

Big Teams Step by Step Instructions:

Here is a step-by-step instruction sheet on how to access Ryle High School Athletics' Online Sport Forms.

If you have already submitted forms in the past, please scroll down to the filling out forms section (step 17 or 18 depending on if you have already filled out the Emergency Contact Information)

Step 1. Go to www.planeths.com and log into your parent/student account. OR click sign up if you are new.

The image shows two side-by-side screenshots of the Big Teams website's login page. Both pages have a header with the Big Teams logo and a 'Self Help' link. The main heading is 'LOG IN TO CONTINUE'. Below this is a form with two input fields: 'Email or Mobile Number' and 'Password'. There is a 'Log In' button. Below the login button is a link that says 'Sign Up for a New Account'. In the right-hand screenshot, a red rectangular box is drawn around the 'Sign Up for a New Account' link, and two red arrows point towards it from the right side of the page.

Step 3. Create a STUDENT log in FIRST. Click Student

The image shows a screenshot of the Big Teams 'Sign Up' page. At the top, there is a progress bar with five steps. Step 1 is 'Sign Up' and is highlighted with a green circle. Below the progress bar, there is a section titled 'Who is this account for?'. There are three radio button options: 'Student' (which is selected), 'Parent/Guardian', and 'Staff or Faculty Member'. At the bottom of the page, there are two buttons: 'Cancel' and 'Next'.

Step 4. Select Ryle High School

The image shows a screenshot of the Big Teams 'Create Student Account' page. At the top, there is a progress bar with five steps. Step 2 is 'Create Student Account' and is highlighted with a green circle. Below the progress bar, there is a section titled 'School Information'. There is a text input field that contains the text 'Ryle High School (US/NC/KY)'. At the bottom of the page, there are two buttons: 'Back' and 'Next'.

Step 5. Fill out information regarding name, birthdate, and gender

The image shows a screenshot of the Big Teams 'Create Student Account' page. At the top, there is a progress bar with five steps. Step 3 is 'Create Student Account' and is highlighted with a green circle. Below the progress bar, there is a section titled 'Personal Information'. There are several input fields: 'First Name' (John), 'Last Name' (Doe), 'Birth Date' (Feb 1, 2007), and 'Gender' (Male). At the bottom of the page, there are two buttons: 'Back' and 'Next'.

Step 6. Create an email and password. PLEASE USE YOUR BOONE COUNTY SCHOOL EMAIL ADDRESS.

Self Help

Create Student Account

Account Information

Email Address
Boone County School Email Address

Password

Back Next

Step 7. Select ALL the possible sports you may be interested in

Self Help

Create Student Account

What sports are you registering for?

☒ Archery ☒ Baseball ☒ Basketball

☒ Bowling ☒ Competitive Cheer ☒ Cross Country (team)

☒ Dance ☐ Drums ☐ E Sports

☒ Football ☒ Golf (team) ☒ Lacrosse

☐ Ice Hockey ☒ Soccer ☒ Softball

☒ Swimming & Diving (team) ☐ Tennis

☒ Track & Field (team) ☒ Volleyball ☒ Wrestling

Back Create

Step 8. Click Sign up

Step 9. Log out and go back to main screen

Self Help

Account Linking

Students and parents must have separate accounts for electronically signing the documents necessary for participation in sports. Enter your Parent/Guardian mobile phone number or email address and we'll send them an invitation to link accounts.

Link Your Account

Self Help

LOG IN TO CONTINUE

Email or Mobile Number

Password

Forgot password?

☐ Keep me LOGGED IN

By logging in, I agree to the End User Agreement and Privacy Policy

Log In

Sign Up to Create New Account

Step 10. Click sign up again

Self Help

LOG IN TO CONTINUE

Email or Mobile Number

Password

Forgot password?

☐ Keep me LOGGED IN

By logging in, I agree to the End User Agreement and Privacy Policy

Log In

Sign Up to Create New Account

Step 11. Create a PARENT account

The screenshot shows the 'Sign Up' page on the studentcentral.bigteams.com website. The page has a progress bar at the top with four steps: 1 (active), 2, 3, and 4. Below the progress bar, the text 'Who is this account for?' is followed by three radio button options: 'Student', 'Parent/Guardian' (selected), and 'Staff or Faculty Member'. At the bottom of the form are 'Cancel' and 'Next' buttons.

