Student/Parent

Pre-Participation Web Forms Manual

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Introduction to Pre-Participation Web Forms on PlanetHS

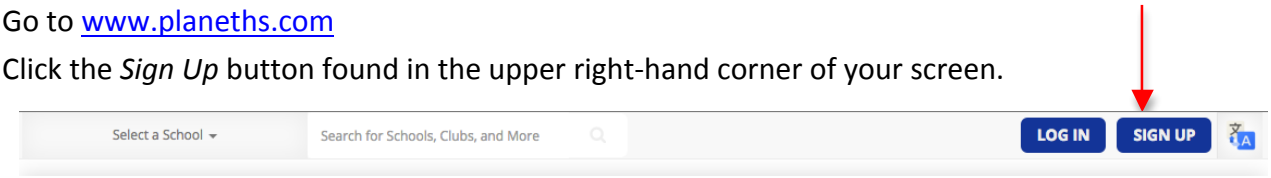
Athletes and Parents

Greenville County Schools Athletics has partnered with PlanetHS to provide digital pre-participation athletic web forms. Student athletes and parents will now complete pre-participation athletic forms online via PlanetHS. Here's what you need to know.

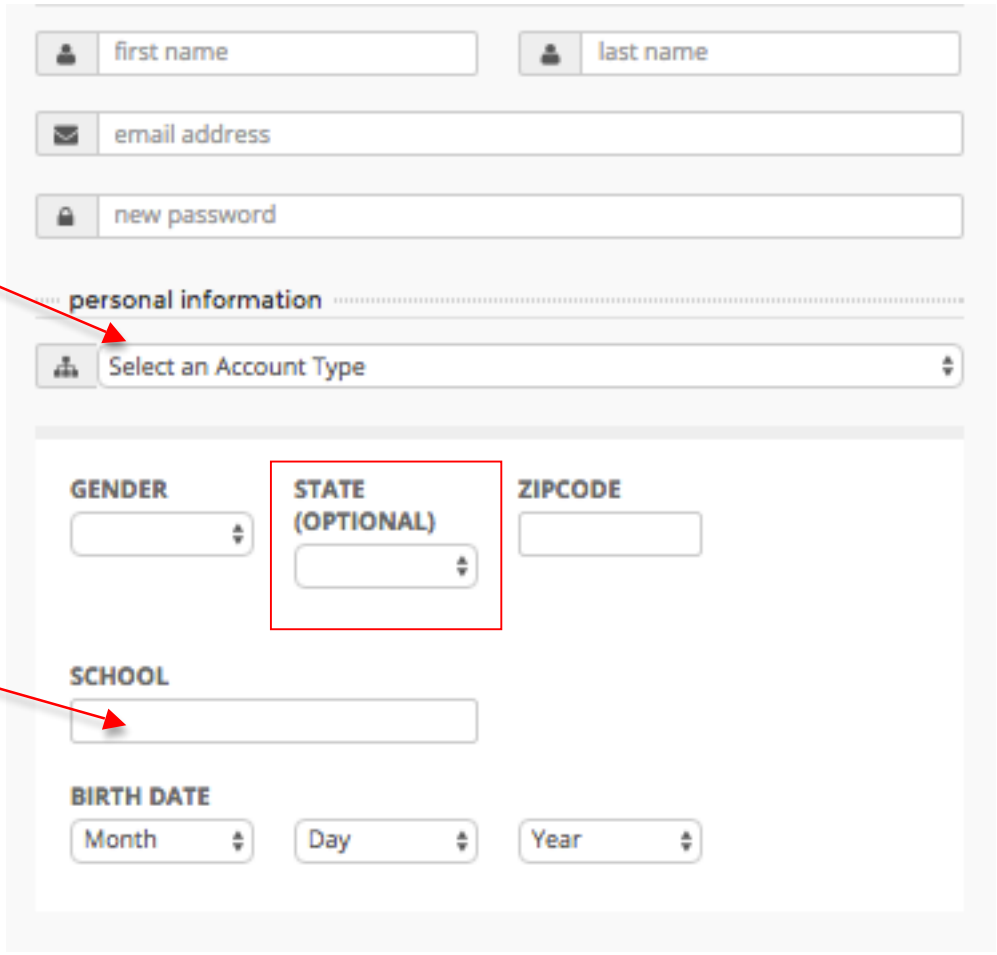
How do I create an account? Create a PlanetHS account one of two simple ways. If you already have an account, skip to page 7.

