

BIGTEAMS STUDENT/PARENT ATHLETIC FORMS REGISTRATION GUIDE

<p>SIGN IN/CREATE ACCOUNTS</p>	<p>Go to: https://studentcentral.bigteams.com/</p>
	<p>STUDENT Did your school already create an account for you? If so, input your school issued email address into the "Email or Mobile Number" field, and enter first time password bigteams in the password field. Click Log In. Proceed to Account Linking.</p> <p>*Don't have an account? Click "Sign Up to Create New Account" and register as a student. Must complete all 5 steps in order to create the account.</p>
	<p>PARENT Click "Sign Up to Create New Account" and then Register as a Parent/Guardian user type.</p>
	<p>NOTE: Parents that are also staff members at the school will need two separate accounts (one Parent and one Staff account) using separate logins.</p>
<p>Account Linking (My Profile -> Linked Accounts)</p>	<p>STUDENT SEND INVITATION Students should send linking invitation to their parent using the search "+ Link Parent Account" search options. If no results found, input parent's preferred email address or mobile number, and click Send Request. Proceed to Athletic Forms after sending linking request or wait to complete the form requirements with your linked parent after they accept the invite.</p>
	<p>PARENT RECEIVE INVITATION The invitation will show within the parent profile. The linking invitation is emailed/texted to the intended parent but does not require action in order to accept the invite. Simply sign in with the email address/phone number that your student invited you by going to your Linked Accounts section. Once linked with student proceed to next step.</p>
<p>EMERGENCY CONTACT (My Profile -> Emergency Contact)</p>	<p>*PARENT ONLY* Your school utilizes the Emergency Contact section to build reports for game/events. Be sure to input as much information as possible, clicking UPDATE at the bottom when complete. Relevant information will also carry over to digital forms saving you time when completing registration for your student(s).</p> <p>Once complete click Forms followed by Athletic Forms.</p>
<p>Complete Digital Forms (Forms -> Athletic Forms)</p>	<p>STUDENT Students can begin completing forms while logged into their own account by clicking Forms and then Athletic Forms. Students can also wait for their parents to accept the linking request before getting started. In the Linked Accounts section for parent accounts there is a "Sign In As" feature that will allow students to sign their forms while logged into the parent account.</p> <p>PARENT Once linked with your student(s), click Forms followed by Athletic Forms. From there, scroll down to your first student's form requirements. Once complete, all forms will either show a status of Complete, Pending Staff Approval, or Awaiting Athlete Signature. . Need to help your student? Return to your Linked Accounts page after clicking My Profile to assist your student with their signature requirements.</p>
<p>Accepted Forms Notification</p>	<p>When all forms are complete/approved by your school, 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), if a form has been declined by your school. 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 school.</p> <p>**NEED ADDITIONAL ASSISTANCE?* Check out Self Help on site or visit our help website at: https://bigteams.my.site.com/support/s</p>