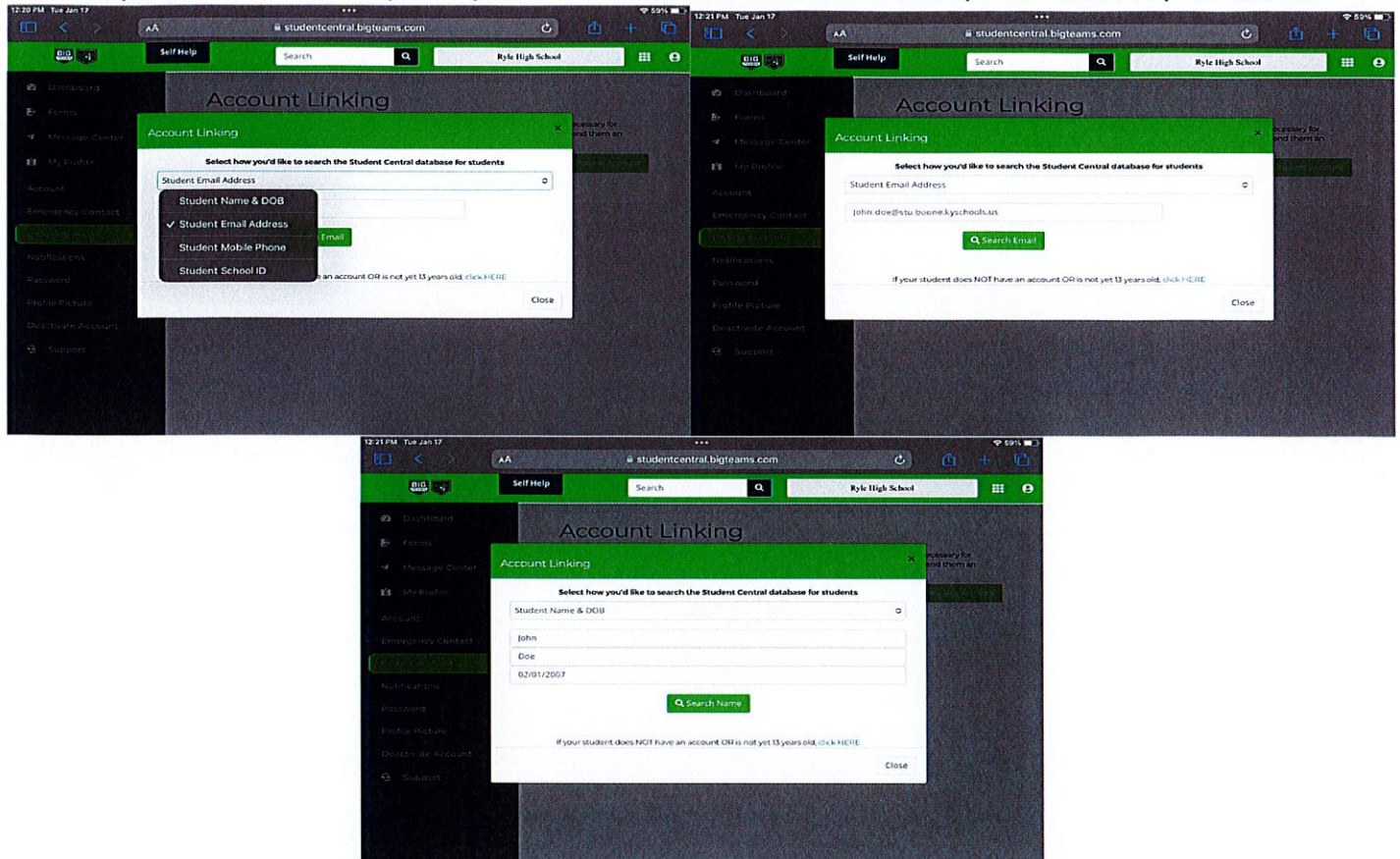
Step 12. Repeat steps 4, 5, 6, and 8

This block contains three screenshots of the account creation process. The first screenshot shows the 'Create Parent Account' page with the progress bar at step 2. The 'School Information' section has a text field containing 'Ryle High School (UNION, KY)' and a 'Next' button. The second screenshot shows the 'Create Parent Account' page with the progress bar at step 3. The 'Personal Information' section includes fields for 'First Name' (Jane), 'Last Name' (Doe), 'Gender' (Female selected), and 'Birth Date' (Feb 29, 1992). The third screenshot shows the 'Create Parent Account' page with the progress bar at step 4. The 'Account Information' section includes fields for 'Email Address' (jane.doe@gmail.com), 'Password' (masked with asterisks), and 'Confirm Password' (masked with asterisks). A 'Create' button is at the bottom right, and a 'Return to Log In Page' link is at the bottom center.