Option Number One: Create an account online from your computer

1. Go to www.planeths.com
2. Click the *Sign Up* button found in the upper right-hand corner of your screen.



3. Fill in the User Information to create your account and profile.



Click on the *Select an Account Type* box and select either Student or Parent.

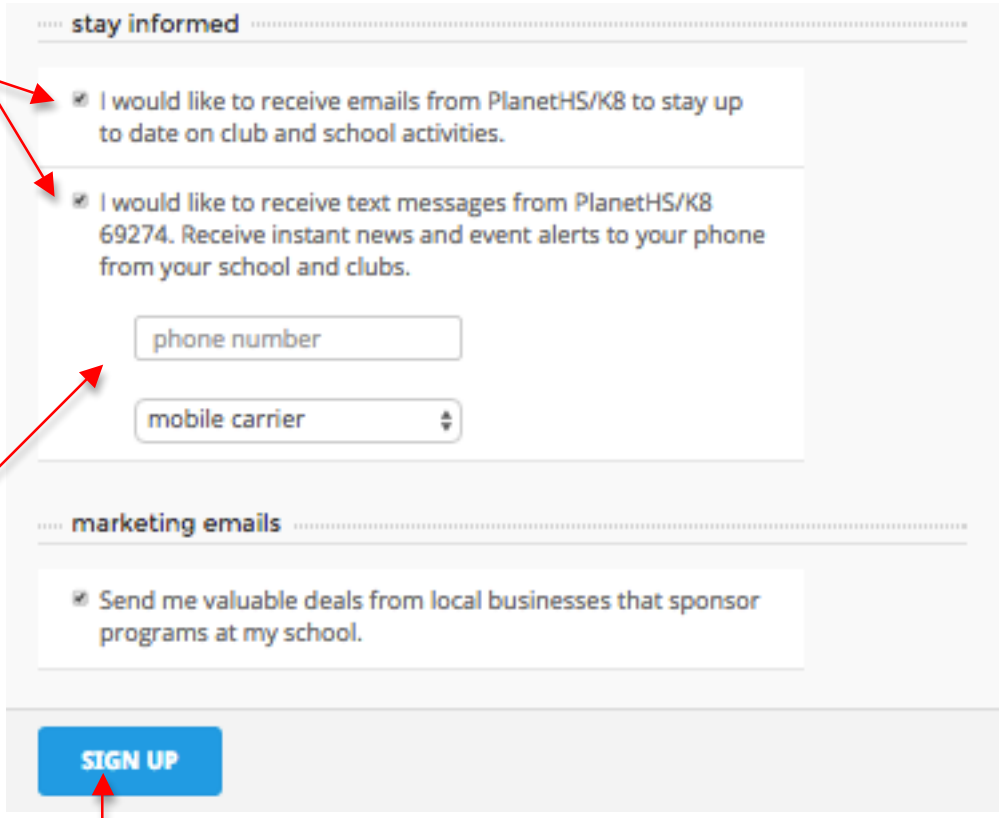
Start typing the name of your school. Select your school from the dropdown list that appears. *If your school does not appear, select your State in the optional box. This will help filter schools.

(Continuation of Account Creation Form on page 3)

Check both *stay informed* boxes to receive the most up-to-date communications.

Enter your phone number and mobile carrier. After clicking *Sign Up*, you will receive a confirmation text message from the PlanetHS short code 69274.

