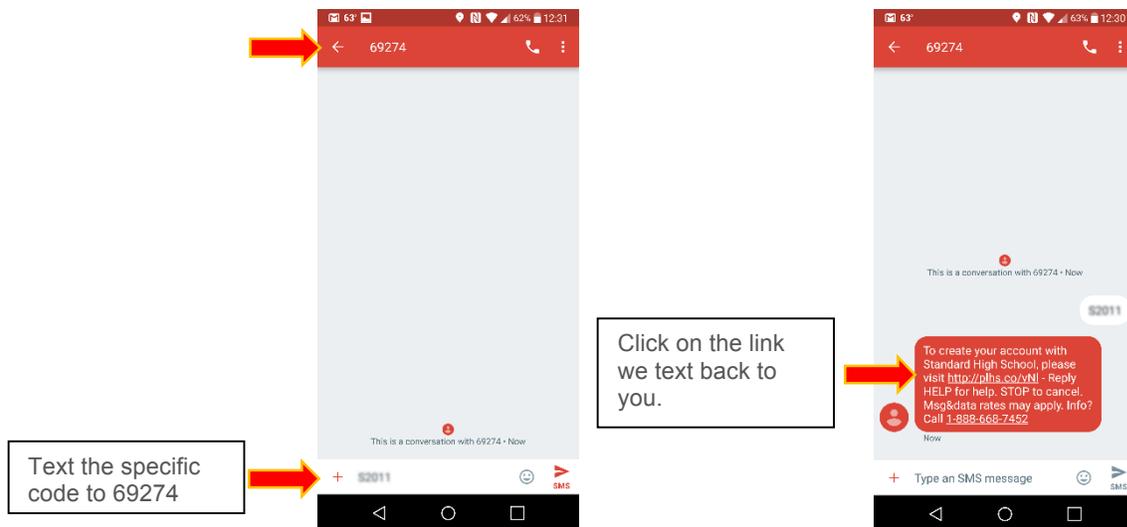
(Continued on next page)

## Option Number Two: Create an account via smart phone

Each School and Team have a specific code they can give out to their parents, students, athletes, etc. Text this specific code to 69274 and PlanetHS texts back a link that allows you to quickly create an account/login (with limited information needed) and then it instantly follows that specific school or Team! No more navigating. No more handouts. Just one simple code for quick accounts and instant follows



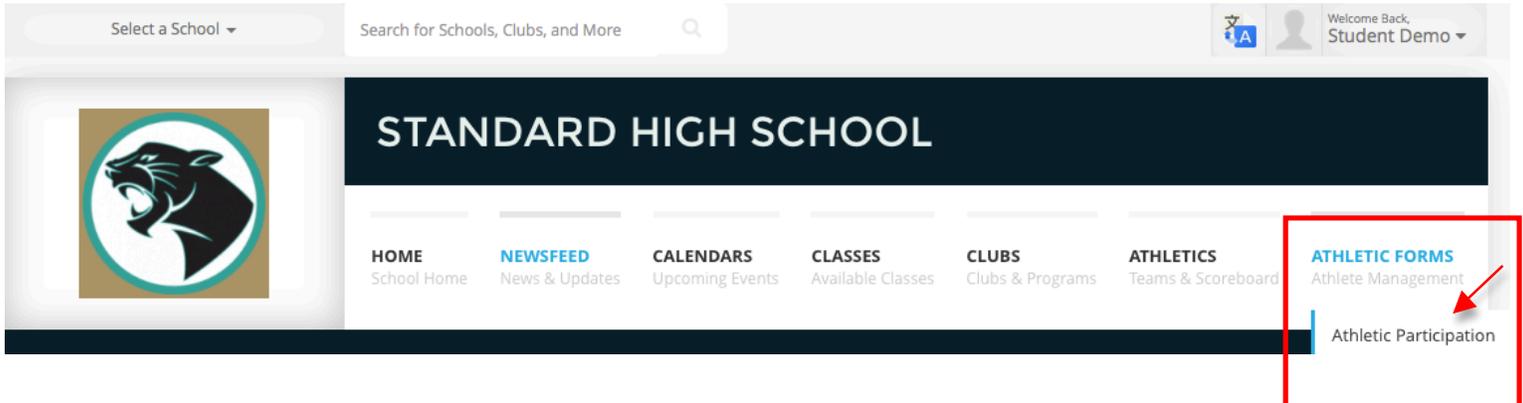
Give this code out to your Teachers, parents, and students so that they can quickly create an account.