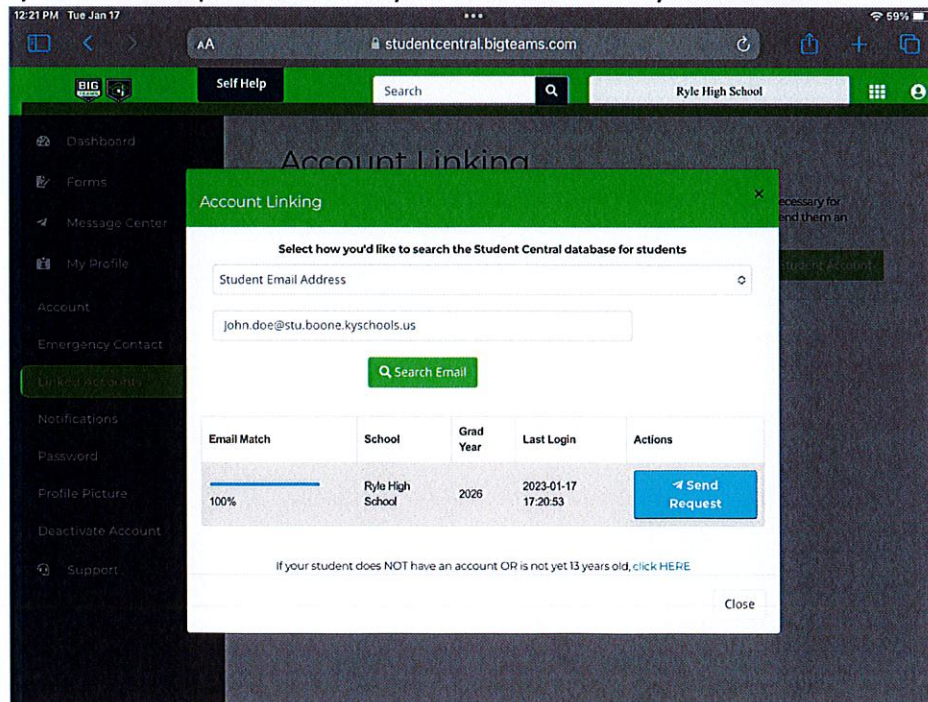
Step 13. Click Link Student Account once logged into your account

The screenshot shows the 'Account Linking' page on the studentcentral.bigteams.com website. The page has a dark sidebar on the left with a menu containing 'Dashboard', 'Forms', 'Message Center', 'My Profile', 'Account', 'Emergency Contact', 'Linked Accounts' (highlighted), 'Notifications', 'Password', 'Profile Picture', 'Deactivate Account', and 'Support'. The main content area has the title 'Account Linking' and a paragraph explaining that students and parents must have separate accounts for electronic signing. A green button labeled '+ Link Student Account' is located at the bottom right of the main content area. The footer contains the text '© 2023 All Rights Reserved. BigTeams LLC. 1 Privacy - End User Agreement'.

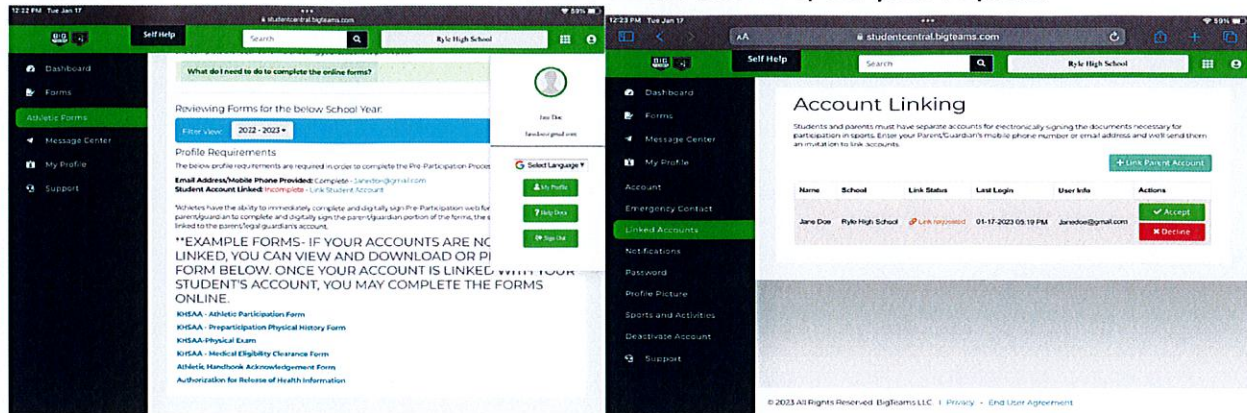
Step 14. There are multiple ways to link an account. Click one of the options and find your athlete