**You must respond YES to begin receiving SMS notifications. **

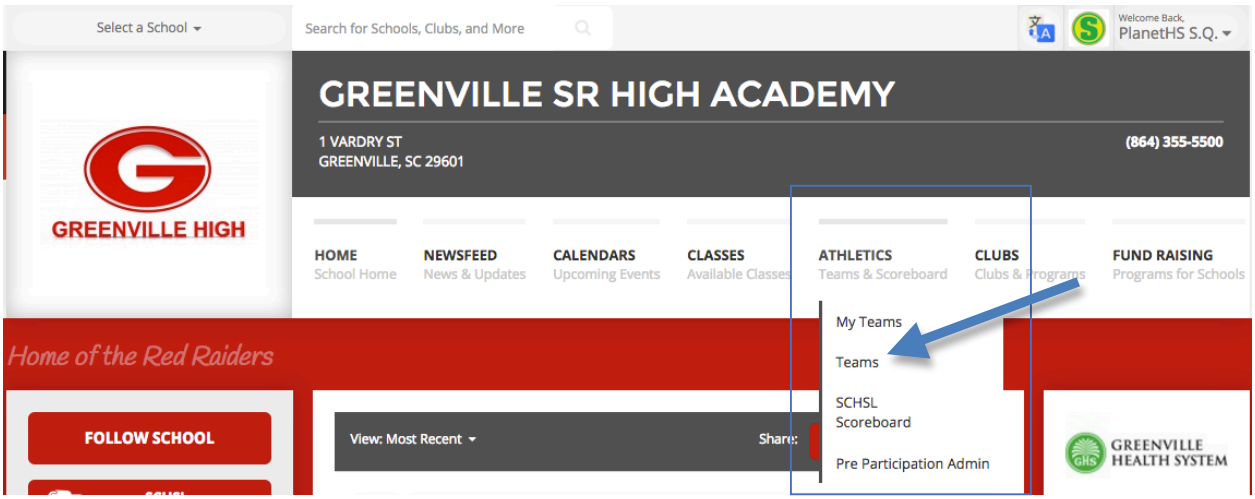


Click the *Sign Up* button to create your PlanetHS account.

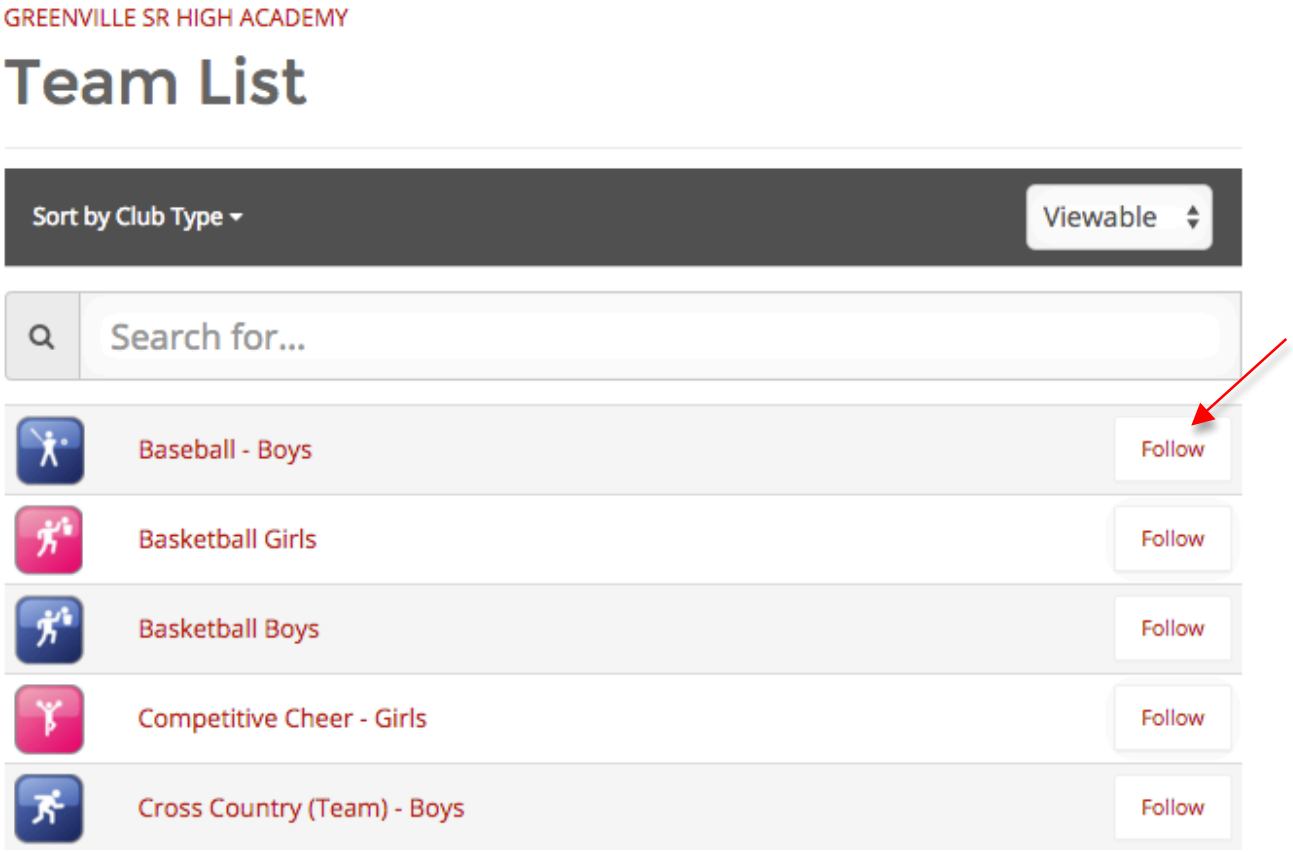
4. *Follow* classes, clubs, and teams that you wish to receive important information.

a. Hover over the Class, Club, or Athletic tab found near the top of your screen.

b. Select Class, Club, or Team to view a list page.