If you are new user and need to create an account, you will see an account signup screen. Fill in your account details and click the *Sign-Up* button. If you have an account on PlanetHS, click the *Log In* button. Enter your login information and click Log In. Once logged in, you will instantly Follow the specific School or Team \*If you are already logged in to PlanetHS, you will bypass the login/account creation screen and instantly Follow the specific School, or Team!

## Where do I find the Pre-Participation Web Forms?

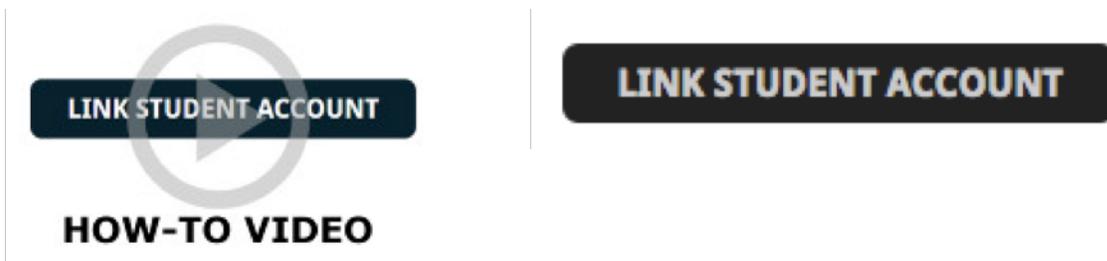
When logged in to a student or parent account, hover over the ***Athletic Forms*** tab near the top of your screen. Click on the *Athletic Participation* link. This will take you to your Pre-Participation Registration Overview page.



## What do I need to do to complete the online forms?

In order to digitally sign and submit the required documents, follow the below steps:

1. Link your account with your parent/legal guardian's account- after linking accounts, you are enabled to view, complete, and submit all required forms. Click on the short video to watch the linking process, then Click on the Link Account button to the right of the how-to video.



2. Enter the parent/guardian or student email address you wish to link. Click Send.

**Parent or Guardian's Email Address**

Enter your Parent or Guardian's email address and, if they have an account with PlanetHS, we'll send them an invitation to link accounts.

**SEND**

\*If your student or parent already has an account, an email request will be sent to them to approve your request to link. If they do not have an account, an email invitation will be sent to them to create an account and then complete the linking account process.

3. Review and approve any pending account link requests
  1. Item number two on the Pre-Participation Overview Page, see page 6, has a Click Here link to view and approve any pending links. Your student athlete or parent may have already sent you a link request.

2. [Click here](#) to review and approve any pending account link requests. Your parent/legal guardian may have already sent you a link request.

When parent/legal guardian and student athlete accounts are linked, the forms below will be available to complete and digitally sign. Click on each form link to review, complete, and digitally sign.

OR

2. From the Link Account Request email sent after step #3, click on the link found within the email. You will be directed to the linked accounts approval page to approve any pending linked account requests.

View a list of your linked Parent or Guardian accounts. You can approve pending invites, or delete the account links.

Name	Status	Actions
Parent, D R Hill	Pending	<a href="#">Approve</a>   <a href="#">Remove</a>

\* Students are able to complete forms without linking accounts. Only once the parent/legal guardian and student athlete accounts are linked will the forms be available for the parent/legal guardian to complete and digitally sign. Click on each form link to review, complete, and digitally sign.



4. **Sport Interest:** select the sports in which you plan to participate. This allows the coaches, as well as the Athletic Directors and Athletic Secretaries, the ability to view both the forms and their status with regards to their completion. If you do not see your sport listed, contact the Athletic Director at your school.

### Sport Interest

Please select the sports you are interested in participating this school year.

<input type="checkbox"/> Baseball	<input type="checkbox"/> Basketball	<input type="checkbox"/> Football	<input type="checkbox"/> Golf
<input checked="" type="checkbox"/> Soccer	<input type="checkbox"/> Softball	<input type="checkbox"/> Swimming	<input type="checkbox"/> Tennis
<input checked="" type="checkbox"/> Volleyball	<input type="checkbox"/> Wrestling		

5. **Additional School Participation-** Select any additional schools, other than your account home school, at which you may be participating in athletics. This allows the Athletic Directors at those schools access your forms.

1. For Example, if you are studying at a middle school, participate in a middle school sport AND play on a high school team. You would enter the name of the high school and select your high school from the drop down list of choices.

### Additional School Participaton

Please select any additional schools you may be participating in athletics other than your home school.

Add School:

(Continued on next page)

## Completing Athletic Pre-Participation Forms Overview

Your Organization/District/School has requested you complete and digitally sign online Athletic Pre-Participation Web Forms. Students are able to complete the forms before a parent/legal guardian account is linked.

