

Welcome To Privit Profile for St. Marys Memorial

This document provides Privit Profile instructions to parents and student athletes at St. Marys Memorial High School/Middle School. Your account can be setup/accessed, information completed, and your e-signature applied using your mobile device, laptop, tablet or any device connected to the internet. Below are the general steps to complete the required items within your student's Privit Profile. ***Please note: All forms must be completed and on file in order to participate in athletics. If you need assistance, please contact Privit's Help Center at: 844-234-4357***

Go to the Privit site for St. Marys Memorial: <https://stmarysroughriders-oh.e-ppe.com/index.jspa>

1. **Register for a new Parent/Guardian account** if you do not have a Privit account already setup from last year
or
If you have a previously-established account, Login with your Parent's/Guardian's email address and the password. If you do not remember your email address and/or password, click Login and then the Forgot Password feature or contact the Privit **Help Center** at 844-234-4357.
2. **Use the ADD MEMBER button to add your athlete(s) to your account If new to Privit (or if you have a new athlete to add to your existing account)** If your athlete(s) are already on your account from a previous year, you may skip this step and go to **Step 3**.
 - Click **Add Member** on the left side of the page.
 - Enter your student athlete's first name (and last name if different), date of birth, and gender.
 - Ignore Enable Login and then click **Add Member**. You will now see your student athlete's name listed on the Home page.
 - You should not click on JOINED TEAMS or complete any forms on your Parent/Guardian homepage. All forms will be completed on your athlete's homepage.
3. **Next join your athlete to the team(s) they intend to go out for.**
 - Click on the Athlete's name to the left of the page (underneath the Parent/Guardian's name) to go to the Athlete's homepage.
 - Then click on the blue Joined Teams tab and join your athlete(s) to the Appropriate Team(s)
4. **Complete or Update the Personal Details form.**
 - On the Athlete's home page, click on the blue **Personal Details** tab and complete or update with any changes all the fields with a red asterisk (*).
 - When you have finished answering this form to 100% click **Submit or Save and Exit**.

5. Complete or Update the remaining forms for the student athlete.

- Click **Start** in the blue field to the right of the first form, **EPPE Questionnaire Form**. Complete all the fields with a red asterisk (*). When you have finished answering this form, click **Submit**.
- A pop up will appear to review or sign the document. Click the blue **Sign** button, then:

⇒ If you have not previously created an e- signature, select the blue **Create New Signature** button. With your cursor on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. You will then want to create your athlete's signature in the same fashion.

- When both signatures have been created, click on the word **Home** near the top left of the screen to return to your athlete's homepage.
- Then from within the athlete's homepage click the **X Parent/Guardian click here to sign** within the EPP_E Questionnaire Form tab.
- Your signature will appear. Check the acknowledgement box under your signature, and then click the button next to the text stating "[Do you wish to sign this document on behalf of your athlete](#)". Your athlete's signature will then appear. Click the box to acknowledge the athlete signature, and click the **SIGN DOCUMENT** Button. You may then move to **step 6**, below.

⇒ If you have **previously created a n e-signature**, your signature will appear, you can check the acknowledgement box and then click to sign the document. If you have **previously created your athlete's** signature, click the button next to the text stating "[Do you wish to sign this document on behalf of your athlete](#)". Your athlete's signature will then appear. Click the box to acknowledge, and click to Sign Document. You may then move to **step 6**, below.

Please note: once you have created a parent e-signature and athlete e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.

6. Click **Home near the top left of the screen to return to your athlete's homepage. Then complete each of the following forms, and apply your Parent/Guardian e-signature and when required your Athlete e-signature:**

- E-PPE Questionnaire [Parent/Guardian and Athlete e-signature required](#))
- HIPAA Authorization Form ([Parent/Guardian e-signature required](#))

- OHSAA Authorization Form (Parent/Guardian and Athlete e-signature required)
- OSHA Video Confirmation (Parent/Guardian and Athlete e-signature required)
- Sudden Cardiac Arrest Awareness (Parent/Guardian and Athlete e-signature required)
- OHSAA Eligibility Statement (Parent/Guardian and Athlete e-signature required)
- ODH Concussion Form (Parent/Guardian and Athlete e-signature required)

7. Physical Exam Form – once you have had the paper Physical Exam form completed and signed by a doctor you may submit it as follows:

- If attending the physical day, you will submit the completed Physical Exam Form before you leave.
- Otherwise please give your completed and signed **Physical Exam Form** to the Athletic Department.



Important:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. The **Completion Status** bar should turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at the school will update the “Pending” or “Needs Update” **Clearance Status**, the status is not automatically updated



Privit Profile App: Privit offers a mobile app for the Parent/Guardian and the student athlete. It's free to download for both Apple iOS devices and Android devices. Download for iOS from the Apple Store and for Android from Google Play.

If you need assistance, please contact the Privit Help Center at 844-234-4357