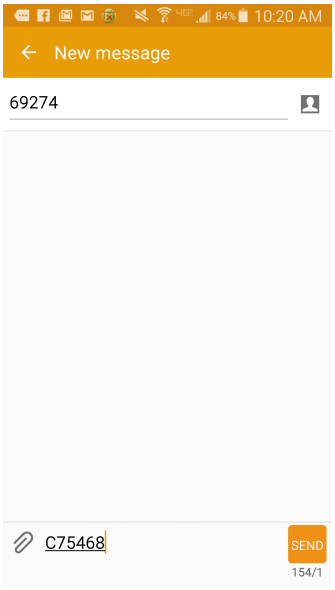
5. Click the *Follow* link next to each club, class, or teams you wish to follow.



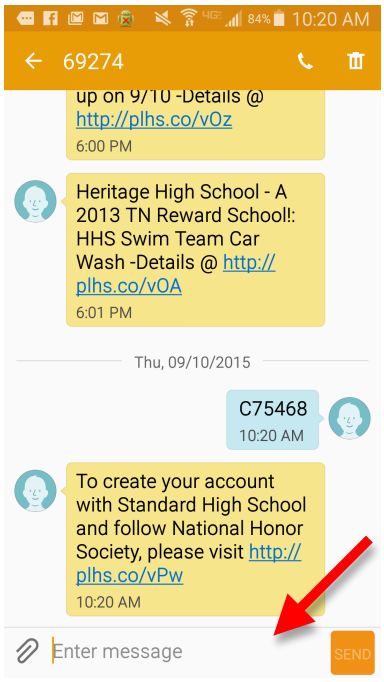
Option Number Two: Create an account via smart phone

Each School and Club, Class, and Team have a specific code they can give out to their parents, students, athletes, etc. Text this specific code to 69274 and PlanetHS/K8 texts back a link that allows you to quickly create an account/login (with limited information needed) and then it instantly follows that specific school or class, club, or team!

1. Text the specific code given to you by your coach to 69274. For example:

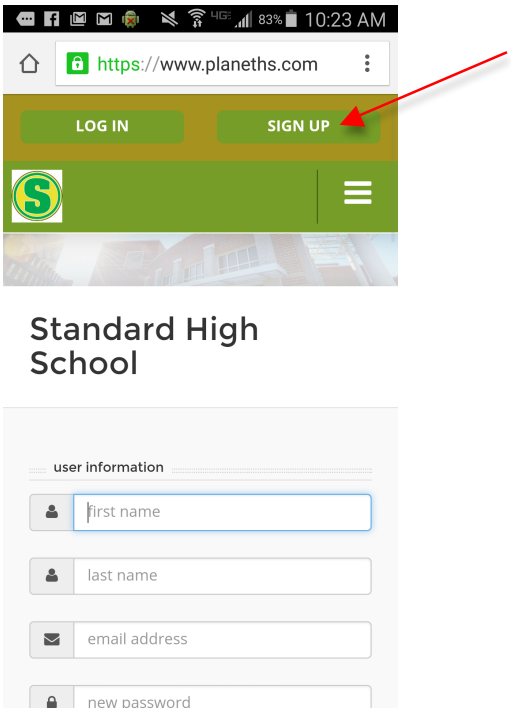


2. PlanetHS will send you a text with a direct link. Click on this link.

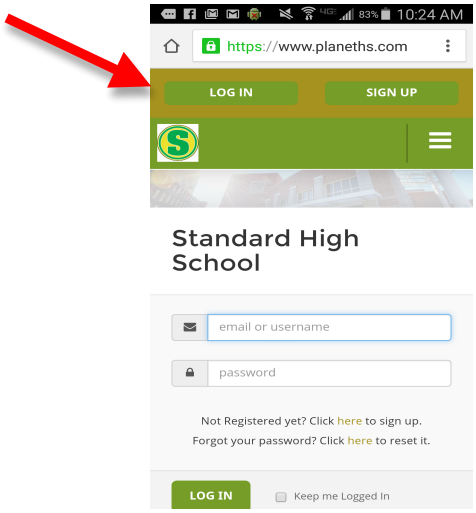


3. You will then see one of the screens below:

a. If you are new user and need to create an account, you will see the screen below. Fill in your account details and click the *Sign Up* button.



b. If you have an account on PlaneHS/K8, click the *Log In* button. Enter your login information and click the Log In button at the bottom of your screen.

