



# Waccamaw High School

2412 Kings River Road  
Pawleys Island, SC 29585

Ph. (843) 237-9899

Fax (843) 237-9883



Adam George  
*Principal*

Hunter Eddy  
*Assistant Principal*

Briael Chadwell  
*Assistant Principal*

April 11, 2022

To: 2022-2023 Prospective Waccamaw High School and Middle School Student Athletes and Parents

From: Waccamaw High School Athletic Department

Dear Athletes and Parents-

The Waccamaw High School Athletic Department will be switching to a digital online platform for accepting all pre-participation paperwork for the upcoming 2022-2023 school year. This is a big step, but, once learned, an easy and very convenient step for everyone involved. Instead of filling out the 9 page packet by hand, you will now do the bulk of it online in a user friendly format. Some of the current students and parents will remember this from before (we used this last in the 2019-2020 school year). For most of you this will be new. We will do everything we can to assist and help you with this transition; I assure you from personal experience with my own children that once you learn this system it will be an easy and convenient mode going forward as you do it each year your child participates in sports here at WHS and WMS.

There are several pages included with this letter, including a letter of explanation with steps, and then also a quick guide for both New and Returning users as well.

### **Here are a couple bits of helpful info:**

- With this system, you will fill out the following forms online digitally: HIPAA Form, Student Athlete Information Form, Release of Medical Information Form, Parent Release/Permission to Participate and Medical Release Form, Brain Injury/Concussion Form, Medical History Form, and Cardiac History Form.
- You will upload a picture of the student-athlete's Birth Certificate (it will remain in the file so you will only have to do this once)
- You will also upload a picture of the student-athlete's Physical Exam Form (make sure that the top of the form is completely and legibly filled out, all portions have been completed by the doctor, the "cleared" box has been checked by the doctor, and that it is dated and signed by the doctor. All of this must be done prior to uploading and submitting the form. The form will not be approved if any parts of the exam form are not completed.
- The Big Teams/Planet HS platform allows you to simply take a picture of these with your phone and then upload that file to your account. You may also do this via computer if you choose.
- Make sure to use the Yellow "Help" feature that you will see on most pages of the system – they are good resources for helping you navigate the system.
- A HUGE BENEFIT of this system is that you will have 24/7 access to your physical exam form and information in case you need it for camps and so on. Also, this alleviates any concern about forms missing.

## ***Achievement Beyond Comprehension***

*The mission of Waccamaw High School is to provide a safe, nurturing environment that prepares students to function productively in a diverse, democratic and technological society.*



# Waccamaw High School

2412 Kings River Road  
Pawleys Island, SC 29585

Ph. (843) 237-9899

Fax (843) 237-9883



Adam George  
*Principal*

Hunter Eddy  
*Assistant Principal*

Briael Chadwell  
*Assistant Principal*

## Couple More Tips:

- This platform requires the athlete and a parent to both create accounts and then LINK THE ACCOUNTS. Easiest way to do this is at the same time. The athlete and the parent should sit down next to each other, each with their own phone/computer/tablet/etc. and set up accounts at the same time, link the accounts, and then go through and fill out the forms at the same time so that it gets done efficiently. The process does not take much time when you are organized in doing it.
- Also, the athlete and parent will create their own respective accounts prior to linking the accounts. Make sure, and this is important, to write down or file away both accounts' usernames and passwords so they can be easily found for future use of this system.

This platform is available to begin using now. You may create your accounts (use the informative sheets included with this email) at any time as we prepare for athletics in 2022-2023 and go ahead and do the online digital portion as well as uploading the Birth Certificate. Returning users will simply use the usernames and passwords used before...they have not been changed in the system.

**\*\*\*WE ARE OFFERING OUR YEARLY FREE PHYSICALS AT WACCAMAW HIGH SCHOOL IN THE GYM ON THURSDAY, MAY 19<sup>TH</sup> BEGINNING AT 3:00PM. PLEASE PLAN TO ATTEND.**

If you have done all the other parts, you will be able to upload your Exam Form to your account that afternoon, and you could be done completely for the 2022-2023 school year just like that!

