

Dear Cavalier Parents (Parents that used online Privit last year),

The Coldwater Athletic Department is using 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. This should be about a 10-minute process altogether. 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) If you forgot your password, enter your email and then follow the instructions for "Forgot Password".
- 2) **If you are having trouble uploading your physical after seeing the doctor that is not a problem.** 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. If you want to upload your physical, it is a simple process on Privit. Just scan or take a photo of physical, save document (PDF is best) and then upload it to Privit.
- 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: Log In (Blue Box on the left hand side)

Enter your Email: The one you originally used to sign up. If you cannot remember your email, call 844-234-4357. Do **NOT** set up a new account if you have set one up in previous years.

Enter your Password: If you forgot your password, enter your email and then follow the instructions for "Forgot Password".

If you need to Add another child/athlete follow these instructions (if you do not have new athletes to add on, skip to the back side of this page):

Click: ADD NEW MEMBER (Box on the left hand side below your other children with an + in it)

Fill in: Name, DOB, Male/Female

Click: ADD MEMBER

Click: The New Athletes/Childs Name (on left hand side listing with all of your childrens names). Click their name.

Click: ATHLETES SIGNATURES (Blue box on the Bottom of the screen – scroll down to find it)

Under Manage Family Accounts & E-Signatures, Select the new child in the "Family Member" drop down box

Click: CREATE NEW E-SIGNATURE (Grey box)

Click: CREATE NEW E-SIGNATURE (Blue Box)

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

Check: Box below signature validating the signature "I parent/guardian of"

Click: SAVE

Click: Done (Blue box towards bottom/right)

Do **NOT** Click: "Enable Login" box (**Do NOT click this box, leave it blank**)

Click: SUBMIT (Scroll down to Blue Box)

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

(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 #2 (Pre Participation History Form) 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 level (High School/Junior High) 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 again and make any updates from last year. Be sure to update their Age, Grade, Sports, etc. You can just leave the Physical date alone if you don't know it yet, we will update. This will need to be printed off and taken to the doctor with you. See the Big Blue "Print Documents" button at the bottom of the main student page.
- 3) Sudden Cardiac Arrest – (You will use these steps on each of the forms below to submit, sign, and go home)
 - a. Click Video to watch
 - b. Read information brochure under the video
 - c. Check "Acknowledgement" box
 - d. Click Blue "Submit" box
 - e. Click Blue "Sign" box
 - f. Check Grey "I attest I have read..." box under the parents name.
 - g. Click the "grey slide button" for "Do you wish to sign this document on behalf of....."
 - h. Check Grey "I attest when applying..." box under the students name.
 - i. Click Blue "Sign Document" box
- 4) Off Campus Driving Form (Everyone must complete even if you do not drive)
- 5) Emergency Medical Authorization Form – Fill Out (BE SURE TO CLICK "TO GRANT CONSENT")
- 6) Insurance/Sports Participation Form – Click to Acknowledge and Submit
- 7) Training Rules – Click blue "Here" button to read training rules. Click to acknowledge and submit
- 8) OHSAA Eligibility Checklist – Answer each question and check box. **Select level (Middle or High School).** Submit
- 9) OHSAA Eligibility Statement – Fill in Birthdate (at end), **Grade to BE** (at end), Submit
- 10) HIPAA Authorization – Fill in blank lines and Submit
- 11) 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) and your child has signed each portion.

Since there is NO Mass Physicals this year and are going to a family doctor, you will need to print off the Pre-Participation Form (already filled out) and take it with you. You also need to take a blank copy of the physical form with you to the doctor.

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

If you have questions, please call the High School Office at 419.678.4821. We also have all of this information available on the Coldwater Athletic Website at coldwaterathletics.org. Mouse over "More" and scroll down to Physical Information.