

# FIRST TIME BIGTEAMS USERS ONLY!

## PARENTS INSTRUCTIONS REGISTERING WITH AND USING BIGTEAMS FOR THE FIRST TIME



There are four main steps in registering online for Butler Athletics in BigTeams ***for the first time:***

1. Create your parent account, student account, and linking the two together
2. Complete/update the emergency contact information
3. Sign all required forms and agreements (Both Parents and Students)
4. Submit your child's PIAA physical form and athletic fee

# 1. CREATE PARENT & STUDENT ACCOUNTS & LINKING

## CREATE PARENT ACCOUNT

Go to [goldentornado.org](http://goldentornado.org) and click on the "ONLINE REGISTRATION" icon.



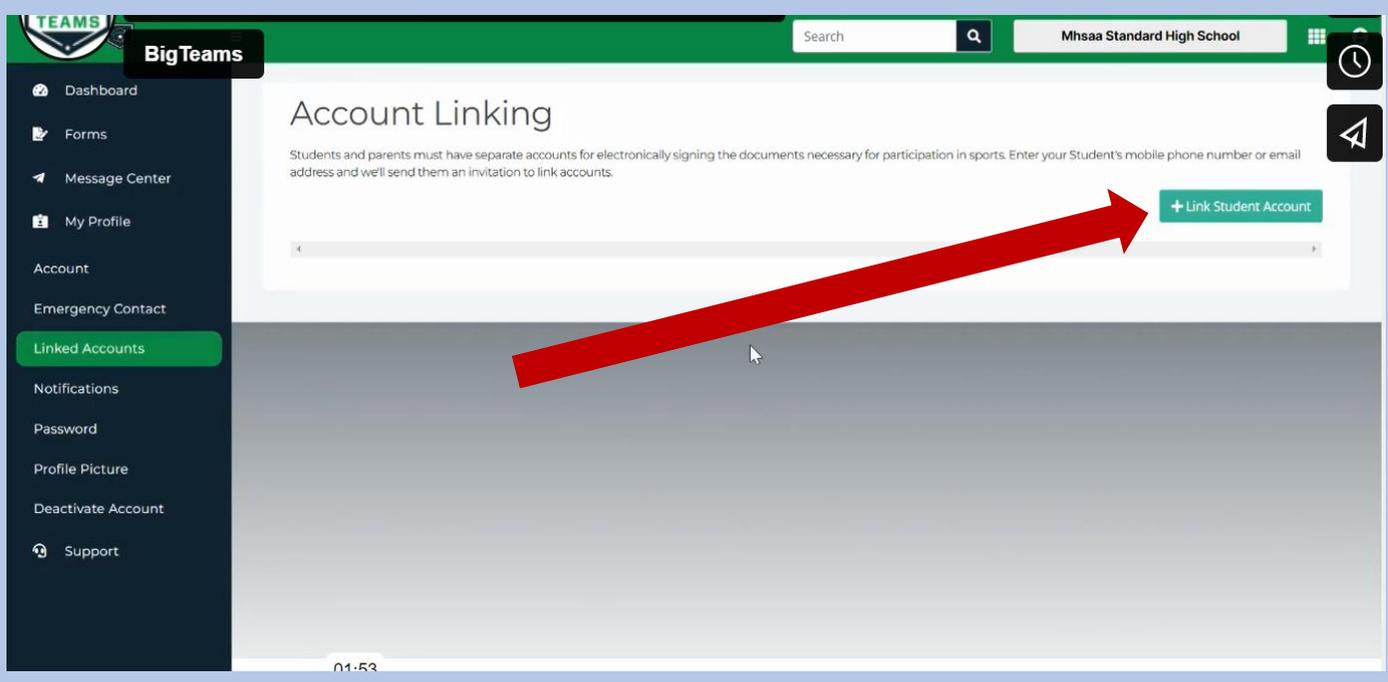
Click "Sign Up to Create New Account" and complete the four-step account creation.

Sign Up to Create New Account

- STEP 1** **Who is this account for?**  
*Select Parent/Guardian, then click Next.*
- STEP 2** **What school are you registering for?**  
*Type "Butler" and select **Butler Area School District (BUTLER, PA)**, then click Next.*
- STEP 3** **Personal Information**  
*Input your Personal Information for the Parent/Guardian account, then click Next.*
- STEP 4** **Account Information**  
*Input Username (Email) and Password, (email must be unique to your account and not the same as your child's), then click Create.*

When you first create your **parent** account, the "Account Linking" screen should automatically show on your screen. (If it does not, Linked Accounts is located under My Profile on the Menu Bar.)

