

## Welcome to Privit Profile!

Normal Park Museum Magnet School has partnered with PRIVIT®, a Columbus Ohio based company, to automate the process for the management and collection of health forms required for athletic participation.

This document provides instructions to athletes, parents and/or guardians on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

Steps to complete within Privit Profile™:

**1. Register an account in parent's name here:**

- o <https://normalpark-tn.e-ppe.com/index.jspa>

**2. Add athlete(s) to your account**

**3. Complete all relevant athlete information**

**4. Uploading Documents**



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.

For detailed instructions for each step listed above, please refer to pages 2-4 of this document.

### **Step 1: Register a Parent Account:**

As a parent/guardian, you are going to register an account in your name, then add your athlete to the account and complete the athlete's information. **Create your account by selecting or entering the following link <https://normalpark-tn.e-ppe.com/index.jspa> then follow the steps below:**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again.) You will then be taken to the HOME page.

### **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 allows you to add your athlete to your account; and this section allows you to add other family members if 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.
  - You may be taken to a copy data screen. If you are adding multiple athletes this feature will allow you to copy certain demographic data from one athlete to another, so that you don't have to enter it a second time. If you do not wish to copy any data click **Cancel** to return to the Home page.
  - You will now see the athlete listed under Family Members. Please click on the athlete's **Name**.

### **Step 3: Complete All Relevant Athlete Information:**

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit [www.support.privit.com](http://www.support.privit.com).

1. From your athlete's profile, begin completing the Personal Details by clicking the **Start** button to the right of Personal Details. When finished with all sections click Save and Exit to return to your HOME page.



In order for the Personal Details to be complete, you will need to answer all mandatory questions, marked with a red asterisk (\*). You **will not** be able to move on until this step is complete.

2. Begin completing the Pre-Participation History Form by clicking the Start button on the right. When you have finished completing the Pre-Participation History Form, click **Submit**.
  - a. A message will appear if you want to review or sign it 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** tab.
  - b. 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. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
  - c. 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.
  - d. Many of the forms also require an athlete e-signature. To sign as the athlete have them click the Sign button and create their signature if necessary.
3. Repeat step 2 for the remaining forms: TSSAA Concussion Form; Sudden Cardiac Arrest Form; and Consent for Athletic Participation
4. 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 correct team(s) your athlete will be joining.



You **cannot** skip step #4 as it is critical for your athlete's coaches and athletic trainers will be able to review and approve your documents, and see your athlete on the team roster.



For your physical please print out a copy your completed Pre-Participation History Form as well as the Physical Form. Both forms may be found by clicking Print Documents on your HOME screen

#### **Step 4: Uploading Documents**

After your physical you will need to upload the doctor signed copy of your Physical Form and Clearance Form into your Privit Profile. To upload a document, follow these steps below.

1. Click Manage Documents
2. Click Upload Document
3. Choose your file, at this point you will be prompted to choose a document from your PC. If you are using your cell phone to upload your document, you will be prompted to take a picture using your phone's camera.
4. Choose your document type, Completed Physical Form
5. Click Upload