

Welcome to Privit Profile for New Knoxville H.S. Athletics

This document provides instructions to complete the athletic forms. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

Steps to complete the athletic forms within Privit Profile:

1. **Register with one parent's/guardian's name here:** newknoxvillangers-oh.e-ppe.com
2. **Add athlete(s) to your account by selecting Add Member.**
3. **Join Appropriate Team(s)**
4. **Complete all necessary athletic forms and apply necessary Parent/Guardian and**

Athlete e-signatures:

- Personal Details (Complete to 100%)
 - OHSAA History Form (Parent/Guardian and Athlete e-signature required)
 - OHSAA Eligibility Statement (Parent/Guardian and Athlete e-signature required)
 - HIPAA Authorization (Parent/Guardian and Athlete e-signature required)
 - Sudden Cardiac Arrest Awareness (Parent/Guardian and Athlete e-signature required)
 - ODH Concussion Form (Parent/Guardian and Athlete e-signature required)
5. **Print OHSAA Health History and OHSAA Blank Physical & Clearance Form for athlete's physical – Doctor will sign this form**
 6. **Submit Completed and Signed Physical Form to the school**



Once the required information has been completed and 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. Also the **Completion Status** bar will turn green and indicate **Submission Complete** after all the forms have been completed properly. If the status bar is 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" **Clearance Status**, the status is not automatically updated.

If you need assistance, please contact the Privit Help Center at 844-234-4357 or visit www.support.privit.com.

For detailed instructions on each step listed above, please refer to the instructions below.

Step 1: Register an account in the parent name:

As a parent/guardian, you will register an account, then add your student to the account and complete only their information. **Start creating your account by selecting or enter the link newknoxvillerrangers-oh.e-ppe.com then follow the steps below.**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, email address, and create a password. **MAKE CERTAIN TO SELECT YOUR ROLE AS PARENT/GUARDIAN**. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered, do NOT register again.)

Step 2: Add athlete(s) to your account:

1. On the Home page click the **Add Member** button on the left side of the page. (This will add your athlete to your account. You can add as many additional family members as necessary.)
 - Click **Add Member** on the left side of the page.
 - Enter your 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 athlete's listed on the home page.

Step 3: Join team(s):

1. After completing the forms, you must join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the appropriate team(s) and click **Done** at the bottom of the page when finished.

Step 4: Complete the Personal Details section for the athlete:

1. Click on your athlete's **Name**. Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Complete each section of the Personal Details section to 100% and click **Save and Exit**.

IMPORTANT: In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (*).

Step 5: Complete the OHSAA Health History Form for the athlete:

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*).
2. Once all fields are completed, click **Submit**.

Step 6: Complete the remaining forms for the athlete:

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*). When you have finished answering this form, click **Submit**.

2. A pop up will appear to review or sign the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** button.
3. With your curser 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. Once complete, select **Home** near the top left of the screen.
4. **Once you have created a parent 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.**
5. Some of the forms also require an athlete's signature. See **Step 8** below for instructions on applying an athlete's electronic signature to forms.

Step 7: Printing OHSAA Health History Form and OHSAA Blank Physical:

1. A copy of the physical form can be downloaded and printed by clicking Print Documents on the home page.
2. **Only** click Print next to the **OHSAA Health History and OHSAA Blank Physical & Clearance Form**
3. Bring these forms to the student's required Physical Examination
4. When this form has been signed by the doctor, please return them to the Athletic Director or Athletic Trainer at the school

Step 8: Athlete Signatures:

1. From your athlete's home screen, click the blue font **Student/Athlete click here to sign** and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** button.
2. With your curser on a computer or with your finger from a tablet/mobile device, create the athlete's signature or initials. Check the box that you attest and then click the blue **Save** tab. You will see your athlete signature displayed. Select **Done** to return to the home page.
3. From the Home page, click the blue font **Student/Athlete click here to sign** again. Once you have created an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required on the forms.



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" **Clearance Status**, the status is not automatically updated.