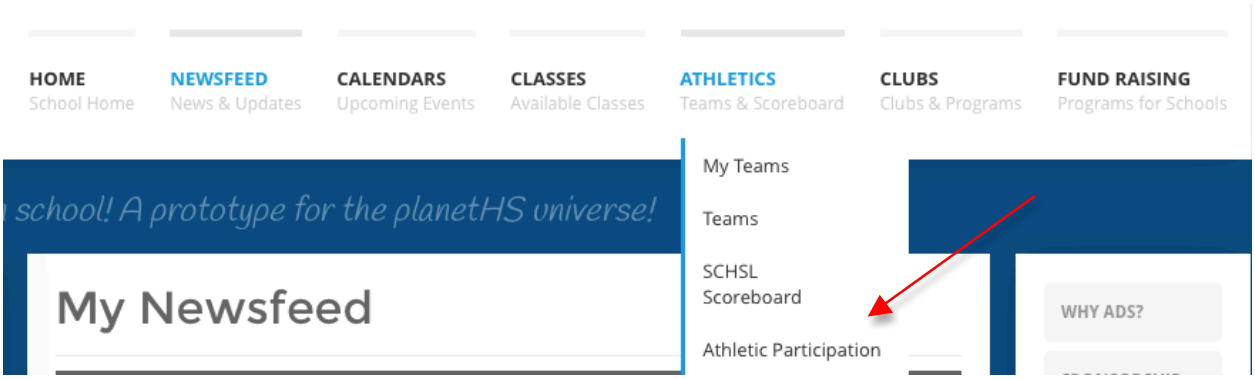


Once logged in, you will instantly *Follow* the specific School, Class, Club, or Team!

*If you are already logged in to PlanetHS/K8, you will bypass the login/account creation screen and instantly *Follow* the specific school, class, club, or team!

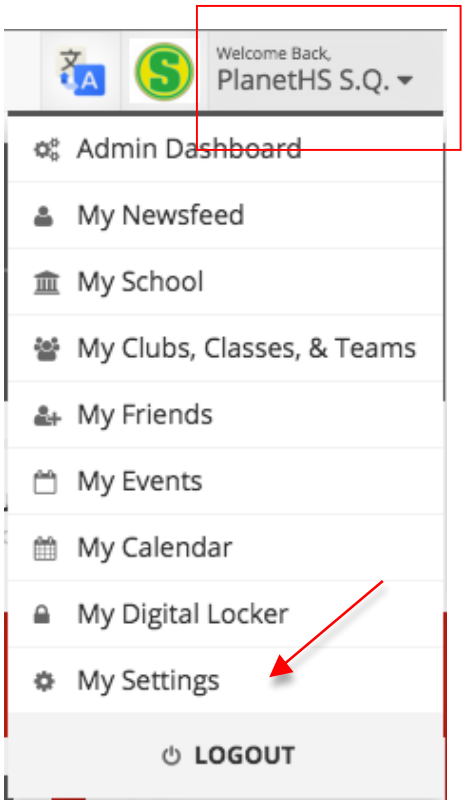
Where do I find the Pre-Participation Web Forms?

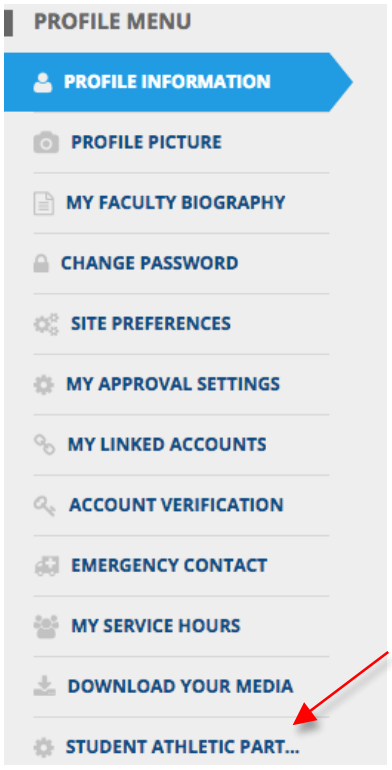
When logged in to a student or parent account, hover over the athletics tab near the top of your screen. Click on the *Athletic Participation* link.



