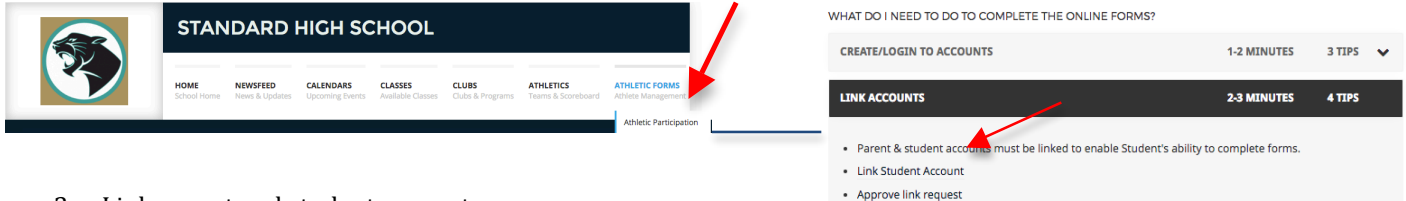


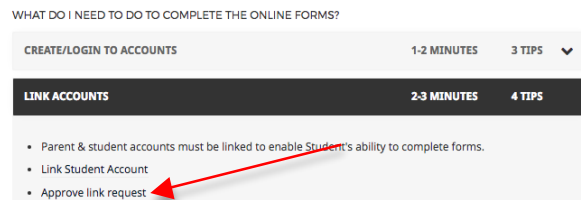
Athletic Pre-Participation Getting Started Guide Parents & Students

Your school has elected to collect pre-participation forms online through PlanetHS. Both the parent and student will need to create a PlanetHS account to complete and digitally sign the web-forms. Follow the steps below to start pre-participation registration:

1. Log in to an existing account or create one at www.planeths.com
 - a. Home School selection- this is the school that your student attends. Do NOT select the school district in which your school resides.
 - b. If your student plays on both a middle and high school team, select the home school in which your student studies. You will be able to select the secondary school within the Pre-Participation section.
2. Once logged in, hover over the Athletic Forms tab and select the Athletic Participation link



3. Link parent and student accounts
 - a. Click the Link Student Account section to send an invitation via email address to link accounts.
 - i. Either the parent or student can initiate the linking process. Only one invitation will need to be sent. An email will be sent to the address provided.
 - b. Approve the linked account request. *This is to ensure the correct parent and student accounts are linked.
 - i. Click the link found within the link request email sent from PlanetHS OR click the Approve link request, found in the Link Account Section. See above.
 - ii. Click *Approve* under the Actions column. This approval will only have to be completed by either the parent or student, NOT both.



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

Name	Status	Actions
Brown, James	Pending	Approve Remove

4. Once parent-student accounts are linked, the status will update to Approved. *Students may begin the process before accounts have been linked. Parents will only see example forms until accounts are linked. Once accounts are linked, the parent example forms will become active to complete and sign.
5. Complete each form listed by clicking on the form link. Click the *Sign and Submit* button at the bottom of the form. **Both the parent and student must complete this step.**
 - a. There may be forms where you are required to upload a document instead of completing the web-form. For example, the physical exam form your physician completes or your child's birth certificate.
 - i. Click the *Upload Document* button, choose the file from your computer you wish to upload, and then click the *Upload Document* button.
 - ii. Forms that are uploaded to PlanetHS, like the physical exam for or birth certificate, for example, will only have to be uploaded by either the parent OR the student.
6. When both the parent and student complete a form, except for the uploaded forms mentioned above, the Athletic Director at your school will be notified and he/she will review and accept the form. Once the Athletic Director accepts a form, the status of the form will be marked as complete. When your school has accepted all forms, an email will be sent to you stating all forms have been accepted.