**Welcome to Privit Profile!**

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.

Before completing the information, we recommend you have the following information on hand:

* Athlete’s Medical History and Family Medical History
* Athlete's Allergies and Medications Information
* Primary Health Insurance Information

Steps to complete within Privit Profile™:

* **Register an account in parents name here:** <https://loganvillereddevils-ga.e-ppe.com>
  + Add member/athlete(s) to your account
* **Complete all required forms for your athlete (click on athlete’s name)**
  + Release or Insurance Form
  + GHSA Concussion Form
  + Transportation Form
  + Pre-Participation History Form
* **Apply parent electronic signature**
  + Release or Insurance Form
  + GHSA Concussion Form
  + Transportation Form
  + Pre-Participation History Form
* **Join team(s)**
  + **Click Athletics Team first**
  + Click all teams your student is interested in trying out for
* **Print Physical Form**
  + When the Physical Form has been signed by the doctor, please upload the physical. Click the **Upload button.** On the drop down box, choose where document is saved, click on document type and select physical form, then click upload**.**

**COMPLETION NOTE:** 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 appropriate staff member will manually update the **Clearance Status** for the athlete when they have reviewed the information.

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 your athlete’s information. **Start creating your account by selecting or enter the link** <https://loganvillereddevils-ga.e-ppe.com>

**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 and please refer to #5 below.)

3. Next, a Welcome Message should appear. Click **Continue**located towards the top of the message. Then you will be taken to the HOME page.

4. 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.)

* Enter your athlete’s first name (and last name if different), date of birth, and gender.
* In addition, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete MUST be different than the email address you registered with) and create a password. (Enabling a login will allow the athlete to e-sign documents later in the process). The click **Add Member**.
* You should be directed to a Copy Data page. Please select the grey **Cancel** tab at the bottom and you will be taken back to the Home page.
* You will now see your athlete listed under Family Members. Please click on your athlete’s **Name.**

**IMPORTANT:** 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.

1. Again from your athlete’s profile, click **Start** to the right of Pre-Participation History Form. Complete all the questions marked with a red asterisk (\*).

**Step 3: Apply Parent Electronic Signature:**

1. When you have finished the Pre-Participation History Form, click **Submit** near the end of the form**.**
   1. 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.
   2. 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, you will then be on your account management page. Select **Home** near the top left of the screen.
   3. 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 to all forms that require a parent e-signature.
2. From your athlete’s home page, click on **Start** to the right of GHSA Concussion Form. Complete the GHSA Concussion Form and click **Submit** when you have finished. Then you will be able to apply your parent e-signature to the form. You will then be directed to the Manage Documents page, you will want to select **Home** near the top left to be directed back to Home page.
3. Click **Start** to the right of Release or Insurance Form. Complete the Insurance Form and click **Submit**. Then you will be able to apply your parent e-signature to the form.
4. Click **Start** to the right of Transportation Waiver. Complete the Transportation Waiver form and click **Submit**. Then you will be able to apply your parent e-signature to the form.

Next click **Home** in the top left to be directed back to your Home page.

**Step 4: Join Team(s)**

1. After completing the Privit forms, you MUST join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the team(s) your athlete will be participating throughout the school year. Be sure to click “Athletics” as a team as well as any other team your student is trying out for.

**IMPORTANT:** You **cannot** skip this step as it is critical for you to be able to print your physical form. In addition, your athlete's coaches and athletic trainers will be able to review clearance status, emergency contact information, and see your athlete on the team roster.

**Step 5: Print Physical Form**

1. When you have completed all the Privit forms and have joined a team, you will want to print the Physical Form for the doctor to sign.
2. From your athlete’s home page, click **Print Documents.**
3. To print the Physical Form, click **Download** to the right of the Physical Form and the form should appear within a new tab. You can print the physical form by right clicking on the page and selecting Print.

* When the Physical Form has been signed by the doctor, please upload the physical. Click the **Upload button.** On the drop down box, choose where document is saved, click on document type and select physical form, then click upload**.**

**COMPLETION NOTE:** 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 appropriate staff member will manually update the **Clearance Status** for the athlete when they have reviewed the information.