OR

1. Click on the Welcome Back, Your Name- found in the top right- corner of your screen.





2. Click on *My Settings.*
3. Your *Profile Menu* will be on the left side of your page.
4. Click on the *Student or Parent Athletic Participation link*.

What do I need to do to complete the online forms?

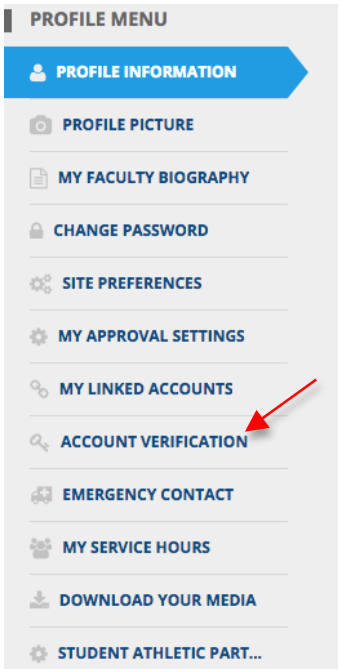
In order to digitally sign and submit the required documents, follow the below steps:

1. Link Accounts with your student athlete's (parent) account. After linking accounts, you are enabled to view, complete, and submit all required forms. Click the Link Accounts button that looks like the one below.

*If your student or parent already has an account, a request will be sent to them to approve your request to link. If they do not have an account, an invitation will be sent to them to create an account and complete the linking account process.

2. To review and approve any pending account link requests. Click on My Linked Accounts from your *Profile Menu*. Your student athlete or parent may have already sent you a link request.

   When parent/legal guardian and student athlete accounts are linked, the online forms will be available to complete and digitally sign. Click on each form link to review, complete, and digitally sign.



3. Once a form is completed and digitally signed, an approval notice will go to your student athlete (parent). The athlete will review and digitally sign each completed form.

4. Faculty/Staff at your school will then receive notice that all required signatures have been made and they can review and accept each form.

Completing Athletic Pre-Participation Forms

Your School District has requested you complete and digitally sign the online Athletic Pre-Participation Web Forms. Once both the student and athlete have created and linked accounts, they will be able to complete the online web forms process. There are five required forms that are to be completed and digitally signed:

1. Pre-participation Physical Evaluation - History Form

2. Pre-participation Physical Evaluation - Physical Examination Form. **The physical exam form cannot be completed online. This form should be printed, completed by your physician, scanned and uploaded or the paper form should be turned in to your school. See page 12 for more details.***