### You will see a combination of the following types of forms required at your school:

1. **Web-form-** this type of form allows you to enter information online and resembles the printed-paper forms. Once all the information is filled out, you click on the Sign & Submit button to digitally sign and submit the form to appropriate staff at your school.
2. **Upload Only-** this allows for paper forms that cannot yet be completed via web-forms. For example, the physical exam form conducted by a physician or a birth certificate. The upload option allows you to scan/ take a picture of the form and directly upload it.
  - Either parent or student can initiate the completion of the forms. If the student completes and digitally signs the form first then PlanetHS will send an SMS and email notification to the linked parent, alerting them a pending action is required from them. If the parent completes and digitally signs a form first then the linked student will receive the SMS and email notification alerting them a pending action is required from them. In addition to the courtesy notifications, both parent and student can login at anytime, click on the Athletic Pre-Participation link referenced above, to view form statuses, review signatures needed, and complete necessary form requirements.
  - Faculty/Staff at your school will then receive notice that all required signatures have been made and they can review and accept each form.

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**To complete and digitally sign web-forms, follow the steps below:**

1. Ensure both student and parent have created and linked accounts.
2. Once both student and parent accounts are linked, web-forms and upload forms will become active to complete.
3. Click on the form you wish to complete and digitally sign.
  - a. Forms will differ from school to school, below is an example set of forms

**Student3 Webforms Form Requirements**

[Preparticipation Physical Evaluation - History Form](#) - Incomplete

[Preparticipation Physical Evaluation - Physical Examination Form](#) - Incomplete

[Parent's Permission & Acknowledgement of Risk for Son or Daughter to Participate in Athletics](#) - Incomplete

[Athlete/Parent Concussion Statement](#) - Incomplete

[Steadman Hawkins Sports Medicine Services Consent and Authorization](#) - Incomplete

4. Accurately answer all questions. If you have not responded to or missed a question, the system will highlight the specific question(s) that are required before the form will be saved.
5. Once all required responses are complete, click the *Sign & Submit* button at the bottom of the page. This will complete your digital signature for that specific form. A digital time stamp will now appear on the form to show you have completed and digitally signed that specific form.

I HEREBY STATE THAT, TO THE BEST OF MY KNOWLEDGE, MY ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT.

My clicking on the Sign & Submit Form button below is my signature and indicates that to the best of my knowledge, my answers and information provided to the above questions are complete and correct. I understand that the information that I have provided on this form may be used for analytical and research purposes. I consent to the access and use of this data by the Greenville County Schools, PlanetHS, LLC, Greenville Health System and the SC Center for Effectiveness Research in Orthopaedics.

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SIGN & SUBMIT FORM

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**To complete Upload Only forms, follow the steps below:**

1. Ensure both student and parent have created and linked accounts.
2. Once both student and parent accounts are linked, web-forms and upload forms will become active to complete.
3. Click on the form you wish to complete and digitally sign.
  - a. Forms will differ from school to school, below is an example set of forms

**Student3 Webforms Form Requirements**

[Preparticipation Physical Evaluation - History Form](#) - Incomplete 

[Preparticipation Physical Evaluation - Physical Examination Form](#) - Incomplete

[Parent's Permission & Acknowledgement of Risk for Son or Daughter to Participate in Athletics](#) - Incomplete

[Athlete/Parent Concussion Statement](#) - Incomplete

[Steadman Hawkins Sports Medicine Services Consent and Authorization](#) - Incomplete

4. Scan or photograph the entire form (in a single scan or photograph), making sure the final image is legible.
5. Click the *Upload* button
6. Search for the scan or photograph of the form on your computer or smart phone and select it for upload.
7. Fill in the approval or signature dates
8. Click the *Upload* button to complete the upload

**READY TO SUBMIT?**

You can submit paper pre-participation forms in two ways.

1. Scan or photograph the entire form (in a single scan or photograph), making sure the final image is legible.
  - o Click the Upload Button below.
  - o Search for the scan or photograph of the form on your computer and select it for upload.
  - o Fill in the Approval dates.
  - o Click the upload document button to complete the upload.

**OR**

2. Turn the signed paper copy of the completed form over to the Athletic Director at your school. 

**UPLOAD DOCUMENT**

## Upload Only Example

### Pre-Participation Physical Evaluation- Physical Examination Form

*The Physical Examination Form cannot be completed as a web-form. This form should be printed, completed by your physician, hand signed by both the student and the parent, scanned or photographed, then uploaded to the appropriate form on PlanetHS.*

To **print** the physical examination form, follow the steps below:

1. Click on the *Pre-Participation Physical Evaluation- Physical Examination Form* link.
2. Click on the Print Document button.
3. Print a copy of this form to bring to your physician.
4. This form is to be completed by a physician and then uploaded to PlanetHS. Reference directions for Upload Only forms in the previous section.

