




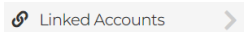

# Student Athlete Online Registration Process



**IMPORTANT! BOTH STUDENT ATHLETE & PARENT NEED THEIR OWN ACCOUNT IN ORDER TO LINK AND COMPLETE FORMS!**

1. Go to [www.planeths.com](http://www.planeths.com)

**Creating Accounts:** (If you already have an account proceed to step 3)

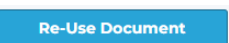

2. If you are new to the school or competing for the first time you will need to create a new account. BEGIN WITH THE STUDENT ACCOUNT. Click on 

- You may enter contact and insurance information, and then click 
- Enter the email address of the other account (parent) and click  An e-mail invite will be sent to the address entered.
- Open parent email and click link to create a parent account.

3. Remaining logged in to the parent account, click  and then on  at the left side of the page. (Parent accounts must be linked to a student account before they will be able to fill out forms online.)

4. Indicate all sports the student is interested in participating in for the entire year by checking their boxes. You can always change your options later.


5. Click on each form to view it, fill it out, or sign and submit it. Watch for two things:



- For Medical History forms, Sophomores & Seniors can click  to use forms from the previous year. Then click on 


b. Red and green words to tell you what still needs to be done.



6. Medical History Forms for new accounts need to be printed, filled out and signed by a parent and student and then uploaded for admin approval. Physical examination forms should be printed, filled out and signed by your physician and then uploaded by you for admin approval. You may turn them in at the office if needed. **If you did a free physical in May, these forms will be uploaded for you but only once you have started your registration.**

7. Concussion forms must be clicked on and reviewed before being initialed  and signed.

READ:   
READ: 

8. When one form is completed, you will be prompted to complete the 

9. After signing all the forms as a parent click on  and sign the forms for the student (even the ones that say **Pending Staff Approval** )

10. When all forms have been signed by both parent and student, and admin has approved your medical history and physical examination, you should see all **Complete**.