3. Parent's Permission & Acknowledgement of Risk for Son or Daughter to Participate in Athletics

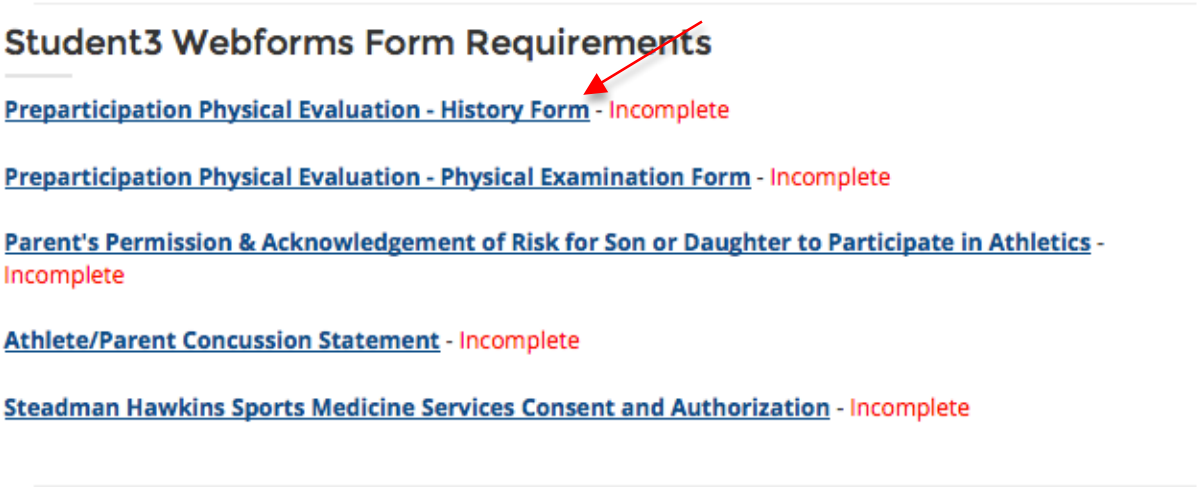
4. Athlete/Parent Concussion Statement

5. Steadman Hawkins Sports Medicine Services Consent and Authorization

Either parent or student can initiate the completion of the forms. If the student completes and digitally signs the form first then PlanetHS will send an SMS and email notification to the linked parent, alerting them a pending action is required from them. If the parent completes and digitally signs a form first then the linked student will receive the SMS and email notification alerting them a pending action is required from them. In addition to the courtesy notifications, both parent and student can login at anytime, click on the Athletic Pre-Participation link referenced above, to view form statuses, review signatures needed, and complete necessary form requirements.

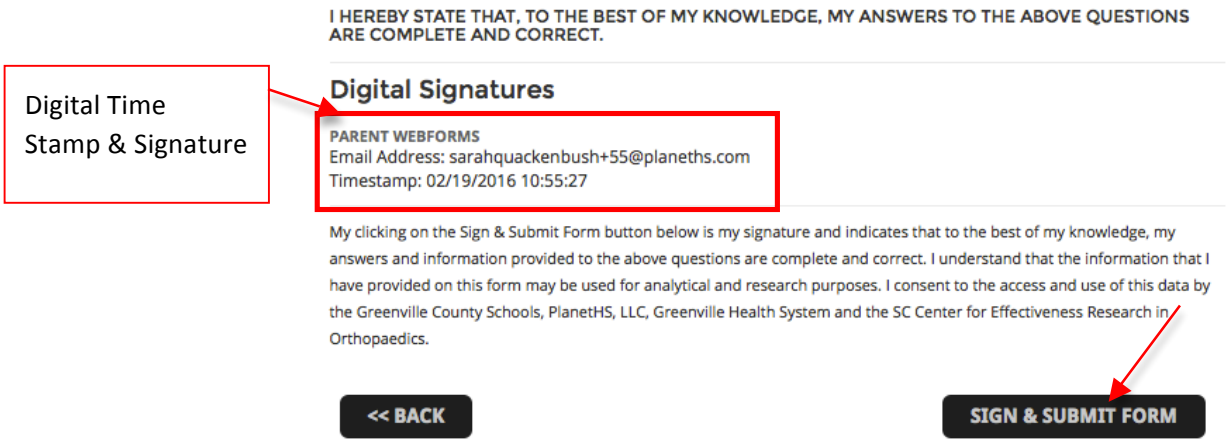
To complete and digitally sign online forms, follow the steps below:

1. Ensure both student and parent have created and linked accounts.
2. Once both student and parent accounts are linked, the five web forms will become editable.
3. Click on the form you wish to complete and digitally sign.



4. Accurately answer all questions. If you have not responded to or missed a question, the system will highlight the specific question(s) that are required before the form will be saved.
5. Once all required responses are complete, click the *Sign & Submit* button at the bottom of the page. This will complete your digital signature for that specific form. A digital time stamp will now appear on the form to show you have completed and digitally signed that specific form.

6. If a required signature is outstanding, PlanetHS will send a courtesy notification to the remaining required person. This person will verify responses are accurate and then digitally sign the form by clicking on the *Sign & Submit Form* button at the bottom of the page. **You will see the digital time stamp and signature for any persons who have already completed and signed off on that particular form. **



7. If all required signatures have been met, the athletic director or appropriate faculty/staff member at your school will be notified to review, accept and finalize the form.
8. Review the status of each form and repeat the process until all five forms are complete and digitally signed.

Pre-Participation Physical Evaluation- Physical Examination Form

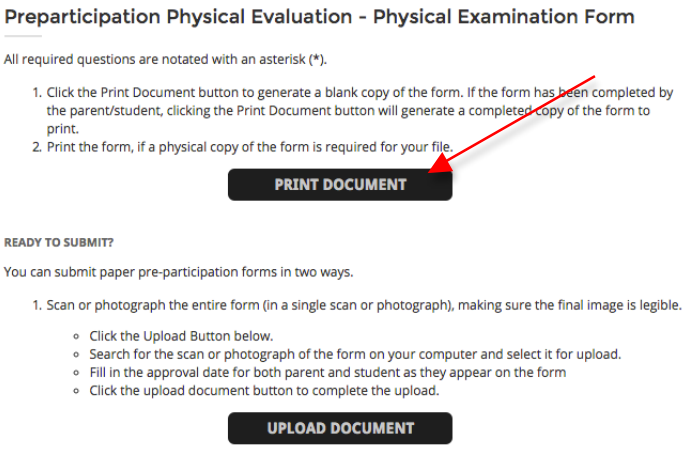
The Pre-Participation Physical Evaluation- Physical Examination Form cannot be completed online. This form should be printed, completed by your physician, and hand signed by both the student and the parent. Please see the directions below for acceptance of this form.