Do not hesitate to contact Athletic Directors Ben Schoen or Chris Overbeek should you have any questions at 843-237-9899.

We will also be at the Free Physicals to assist as needed.

## *Achievement Beyond Comprehension*

*The mission of Waccamaw High School is to provide a safe, nurturing environment that prepares students to function productively in a diverse, democratic and technological society.*

Please fill this out and bring it to the free physical day (answers/the blank) exam form

Georgetown County School District  
Pre-Participation Health Screening for Athletes/ Extracurricular Activities

Name \_\_\_\_\_ Sex (circle): M F

Current Grade (circle) 7 8 9 10 11 12 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Sports you plan to play (check)  Wrestling  Cross Country  Soccer  Track  Swimming  Golf  Lacrosse  
 Cheerleading  Tennis  NIKOTC  Dance Team  Other (list) \_\_\_\_\_

Medical History (Answer all questions by checking the "yes" or "no" boxes. Explain all "yes" answers in the space below)

General Medical History	Yes	No	Uncare
1. HAVE YOU HAD ANY MEDICAL PROBLEM OR PHYSICAL INJURY SINCE YOUR LAST PHYSICAL EXAM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. DO YOU HAVE ASTHMA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. DO YOU HAVE DIABETES?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. DO YOU HAVE HIGH BLOOD PRESSURE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. DO YOU HAVE SEIZURES?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. DO YOU HAVE SICKLE CELL TRAIT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. HAVE YOU HAD ANY OTHER MAJOR MEDICAL PROBLEMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. HAVE YOU EVER BEEN HOSPITALIZED OR HAD SURGERY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. DO YOU COUGH, WHEEZE, OR HAVE TROUBLE BREATHING WHEN EXERCISING?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. DO YOU USE AN INHALER?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. DO YOU HAVE A SINGLE ORGAN (TESTICLE OR KIDNEY)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. ARE YOU CURRENTLY TAKING ANY MEDICINES OR DO YOU TAKE ANY MEDICINES ON A REGULAR BASIS (PRESCRIPTION OR OVER-THE-COUNTER)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. HAVE YOU EVER TAKEN ANY SUPPLEMENTS OR VITAMINS TO HELP WITH WEIGHT LOSS, WEIGHT GAIN, OR TO IMPROVE PERFORMANCE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. DO YOU HAVE ANY ALLERGIES (SEASONAL, INSECTS, FOOD, OR MEDICINES)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. HAVE YOU EVER HAD A RASH OR HIVES BEFORE DURING OR AFTER EXERCISE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. DO YOU HAVE ANY SKIN PROBLEMS OTHER THAN ACNE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. HAVE YOU EVER HAD A HEAD INJURY, BEEN KNOCKED OUT, LOST YOUR MEMORY, HAD YOUR "BELL RUNG", OR A CONCUSSION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. HAVE YOU EVER HAD NUMBNESS OR TINGLING IN YOUR ARMS, HANDS, LEGS, OR FEET?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. HAVE YOU EVER HAD A "STINGER", "ZUNGER", OR PINCHED NERVE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. HAVE YOU EVER BECOME ILL FROM EXERCISING IN THE HEAT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. HAVE YOU HAD MONOCLEUSIS OR ANY SIGNIFICANT ILLNESS IN THE LAST 60 DAYS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. DO YOU HAVE TROUBLE WITH YOUR EYES/VISION/WEAR GLASSES OR CONTACTS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. DO YOU HAVE TROUBLE WITH YOUR HEARING/WEAR HEARING AIDS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. DO YOU WANT TO WEIGH MORE OR LESS THAN YOU DO NOW?