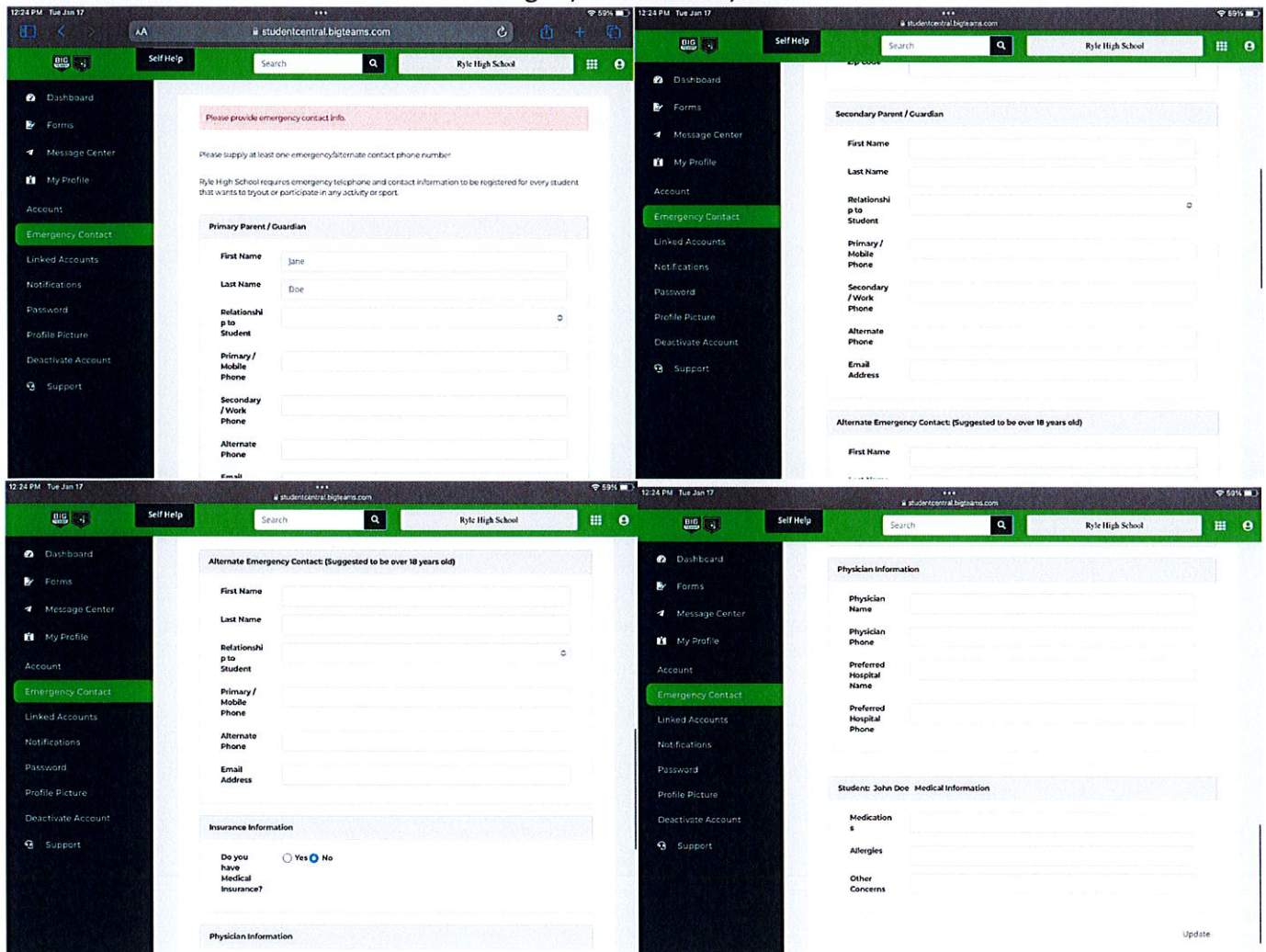
Step 15. Click your Send Request and then you have successfully linked the two accounts together



Step 16. Once fully linked log back out of the PARENT account and back into the STUDENT account. You can't work on the forms until the STUDENT has accepted your request.