Click on [+ Link Student Account](#)

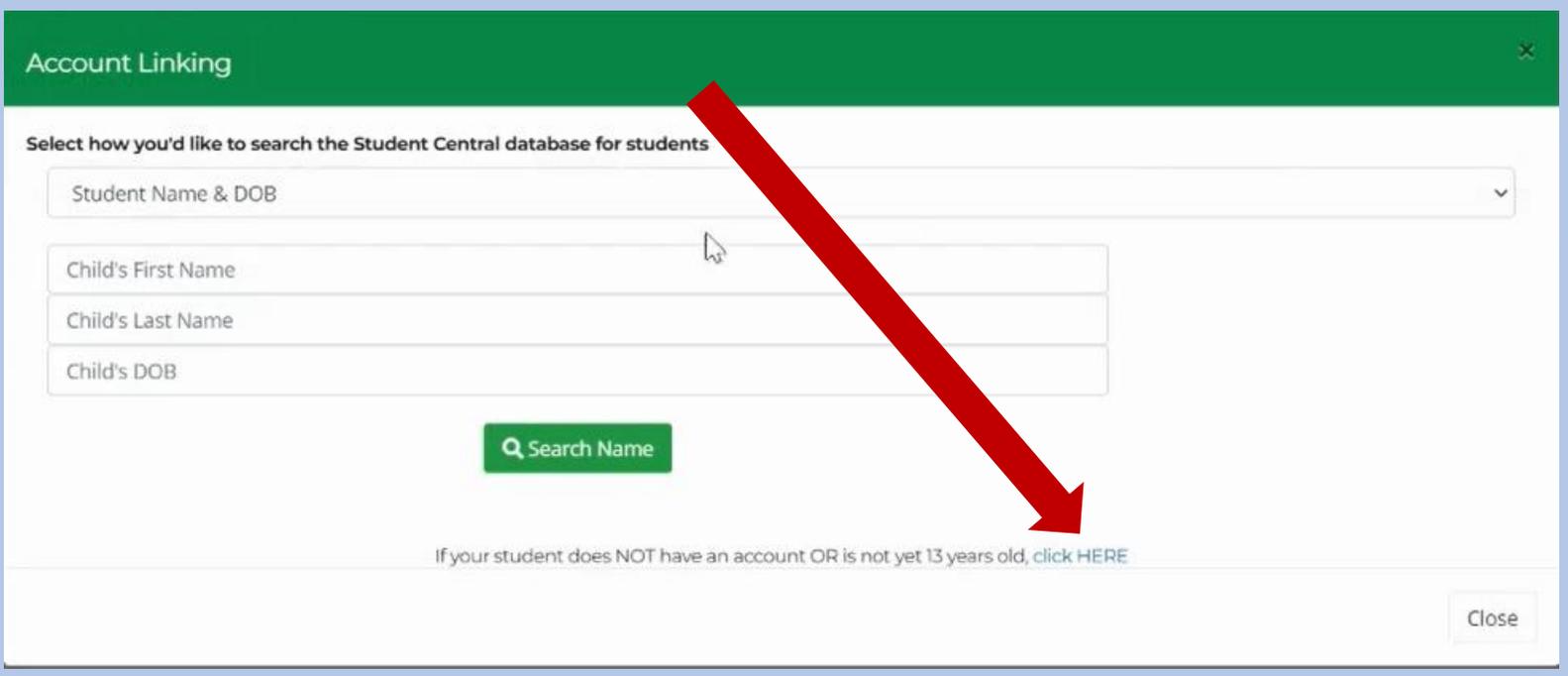


Search for your child to see if they already created an account.

**\*\*Note: If your child already created an account, do one of the following:**

- 1. If your child sent you an invitation, click the Accept Button.**
- 2. If your child did not send you an invitation to link accounts, go ahead and click the button to send them an invitation – (your child will need to log into their account, go to linked accounts and click to accept your invitation.)**

**\*\*If you did not find your child's information when searching – that means he/she did not create an account so, click "If your student does NOT have an account OR is not yet 13 years old, click HERE."**



# CREATE STUDENT ACCOUNT

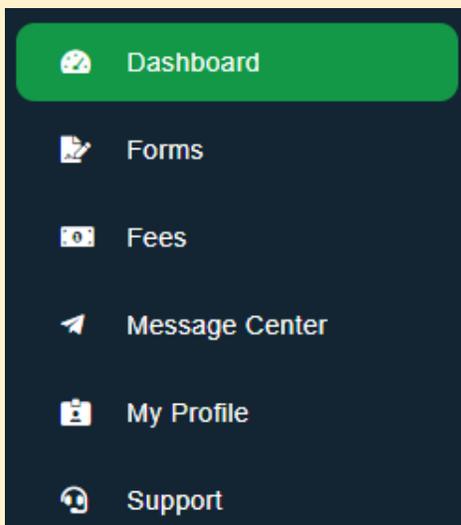
**STEP 1 Confirm Student Age**  
Fill in the information requested, then click Next.  
then click Next.