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. DO YOU LOSE WEIGHT REGULARLY TO MEET WEIGHT REQUIREMENTS FOR YOUR SPORT OR OTHER REASONS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. DO YOU FEEL STRESSED OUT, OVERLY TIRED, OR DEPRESSED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. ARE THERE ANY OTHER ISSUES YOU WOULD LIKE TO DISCUSS WITH THE DOCTOR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cardiac History	Yes	No	Uncare
1. HAVE YOU EVER PASSED OUT DURING OR AFTER EXERCISE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. HAVE YOU EVER HAD UNEXPECTED DIZZINESS DURING OR AFTER EXERCISE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. HAVE YOU EVER HAD CHEST PAIN OR CHEST PRESSURE DURING OR AFTER EXERCISE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. DO YOU TIRE EASILY OR MORE QUICKLY THAN YOUR FRIENDS DURING EXERCISE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. HAVE YOU EVER HAD PACING OF YOUR HEART OR SKIPPED HEART BEATS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. HAVE YOU EVER BEEN TOLD THAT YOU HAVE A HEART MURMUR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. HAVE YOU EVER BEEN TOLD THAT YOU HAVE AN ENLARGED HEART?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. HAS A PHYSICIAN EVER ORDERED ANY TESTING FOR YOUR HEART?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. HAS A PHYSICIAN EVER DENIED OR RESTRICTED YOUR PARTICIPATION IN SPORTS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. HAS ANY MEMBER OF YOUR FAMILY DIED OF HEART PROBLEMS OR SUDDEN DEATH BEFORE AGE 50?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. HAS ANY MEMBER OF YOUR FAMILY BEEN TOLD THEY HAD A SERIOUS HEART PROBLEM BEFORE AGE 50?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. HAS ANY MEMBER OF YOUR FAMILY BEEN TOLD THEY HAD MARFAN'S SYNDROME, ARRYTHMIA, CARDIOMYOPATHY, LONG-QT SYNDROME, ION CHANNELOPATHIES, OR CARDIAC CONDITIONS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Orthopedic History	Yes	No	Uncare
1. HAVE YOU EVER BROKEN OR FRACTURED ANY BONES?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. HAVE YOU EVER DISLOCATED OR PARTIALLY DISLOCATED ANY JOINT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. HAVE YOU HAD ANY PROBLEMS RELATED TO YOUR: <input type="checkbox"/> NECK <input type="checkbox"/> SPINE <input type="checkbox"/> OR BACK <input type="checkbox"/> SHOULDERS <input type="checkbox"/> ELBOWS <input type="checkbox"/> WRISTS, HANDS, OR FINGERS <input type="checkbox"/> KNEES <input type="checkbox"/> ANKLES, FEET, OR TOES <input type="checkbox"/> OTHER _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Females Only	Yes	No	Uncare
1. ARE YOUR PERIODS REGULAR (EVERY MONTH)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ARE YOUR PERIODS HEAVY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. WHEN WAS YOUR FIRST PERIOD? MONTH _____ YEAR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. WHEN WAS YOUR LAST PERIOD? MONTH _____ YEAR _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain "Yes" answers from the above below

Signature of Parent / Guardian \_\_\_\_\_ Date \_\_\_\_\_

Note: A photocopy of a facsimile of this document shall be considered the same as the original document

Pre-participation physicals are valid from April 1, 2022 - June 30th, 2023

\* ALL STUDENTS ATTENDING FREE PHYSICAL DAY MUST BRING THIS FORM COMPLETED IN ORDER FOR A DOCTOR TO BE ABLE TO ADMINISTER THE EXAM.