Step 17. After that all forms can be completed via the Parent Account. Log back into the parent account. Fill out all emergency contact information. This is how our athletic department will contact you regarding injuries, allergies, medications, etc.



Step 18. Click Forms and then Athletic Forms. Scroll to the bottom and you will see all the forms required to fill out in order for your athlete to participate. Starting at the beginning of the 2023 school year, the physical exam and medical clearance form will be ONE tab, so both doctor's pages must be uploaded in order for me to approve them

Step 19. Athletic Participation Form. Scroll down and type in all the information. Once you fill out the emergency contact information. Some of the forms will automatically fill out information. Just make sure it is entered correctly. Once completed, hit sign, and submit forms. This will then require a student signature in order for the for to be COMPLETED.

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Step 20. Preparticipation Physical History Form. Scroll down and type in all the information. For female, it will ask at the end for you to type in something put N/A or female.

Step 21 and 22. Physical Examination and Medical Eligibility Clearance Form. This form will require you to upload the two doctor's pages of the KHSAA physical. BOTH must be uploaded in order for approval.

■ PREPARTICIPATION PHYSICAL EVALUATION

PHYSICAL EXAMINATION FORM

Name: _____ Date of birth: _____

PHYSICIAN/STATUTORILY AUTHORIZED PROVIDER REMINDERS

- Consider additional questions on more sensitive issues.
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance enhancing supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (Q4-Q13 of History Form).

EXAMINATION		Height	Weight	BP	Pulse	Vision	R 20/	L 20/	Corrected	O Y	N
MEDICAL											
Appearance • Marfan stigmata (hyperextensible, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency) • Eyes, ears, nose, and throat • Pupils equal • Hearing • Lymph nodes • Heart • Murmurs (auscultation standing, auscultation supine, and a Valsalva maneuver) • Lungs • Abdomen • Skin • Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis • Neurological											
MUSCULOSKELETAL											
Neck Back Shoulder and arm Elbow and forearm Wrist, hand, and fingers Hip and thigh Knee Leg and ankle Foot and toes Functional • Double leg squat test, single leg squat test, and box drop or step drop test											

* Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

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KHSAA Form PPE/Physical Exam/History/Physician Clearance (Grades 5-12) - Page 3 of 4 - Rev. 7/19

■ PREPARTICIPATION PHYSICAL EVALUATION

MEDICAL ELIGIBILITY FORM

Name: _____ Date of birth: _____

- ☐ Medically eligible for all sports without restriction
- ☐ Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of _____

☐ Medically eligible for certain sports _____

☐ Not medically eligible pending further evaluation _____

☐ Not medically eligible for any sports _____

Recommendations: _____

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings are on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

SHARED EMERGENCY INFORMATION

Allergies: _____

Medications: _____

Other information: _____

Emergency contacts: _____

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KHSAA Form PPE/Physical Exam/History/Physician Clearance (Grades 5-12) - Page 4 of 4 - Rev. 7/19

Step 23. Athletic Handbook. Click READ: Athletic Handbook and then you will be able to initial your initials. NOT YOUR STUDENTS they will do that later. If you prefer to print and upload the signed documents that is fine as well. You will click Print/Upload Here.

Step 24. Authorization for Release of Health Information. Scroll down and fill out the information. Again some will default from the Emergency Contact Information, so double check that.

The left screenshot shows the 'Authorization for Release of Health Information' form for John Doe, a student at Ryle High School. The form includes fields for parent/guardian information, student information, and a section for the parent/guardian to authorize the release of health information. The right screenshot shows the 'Athletic Pre-Participation' form for John Doe, which includes fields for personal information, contact information, and a section for the parent/guardian to authorize the release of health information.

Step 25. After clicking sign and submit forms, you will notice the forms says pending student approval. Click MY PROFILE and then Linked Accounts on the side. There is an option now to sign in as your child and complete the forms for them.

The left screenshot shows the 'Account Linking' page, which lists linked accounts and provides a 'Link New Account' button. The middle screenshot shows the 'Athletic Pre-Participation' form for John Doe, which includes fields for personal information, contact information, and a section for the parent/guardian to authorize the release of health information. The right screenshot shows the 'Completion of These Forms is Required of Each Student' page, which lists the required forms and their status.

Step 26. Once that is completed, the forms will be sent for staff approval. I do my best to check forms daily and get them approved. If there is any problem, you will get a message from me on how to fix your forms.

Any questions, please feel free to reach out to me at jenna.perry@stelizabeth.com