**STEP 3 Contact Information**  
Input Username (Email) and Password.  
It is recommended that you use your child's  
School email address, then click Next.

**STEP 2 Student Information**  
Fill in the information requested,  
Then click Next.

**STEP 4 Sports of Interest**  
Select all sports your child is interested in  
Trying out for this school year, then click Next

**\*\*You have now created and linked your child's account to the parent's account. Please note for future reference, your child's individual login will be the email you used when creating his/her account. Your child's account password will be the same as the parent's password.**



## HELPFUL REFERENCE: MENU BAR

This is the menu bar that is located on the left-hand side of the screen once you are logged into your account.

For first time registration purposes, you will be utilizing "My Profile" and "Forms" from the menu bar.

When you click on the items in the Menu Bar, more options expand.

**Note: If you are registering by smart phone, you will need to click the menu button (3 horizontal lines) in the top right corner to bring up the Menu Bar.**

## HELPFUL REFERENCE: DASHBOARD

Quick Navigation



Athletic Forms

\*Fill out required forms  
\*Check registration status – all agreements must show the word **COMPLETE** to be approved.



Emergency Contact

make changes/update your child's emergency contact information.



Student Fees

pay the athletic fee online  
\*\*\$3.53 service fee to pay online\*\*



My Account

make changes to your account

# 2. EMERGENCY CONTACT INFORMATION

Click  Dashboard (located on the menu bar), then click the  widget. Complete/Update all fields in their entirety. When complete, click 

# 3. SIGNING FORMS AND AGREEMENTS

Click  **Dashboard** on the Menu Bar, then click the  widget.

Scroll down to the section that looks like the Status Legend below.

## 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

## ATHLETIC FEE EXPLANATION

PIAA Personal & Emergency Information (Section 1) **Incomplete**

PIAA Certification of Parent/Guardian (Section 2) **Incomplete**

PIAA Concussion Form (Section 3) **Incomplete**

PIAA Cardiac Awareness Form (Section 4) **Incomplete**

PIAA Pre-Participation History Form (Section 5) **Incomplete**

PIAA Eligibility Rules **Incomplete**

School Required Agreements **Incomplete**

Student Athlete Agreement **Incomplete**

Drug Testing Consent Form **Incomplete**

PIAA Physical Exam Form (Section 6) **Incomplete**

**This is the Status Legend that explains the status of forms.**

\*This Section contains all forms that need reviewed and signed.

\*As you sign each form, the **“Incomplete”** wording after the form will change to one of the Status Legend items.

\*\*Your child’s registration will be fully complete once **all** forms show a Legend Status of **“Complete”**.

## Parent’s Signatures - Parent’s Athletic Pre-Participation Screen

Click on the first form - PIAA Personal & Emergency Information (Section 1). Read and initial anywhere you see  , then sign the agreement by clicking  . The system should automatically take you to the next form, and so on throughout the forms.

**Please note that when you get to the Section 6 Physical form upload page – If you choose to turn in the physical form instead of uploading it or are not ready to upload it yet, click on the  **Dashboard** button on the menu bar to get out of that section. This will bring you to the Quick Navigation page.**

## Student’s Signatures - Student’s Athletic Pre-Participation Screen

Click on the ATHLETIC FORMS widget. Click on  (right side of screen beside your child’s name). Start with the first agreement. Have your child read and initial the forms, as you did with the parent’s agreements. The system should automatically take your child to the next form, and so on throughout the forms.

## 4. ATHLETIC FEE AND PHYSICAL FORM

Once both the parent and student have completed signing the forms, the STUDENT FEES page should appear. Click on "Athletic Participation Fee" to make payment online. If you choose to turn in payment to the athletic office instead of paying online, you may do so. If the Student Fees page does not automatically appear, click on DASHBOARD and then the Student Fees widget to make payment.

Our mailing address is:            Butler Senior High School  
   Attention: Athletic Office  
   120 Campus Lane  
   Butler, PA 16001

If you would like to hand in your physical form and/or athletic fee, the athletic office is located in the Senior High School gymnasium. Enter through the door located between the main gym and auxiliary gym (by the softball field).

**\*\*IMPORTANT:** *Your child will only be eligible to participate/tryout when all requirements located under the Legend Status of the parent's and student's account show a status of **Complete** and the Athletic Fee is paid.*

## APPROVAL NOTIFICATION

When all forms are complete AND approved by the athletic office, a notification will be sent to you stating all forms have been accepted. You will be notified via email and/or text message (if you have selected the text message option during account creation).

In addition, if a form has been declined by the athletic office, you will be sent a notification, in which you will be given the reason for denial and a link to review and resubmit your changes back to the athletic office.

**\*\*NEED ADDITIONAL ASSISTANCE?\***

Check out Self Help on site or visit *BigTeams* by clicking the following link: [HELP!](#)