Bring this to the free exam day OR to your doctor's appointment

Pre-Participation Health Screening Examination EXAM FORM

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

Pulse \_\_\_\_\_ BP \_\_\_\_\_/\_\_\_\_\_

Respiration \_\_\_\_\_

Vision \_\_\_\_\_ Corrected (circle): Yes No

If yes, with? (circle) Glasses / Contacts

Musculoskeletal	Normal	Abnormal Findings	Initials
Neck			
Shoulders			
Elbows			
Wrists			
Hands			
Back / Spine			
Hip / Pelvis			
Knees			
Ankles			
Feet			

Musculoskeletal Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

Systems	Normal	Abnormal Findings	Initials
Cardiopulmonary			
Pulses (including femoral)			
Heart (supine & squat to standing)			
Lungs			
Skin			
Abdominal			
Genitalia			
Physical Stigmata of Marfan Syndrome			

Dental Examination	Normal	Abnormal Findings	Initials
Gums & Tongue			
Teeth			
TMJ Joint			

Clearance  Cleared  
 Cleared after completing evaluation / treatment for \_\_\_\_\_  
 Not cleared for sport / activity \_\_\_\_\_

Other Recommendations \_\_\_\_\_

Examining Physician Signature: \_\_\_\_\_ Date \_\_\_\_\_



# General Instructions

Dear Parent/ Guardian,

The Athletic Departments at **Waccamaw High School and Waccamaw Middle School** now hosts their Pre-Participation Athletic Forms online with BigTeams. This digital platform will allow you, and your student(s), to complete and access athletic forms via computer, tablet, or mobile phone. It is HIPAA, COPPA and FERPA compliant. A link to the privacy policy is located at the bottom of the Sign in page at [www.planeths.com](http://www.planeths.com).

**Parent and student must create separate accounts, using different emails and/or mobile numbers.**

*Important: Students must be sure to create accounts using accurate information, including their Official Name from school registration, DOB, high school graduation year and school.*

*You can click SELF HELP on the right of the screen for walkthroughs of the account creation, account linking, and athletic forms functionality.*

STEP 1. Go to [www.planeths.com](http://www.planeths.com) once on the Login page, click on

**Sign Up**

- OR - With a smartphone, follow the Quick Account Instructions on the second page of this letter.

*Note: If students are under 13, and they create an account, they must know their parent/guardian's email address or mobile phone number. (COPPA COMPLIANCE)*

- Choose the type of account you wish to create.
- Complete the requested information.
- Be sure when choosing your school that you choose the school the student is attending.

STEP 2. Link the Parent account to the Student(s) account.

You will be led through this process after creating an account. If you do not link accounts at the time of account creation, you can always click the **LINK ACCOUNT** button at any time to complete or initiate the linking process. Parents can link to as many student accounts as they wish by repeating the linking invitation process.

STEP 3. Complete Athletic Forms as Advised.

Students with accounts may begin completing digital forms immediately. Parents must be linked to a student account to see the electronic version of the forms. If they are not linked, they will only see example PDF versions of the forms. You can complete forms or see their status at any time by clicking on the **ATHLETIC FORMS** button.

For additional help please refer to the one-page help-guide below, access the complete online forms tips located in the light green bar at the top of the Athletic Forms page in your account or use the yellow self help button located on the top of your screen.

Athletes cannot participate in sports until digital forms are complete and approved unless otherwise specified by your school. Forms will be valid for the entire school year for which they are filled out, with the exception of the physical exam provided by your physician which will reflect the policy set in place by your athletic department. *Completing and having your Pre-Participation Registration Forms accepted by your school does NOT guarantee you have made the team.*

If you need assistance with BigTeams or need more information, please consult the help documents found here <https://bigteams.force.com/support/s/> or email [schoolsupport@planeths.com](mailto:schoolsupport@planeths.com). If you have questions regarding the content of form requirements, please contact your school Athletic Director.

Thank you

Waccamaw High School and Waccamaw Middle School Athletic Department



**\*Quick Account Instructions for account creation via mobile phone:** If you have not received a request to link accounts with your student; please use the code that corresponds to the school your student attends. If you have multiple students at different campuses, use the code that corresponds to your oldest student. Once you send the code you will immediately receive a text back with a hyperlink to create your account. *(Msg & Data rates may apply.)*

**Waccamaw High School:** via mobile phone send a text to 69274 containing **S666** in the message.

**Waccamaw Middle School:** via mobile phone send a text to 69274 containing **S1475** in the message.

*(Text HELP to 69274 for more information. Text STOP to 69274 to opt out. Msg & Data rates may apply. The wireless carriers are not liable for delayed or undelivered messages. Number of messages vary per user).*