*Pre-Participation Physical Evaluation- Physical Examination Form:

*The physical examination form is the only form that cannot be completed online. Please print this form, have your physician complete the paper form and scan and upload the form to PlanetHS or turn in the completed, signed form to your school.

To **print** the physical examination form, follow the steps below:

1. Click on the Pre-Participation Physical Evaluation- History Form link.
2. Click on the Print Document button.
3. Print a copy of this form to bring to your physician.
4. This form is to be completed by a physician and then uploaded to PlanetHS. Reference directions for uploading scanned documents below.



   If a scanner is not available to you, turn in the completed and signed paper form to your school for acceptance.

5. The Physical Examination form will only need to be uploaded and digitally signed by either the parent or the student since both the parent and student have to physically sign the paper form before it is scanned and uploaded to PlanetHS.

Below are a few items to note for each form:

Pre-Participation Physical Evaluation- History Form:

1. Both parent and student signatures are required.
2. Type N/A in any text boxes that are not applicable to you or your child.

*Pre-Participation Physical Evaluation- Physical Examination Form:

*The physical examination form is the only form that cannot be completed online. Please print this form, have your physician complete the paper form and scan and upload the form to PlanetHS or turn in the completed, signed form to your school.

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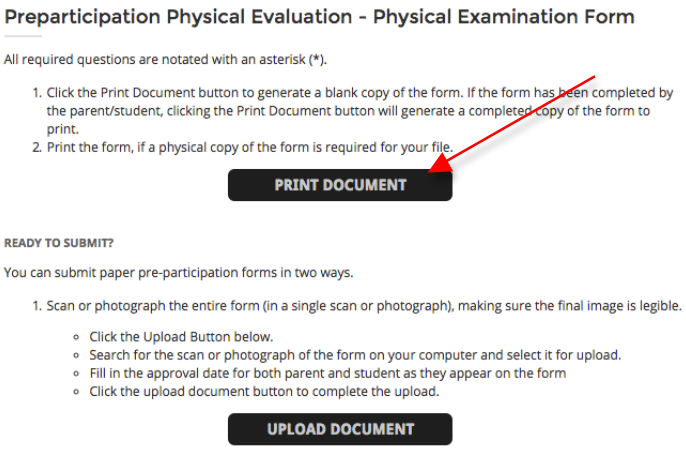

   If a scanner is not available to you, turn in the completed and signed paper form to your school for acceptance.

10. The Physical Examination form will only need to be uploaded and digitally signed by either the parent or the student since both the parent and student have to physically sign the paper form before it is scanned and uploaded to PlanetHS.

Parent's Permission & Acknowledgement of Risk for Son or Daughter to Participate in Athletics:

1. Both parent and student signatures are required.

Athlete/Parent Concussion Statement:

1. Both Parent and Student have to check off each initial box on this form.
2. Both Parent and Student have to read *the Parent and Athlete Concussion Fact Sheet*.

Steadman Hawkins Sports Medicines Services Consent and Authorization:

1. Only the parent has to complete and digitally sign this form.

How do I scan and upload pre-participation web forms?

Greenville County Schools Athletics prefers to have all forms completed online. Forms completed online gives athletic trainers immediate read-only access to critical health information pertaining to the care of your athlete.

For extreme cases, you may able to print, sign, and upload all documents to PlanetHS. Here's how.

From the Athletic Participation link:

1. Click on the *Print All* button found at the bottom of the Athletic Participation page.
2. To print specific forms only:
    a. Click on the form to be printed.
    b. Click the *Prefer a Paper Copy of the form? Click here* link.
    c. Click the *Print* Button.
3. Fill out the form and sign it.
4. Scan the form as one single scan; making sure the final image is legible.
5. Click the *Upload Document* Button.
6. Search for the scan of the form on your computer and select it for upload.
7. Click the *Upload Document* Button to complete the upload.

*** Only the student or parent will need to upload the scanned copies of the form since both the parent and student are required to sign the paper document. ***

If you need assistance, please call or email the PlanetHS support center, M-F 9AM to 5PM, at **1-888-668-7452 Extension 0 or** **schoolsupport@planeths.com**