



BIG TEAMS - STUDENT CENTRAL START-UP GUIDE FOR PARENTS

Create Your Parent and Student Accounts
and Upload Your Student's Physical

*****THIS IS REPLACING FINAL FORMS*****



In addition your student's basic information, to get started you'll need:

- Your student's CHELSEA SCHOOL EMAIL ADDRESS
- Your student's medication and allergy lists
- Your health insurance card
- Your student's physician name and phone number
- Your preferred hospital name and phone number
- Emergency contact information for an additional person (who is not a parent or guardian)
- A digital copy of your student's physical dated **ON OR AFTER APRIL 15, 2024**

1. Go to <https://studentcentral.bigteams.com> (a computer is recommended vs. a mobile device)
2. At the bottom of the screen, click Sign Up to Create New Account

PARENTS, you will set up your account up FIRST:

- *Who is this account for? Select Parent/Guardian*
 - *What School are you registering for? Enter "CHELSEA" and CHELSEA SCHOOL DISTRICT (CHELSEA, MI) will pop up as a selection*
 - *Big Teams will ask for your birth date for parent age verification*
3. After you create your username and password, the option for account linking should open in your browser. Click + Link Student Account.
 4. A search screen will pop up, but because you are a **FIRST TIME USER**, click the hyperlink at the bottom that says "**Click HERE to create account if the account does not exist**"

Account Linking ✕

Select how you'd like to search the Student Central database for students

Student Name & DOB ▼

Child's First Name ↕

Child's Last Name ↕

Child's DOB

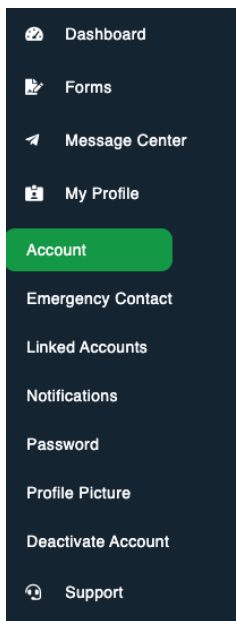
🔍 Search Name

or

Click [HERE](#) to Create Account if the account does not exist



Close



5. Complete the steps to create your student's account. **PLEASE USE YOUR CHILD'S SCHOOL EMAIL ADDRESS FOR THEIR ACCOUNT.** It will look something like this: 8student@chelseabulldogs.org. Note the domain ending is new for 24-25 for students. They no longer end in chelsea.k12.mi.us. This helps us troubleshoot any issues with them. They can give you this information if you do not know this. Your student's account will have a default password: **bigteams** (all lowercase, one word). Have the students then check their email and then use the password reset option. They can set the same password as their school email account to make it easy to remember.

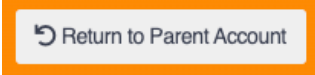
6. Fill in the parent account sections using the left side navigation. Under My Profile, fill in all the fields under Account and Emergency Contact. You can select your notifications preferences, update your password, and add a photo (this is optional!).

7. Next, you'll fill in your student's information by signing in under their account by clicking the blue Sign In As button. You'll use the side navigation again to fill in the same sections as the parent account. Most of the information will auto-fill from the parent account. We recommended using the Sign In As feature, as this will be the fastest method for getting your student registered.6)

8. In your student's account under Sports and Activities, please be sure that ALL the sports your student may participate in are checked - this is how you register for that sport. You can add teams as needed throughout the school year.

✓ YOUR ACCOUNTS ARE CREATED AND READY! ✓

Next up are the annual forms.
You only have to complete this one time for the entire school year!



1. At the top of your browser, go back to your account by clicking the **Return to Parent Account** button. Click **Forms** on the left side navigation, then click **Athletic Forms**. Below is a sample of the list of forms both **parents AND students** will need to digitally sign. **The only form you will need to upload is the physical - ALL OTHER FORMS are digitally signed.**

Status Legend

Awaiting Athlete Signature: The student athlete needs to log into their account to review and sign the form

Awaiting Parent Signature: The parent needs to log into their account to review and sign the form

Pending Staff Approval: The form is now waiting for the Sports Director at your school to review and approve the form

Declined: Staff has Declined the form

Complete: This form has been approved by the Sports Director at your school

Physical Evaluation Form **Incomplete**

Insurance Consent Form **Complete**

Concussion Awareness Form **Complete**

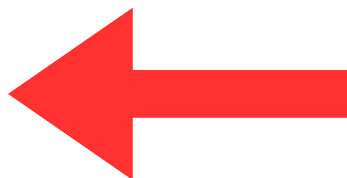
Athletic Code of Conduct **Complete**

Athletic Media Release **Complete**



2. Go through each of these links and initial (INT) or sign where indicated - **your student will have to do the same** (he or she can also use the **Sign In As** feature with you, while you are logged into your parent account).

Physical Evaluation Form **Incomplete**
Insurance Consent Form **Complete**
Concussion Awareness Form **Complete**
Athletic Code of Conduct **Complete**
Athletic Media Release **Complete**



These must **ALL** be marked **Complete** in both the student's and parent's accounts before the student is eligible to participate!

FOR THE FALL OF 2024, ALL PHYSICALS WILL BE COLLECTED DIGITALLY VIA BIG TEAMS



PLEASE DO NOT TURN IN A PAPER COPY OF YOUR STUDENT'S PHYSICAL TO THE ATHLETIC OFFICE, SCHOOL, OR COACH!! THESE WILL NOT BE ACCEPTED!



3. Once the athletic office has received your uploaded physical, it will be reviewed then approved or declined. You will receive an email. If it is declined, the reason will be listed in the email (e.g. signatures missing, dated before April 15, etc.). You may then resubmit your physical for approval.

4. Again, once all of your forms are **green**, your registration is complete.

FAQs

What is BigTeams? Why the change from FinalForms? BigTeams is a platform for streamlining all facets of managing our middle school, freshmen, JV, and varsity teams, coaches, and student-athletes. It syncs with our online sport schedule, athletics website, and event management systems. There are also tools for coaches such as schedule and roster management and equipment tracking. Trainers can access any student-athlete's medical information quickly and easily. Officials, game workers, and transportation outlets can all be managed with BigTeams as well. Several other schools in our league utilize Big Teams with great success, and we are excited to transition to this service.

How do I know I'm registered for my student's sport? As long as the proper sport is checked off in the student's account, the coach will be notified of the student's interest to join the team.

Why are some fields grayed out? You may be logged in as the student and these fields need to be completed under the parent account (or vice versa).

I need a hard copy of the MHSAA Physical Form to take to the physician. Where can I get this? [CLICK HERE](#) to print off a copy of the MHSAA Physical Form.

Once I upload my student's physical, what do I do with it? Keep it! No hard copy physicals will be turned in to the athletic office, school, or coaches. This is also beneficial in that once you upload your physical, you can be certain it is tied to your student - it's not in a spam folder, school mailbox, left at a tryout location, dropped off on a desk, in a coach's bag, etc.

NEED ASSISTANCE?

- If you need technical assistance, please email support@bigteams.com, or call (866) 448-9438.
- If you have team or athletic department-related questions, please email Jason Morris at jmorris@chelseaschools.org.