# Quick-Guide



New Users

## Athletic Pre-Participation Forms Getting Started Guide (Parent & Student)

Your school has elected to collect pre-participation forms online through BigTeams. Follow the steps below to complete pre-participation registration:

<p>1. <b>Create Accounts</b></p>	<ul style="list-style-type: none"> <li>Both a parent and student are required to create separate accounts. Each account must have a unique email or mobile #.</li> <li>Go to <a href="http://www.planeths.com">www.planeths.com</a></li> <li>If your school has provided their <i>Quick Account Code</i>, TEXT the code to 69274 to create your parent &amp; student account.</li> </ul> <p><i>*Creation of accounts can be done on all devices with a connection: Computers, Smart Phones, Tablets, iPads, etc.</i></p>
	<ul style="list-style-type: none"> <li><b>Home School selection</b>- this is the school that you/your student attends/studies.</li> <li><b>My student plays for both the Middle School and High School?!</b> If your student plays on both a middle and high school team, upon account creation, select the home school in which your <i>STUDENT STUDIES</i>. You will be able to select a secondary school within the Additional Schools section after creating your account.</li> </ul>
<p>2. <b>Emergency Contact Section</b></p>	<p><b>STUDENT:</b> not required to input. Can proceed to clicking on "Link Account"</p> <p><b>PARENT:</b> required to input as much information as possible, which will then automate information into the forms, saving time and duplicate work.</p>
<p>3. <b>Link Parent &amp; Student Accounts</b></p>	<p>Once logged in, you will be prompted to link the parent and student account. Enter the email address or mobile # to send an invitation to the parent/student. The invited person clicks on the link in the email or text message to finish the linking process. The invited person can also login and accept the link request by clicking on the Link Account Button and selecting accept.</p>
	<p><b>Why do I have to link accounts?</b> Forms required by your school, often require both a parent and student signature to mark the form as completed. For the system to know what student and parent will be viewing and signing the proper forms, a linked parent/student account is required.</p>
<p>4. <b>Athletic Forms button</b></p>	<p>Click the <b>Athletic Forms button</b> to move to the Pre-Participation Forms Overview Page and complete the required digital forms.</p>
<p>5. <b>Select the Sports you will participate</b></p>	<p>In the <b>Sports Interest</b> section, check the sports you will be trying out for. By checking these sports, you are allowing the coach of that team to view your pre-participation paperwork...</p>
<p>6. <b>Additional Schools (if Applicable)</b></p>	<p>If you/your student participate in sports at multiple schools, add the additional schools here. If you/your student do not play for multiple schools, leave this section blank. Adding additional schools will allow the Athletic Director(s) at the additional school(s) view your pre-participation paperwork.</p>
<p>7. <b>Complete &amp; Sign Digital Forms</b></p>	<p>Click on each form link, complete each form, and click the <b>Sign &amp; Submit</b> button. <b>Both the parent and student must complete this step.</b> Your school/district chooses which forms require the student, parent, or student AND parent signatures. Upon completion of each form, you should be auto promoted to the next form.</p>
	<p>Students with accounts may begin completing digital forms immediately. Parents must be linked to a student account to see the electronic version of the forms. If they are not linked, they will only see example PDF versions of the forms. You can complete forms or see their status at any time by clicking on the <b>ATHLETIC FORMS</b> button. This gives the ability for students to send a parent linked account request and to upload the physical exam signed by the physician during group physicals.</p>
	<p><b>Upload Buttons</b> are shown when you are required to upload a document instead of completing the web-form. For example, the physical exam form your physician completes or a birth certificate. These forms can be uploaded by either the parent or student but require the parent's signature.</p>
<p>8. <b>Accepted Forms Notification</b></p>	<p>When your school has accepted all forms, a notification will be sent to you stating all forms have been accepted. You will be notified via email and/or text message (if you have selected the text message option during account creation). If a form has been denied by your school, you will be sent a notification, in which you will be given the reason for denial and a link to review and resubmit your changes back to the school.</p>

If you need assistance with BigTeams or need more information, please consult the help documents found here <https://blgteams.force.com/support/s/> or email [schoolsupport@planeths.com](mailto:schoolsupport@planeths.com). If you have questions regarding the content of form requirements, please contact your school Athletic Director.