#### Preparticipation Physical Evaluation - Physical Examination Form

All required questions are notated with an asterisk (\*).

1. Click the Print Document button to generate a blank copy of the form. If the form has been completed by the parent/student, clicking the Print Document button will generate a completed copy of the form to print.
2. Print the form, if a physical copy of the form is required for your file.

**PRINT DOCUMENT**

#### READY TO SUBMIT?

You can submit paper pre-participation forms in two ways.

1. Scan or photograph the entire form (in a single scan or photograph), making sure the final image is legible.
  - o Click the Upload Button below.
  - o Search for the scan or photograph of the form on your computer and select it for upload.
  - o Fill in the approval date for both parent and student as they appear on the form
  - o Click the upload document button to complete the upload.

**UPLOAD DOCUMENT**

5. The Physical Examination form will only need to be uploaded and digitally signed by either the parent or the student since both the parent and student have to physically sign the paper form before it is scanned and uploaded to PlanetHS.

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## What happens after I digitally sign or upload a form?

Most Pre-Participation web-forms require the digital signature of the both the student and parent. If a required signature is outstanding, PlanetHS will send a courtesy notification to the remaining required person. This person will verify responses are accurate and then digitally sign the form by clicking on the *Sign & Submit Form* button at the bottom of the page. You will see the digital time stamp and signature for any persons who have already completed and signed off on that particular form.

*Upload Only* forms only require either the student OR parent to upload the form, not both.

I HEREBY STATE THAT, TO THE BEST OF MY KNOWLEDGE, MY ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT.

### Digital Signatures

PARENT WEBFORMS  
 Email Address: sarahquackenbush+55@planeths.com  
 Timestamp: 02/19/2016 10:55:27

My clicking on the Sign & Submit Form button below is my signature and indicates that to the best of my knowledge, my answers and information provided to the above questions are complete and correct. I understand that the information that I have provided on this form may be used for analytical and research purposes. I consent to the access and use of this data by the Greenville County Schools, PlanetHS, LLC, Greenville Health System and the SC Center for Effectiveness Research in Orthopaedics.

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SIGN & SUBMIT FORM

Digital Time Stamp & Signature

9. If all required signatures have been met, the athletic director or appropriate faculty/staff member at your school will be notified to review, accept and finalize the form.
10. Review the status of each form and repeat the process until all forms are complete and digitally signed.

## Second Student Webforms Form Requirements

[Preparticipation Physical Evaluation - History Form](#) - Complete

[Preparticipation Physical Evaluation - Physical Examination Form](#) - Pending Staff Approval

[Parent's Permission & Acknowledgement of Risk for Son or Daughter to Participate in Athletics](#) - Awaiting Parent Signature

[Athlete/Parent Concussion Statement](#) - Awaiting Athlete Signature

[Steadman Hawkins Sports Medicine Services Consent and Authorization](#) - Incomplete

## How do I scan and upload pre-participation web forms?

Your Organization/District/School prefers to have all forms completed online. Forms completed online give athletic directors, athletic trainers, and coaches, immediate access to critical health information pertaining to the care of your athlete.

For extreme cases, if approved by your Organization/District/School, you are able to print, sign, and upload all documents to PlanetHS. Here's how.

From the Athletic Participation link:

1. Click on the *Print All* button found at the bottom of the Athletic Participation page.
2. To print specific forms only:
  - a. Click on the form to be printed.
  - b. Click the *Prefer a Paper Copy of the form? Click here* link.
  - c. Click the *Print* Button.
3. Fill out the form and sign it.
4. Scan the form as one single scan; making sure the final image is legible.
5. Click the *Upload Document* Button.
6. Search for the scan of the form on your computer and select it for upload.
7. Click the *Upload Document* Button to complete the upload.

\*\*\* Only the student or parent will need to upload the scanned copies of the form since both the parent and student are required to sign the paper document. \*\*\*

## PlanetHS Pre-Participation Registration Support

If you need assistance, contact the Athletic Director at your school, or contact the PlanetHS Support Center.

### Support Center Hours of Operation:

Monday- Friday 9AM to 5PM

Email: [schoolsupport@planeths.com](mailto:schoolsupport@planeths.com)

Call: (844) 457-9355