

Dear Cavalier Parents (First Time Users of Privit Online Physical Paperwork),

The Coldwater Athletic Department uses the online Privit Physical packet. This replaces the 25 page document you normally received and had to fill out each year. The purpose of this is to help with better medical records and access for the Coldwater Athletic Department and Trainer. The other purpose is to hopefully save you time down the road on hand writing out each emergency medical form, etc.

Below should be step-by-step instructions on how to complete this. Please complete this **prior** to seeing the Doctor for a physical. If you do not have a computer or internet access, you are more than welcome to stop in to the High School Office and use one here that is available. This should be about a 20-minute process or less altogether the first year. If you have any questions, please give us a call to help you out.

Go Cavs!

Eric Goodwin

Athletic Director/Assistant Principal

Hints Before Getting Started:

- 1) For future years, you should be able to just make updates and check your signature rather than filling each form out again. Will take a little time for year one, but should be much quicker every year after.
- 2) **Do NOT "Upload" any documents.** We will take care of all of this at the school. Simply return your Doctor signed Physical to the school and we will upload it to your child's file.
- 3) Do **NOT** leave any boxes/questions blank. Type in "None" or "NA". A blank box will not allow you to save it or move on.

Go to: www.coldwaterathletics.org Mouse over "More" tab. Go to "Athletic Physical Information". Click "Online Physical Website Link (Privit)"

Click: Register (Parent does this – not the athlete)

Create your account – Remember password

Enter your role: Parent/Guardian

Click: ACCOUNT SETTINGS (Blue button in the middle of the screen)

Click: MANAGE YOUR E-SIGNATURE (This is the parent's signature right now)

Click: CREATE NEW SIGNATURE (Blue button towards bottom of page)

Use your mouse, etc. to create your signature in the box. It doesn't have to be perfect at all.

Click: SAVE

Click: Done (Grey box towards bottom/right)

Click: "Home" (Blue print towards top left of page underneath of Account Settings)

Click: +ADD MEMBER (light grey writing on left hand side underneath of your name)

Add your first child on to your account – Fill in their information (Name, DOB, Gender)

Click: ADD MEMBER (Blue box at the bottom)

Add additional children in the same manner as above by: +Add Member

(Over)

Once all children are added, start updating their records. To do this:

Click on each Childs Name (underneath of your name on the left hand side)

Note: The steps used on # 1 (Sudden Cardiac Arrest) will be the same steps used on the other forms for signing.

- 1) Joined Teams – Click ALL teams your son/daughter may sign up for even if they are not positive. Be sure to use correct level and gender. Do NOT leave this blank. Click Done (at the bottom of page)
- 2) Pre-Participation History Form – Fill Out and Submit. **DO NOT LEAVE ANY SPACE BLANK.** If it doesn't pertain to your son/daughter, fill in "None" or "NA". Be sure to read the questions carefully. You can just leave the Physical date alone, we will update.
- 1) Sudden Cardiac Arrest – (You will use these steps on each of the forms below to submit, sign, and go home)
 - a. Click on "Sudden Cardiac Arrest Awareness Parent Athlete Form" – Read and then close it
 - b. Click on "Sudden Cardiac Arrest and Lindsay's Law Information – Read and then close it
 - c. Click Video to watch
 - d. Check "Acknowledgement" box
 - e. Click Blue "Submit" box
 - f. Click Blue "Sign" box
 - g. Check "I attest I have read..." box
 - h. Click Blue "Sign Document" box
 - i. Click "Home" in upper left hand corner (You will click "Home" after each of the steps)**
- 3) Off Campus Driving Form (Everyone must complete even if you do not drive)
- 4) Emergency Medical Authorization Form – Fill Out (BE SURE TO CLICK "TO GRANT CONSENT")
- 5) Insurance/Sports Participation Form – Click to Acknowledge and Submit
- 6) Training Rules – Click blue "Here" button to read training rules. Click to acknowledge and submit
- 7) OHSAA Eligibility Checklist – Answer each question and check box. **Select level (Middle or High School).** Submit
- 8) OHSAA Eligibility Statement – Fill in Birthdate (at end), **Grade to BE** (at end), Submit
- 9) HIPAA Authorization – Fill in blank lines and Submit
- 10) Ohio Department of Health Concussion – Read Concussion Sheet, Submit

Once you have completed this on each child, you should have a green "check" to indicate that you (as the parent) have signed each portion. Your Child will have a Red "Check" indicating that they still need to sign each portion.

For your child to electronically sign (remember they will have to sign as well in order to be cleared).

- 1) Click on each child's name from the home page
- 2) Create the Athletes Signature (Blue Box) – follow the steps to create it
- 3) Each child will then go through and click next to each **Red X**, electronically sign each part, click "Done" (Blue Box at bottom of page). Then click "Home" to take you back to main screen each time.
- 4) When all completed, you should have Green checks for both parent and student next to each part
 - a. The only ones that will not have Green checks are:
 - i. Joined Teams (it will just list the teams you signed up for)

If you are attending the Mass Physicals at the High School on June 21st or June 28th, you do NOT need to print off the Pre-Participation Form. We will do this for you. If you are NOT attending the Mass Physicals and are going to a family doctor, you will need to print off the Pre-Participation Form and take it with you.

To Print the Pre-Participation Form (You need to bring this with you to your family doctor during your physical).

- 1) Click into each child and then at bottom of page, click "Print Documents" (blue box)
- 2) Under Pre-Participation History Form – Click Print
- 3) Bring this with you to your doctor during the physical

Bring with you to the Mass Physical/Doctor – Mass Physicals are June 21st (Boys) and June 28th (Girls)

- 1) Copy of blank physical for the doctor to fill out. This was handed out at school to your child or you can print a copy at www.coldwaterathletics.org. Mouse over "More" tab. Look for Athletic Physical Information.