# Quick Guide

## Returning Users



### Returning (Student/Parent) Athletic Pre-Participation Forms Registration

Your school has elected to collect pre-participation forms online. Follow the steps below to re-complete pre-participation registration:

1. <i>Login with previous year account credentials</i>	<ul style="list-style-type: none"> <li>Both a parent and student are required to log back in for the new year and complete athletic forms</li> <li>If you do not remember your login credentials, please utilize the <i>Forgot Password</i> option or contact the school athletic department</li> </ul>
2. <i>Update Home School (If Applicable)</i> <b>**Rising 9<sup>th</sup> Graders**</b>	<ul style="list-style-type: none"> <li>After logging in, click on your name at the top right of the screen, and then select <i>Settings</i></li> <li>Type in school name within the <i>School</i> text field, and then select the appropriate school</li> <li>Update any contact information such as phone, email address and mailing address</li> <li>Click <i>Save</i> at bottom of screen</li> </ul>
3. <i>Athletic Forms button</i>	<p>Click the <i>Athletic Forms button</i> to move to the Pre-Participation Forms Overview Page and complete the required digital forms.</p> <p>Make sure the Date Range is set to <del>2022-2023</del> <b>2022 - 2023</b></p>
4. <i>Select the Sports you will participate in</i>	<p>In the <i>Sports Interest</i> section, check the sports you will be trying out for. By checking these sports, you are allowing the coach of that team to view your pre-participation paperwork.</p>
5. <i>Additional Schools (If Applicable)</i>	<p>If you/your student participate in sports at multiple schools, add the additional schools here. If you/your student do not play for multiple schools, leave this section blank. Adding additional schools will allow the Athletic Director(s) at the additional school(s) view your pre-participation paperwork.</p>
6. <i>Complete &amp; Sign Digital Forms</i>	<p>Click on each form link, complete each form, and click the <i>Sign &amp; Submit</i> button. <b>Both the parent and student must complete this step.</b> Your school/district chooses which forms require the student, parent, or student AND parent signatures. Upon completion of each form, you should be auto promoted to the next form.</p>
	<p>Students with accounts may begin completing digital forms immediately. Parents must be linked to a student account to see the electronic version of the forms. If they are not linked, they will only see example PDF versions of the forms. You can complete forms or see their status at any time by clicking on the ATHLETIC FORMS button. This gives the ability for students to send a parent linked account request and to upload the physical exam signed by the physician during group physicals.</p>
	<p><b>Upload Buttons</b> are shown when you are required to upload a document instead of completing the web-form. For example, the physical exam form your physician completes or a birth certificate. These forms can be uploaded by either the parent or student but require the parents signature.</p>
	<p><b>Re-Use Document Buttons (If Applicable)</b> are displayed within forms that have been completed in previous years, allowing parent/student the ability to update necessary information prior to submitting the form for the new year.</p>
7. <i>Accepted Forms Notification</i>	<p>When your school has accepted all forms, a notification will be sent to you stating all forms have been accepted. You will be notified via email and/or text message (if you have selected the text message option during account creation), if a form has been denied by your school. You will be sent a notification, in which you will be given the reason for denial and a link to review and resubmit your changes back to the school.</p>

If you need assistance with PlanetHS or need more information, please consult the help documents found here <https://schoolsupport.helpdocs.com> or email [schoolsupport@planeths.com](mailto:schoolsupport@planeths.com). If you have questions regarding the content of form requirements, please contact your school Athletic Director.