

Welcome To Privit Profile For Springfield High School

This document provides Privit Profile instructions to parents and student athletes at Springfield High 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. ***More detailed instructions are included below on pages 5-8 of this document. 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***

- 1. Go to the Privit site for Springfield High School:** <https://springfieldtigers-mn.e-ppe.com/index.jspa> Register for a new account (if you do not have a Privit account already setup from last year.
or
Login with your Parent's/Guardian's email address and the password established previously when using the Springfield High School site. 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. Add athletes to your account If new to Privit (or if you have an additional new athlete to add to your existing account) using the Add Member button.** If your athlete(s) are already on your account from a previous year, you may skip this step.
 - 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.
- 3. 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) they will be going out for.**
- 4. On the Athlete's home page, click on the blue Personal Details tab and complete or update the answers (if previously entered) to the questions to 100%.**
- 5. Then click on the blue Sign Documents tab. Within the Additional Forms table, click on the download button for each of the following forms and read them with your student. When you have completed reading the forms, you may click on the blue "Parent/Guardian" and "Athlete E-signature needed" text underneath each document to apply your signature.** If you have previously created a signature, your signature will appear in the box, and you may check the box to provide assent, then click to apply the signature. You may then move to **Step 6**, below. If you do not already have an e-signature previously set up, you will be directed to a page to create an electronic parent signature, as follows:
 - 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. Once complete, select **Home** near the top left of the screen. **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.**

- Then from the athlete's home page, click the blue **Sign Documents** tab again. For each of the three documents, click the blue Parent/Guardian text (next to the red X) underneath each form. Then click the box to attest and then click the **Sign Document** button to apply your Parent/Guardian signature.
 - Eligibility Meeting Absentee Form ([Parent/Guardian and Athlete e-signature required](#))
 - Impact Parental Consent Form ([Parent/Guardian e-signature required](#))
 - MSHSL Eligibility Brochure ([Parent/Guardian e-signature required](#))

6. Each of the forms also requires a student athlete signature. From your student 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 if you have not done so previously. Select the blue **Create New Signature button. If you have **previously created a signature**, your signature will appear in the box, and you may click to apply it to each of the forms, and then move on to **Step 7**. To create a new student athlete signature:**

- With your cursor on a computer or with your finger from a tablet/mobile device, have your student athlete create the athlete's signature or initials.
- Check the box that the student athlete attests and then click the blue **Save** tab. You will see your athlete's signature displayed. **Once you have created an athlete e-signature, you will not be required to repeat this process.**
- Select **Done** to return to the home page.
- From the athlete's Home page, click the blue **Sign Documents** tab again. For each document, click the blue "Student/Athletes click here to sign" text (next to the red X) underneath each form. Then click the box to attest, and click the **Sign Document** button to apply the student athlete signature for each of the three forms:
 - Eligibility Meeting Absentee Form ([Parent/Guardian and Athlete e-signature required](#))
 - Impact Parental Consent Form ([Parent/Guardian e-signature required](#))
 - MSHSL Eligibility Brochure ([Parent/Guardian e-signature required](#))

7. Completion of the Physical by a doctor is required once every three years by the MSHSL, and the active physical must be on file during the 2018-2019 school year in order to participate in athletics. If your athlete requires a new physical this year, click Download and then print the following form to take with you to your doctor for completion (and then move on to Step 8):

- MSHSL Sports Qualifying Physical Form

If you have uploaded a physical to Privit in the last two years, you may follow the steps below to Restore the physical file to your athlete's profile. If you have submitted a paper physical to the Athletic Director or office in the last two years, you may ignore this step, and you have now completed your work in Privit for the 2018-2019 school year.

If you have previously uploaded a physical, here are the steps to follow to Restore it:

- From the athlete's home screen, scroll down and click on the blue **Manage Documents** tab toward the bottom of the page.
- Then, on the Manage Documents page, if a physical form is not showing under the **Active** tab, click on the light-grey **Archive** tab to the right of the **Active** tab. This will bring up the archived files from the previous school years. You may then locate the physical file from the previous two school years in the Archive section and click on the three dots to the far right of the file.
- Clicking on the three dots will bring up an icon titled **Restore**. Click on the **Restore** icon and the file will be moved to the **Active** files.
- You may then click on the word **Home** in the **Manage Documents** screen (located toward the top of the screen, under the title bar), and you will return to the athlete's home screen.

8. To submit a new physical, once completed and signed by a doctor, upload the filled-out MSHSL Sports Qualifying Physical Form into Privit:

Before uploading, you will need to either take a photo of the form with your tablet or smartphone or scan the documents into your computer*. If you are using a smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone) and type in the school's Privit website <https://springfieldtigers-mn.e-ppe.com/index.jspa>

Then **login to your account**.

1. Click **Manage Documents** from the student athlete's home screen. Next, click **Upload Document** near the top right.
2. Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)
3. From the drop-down next to Document Type, select **Completed Physical Form**. (Also there is an optional ability to add a comment.)
4. Click **Upload**.
5. You should be directed back to the student athlete's Manage Documents page. You should see the uploaded document and any other documents that have been submitted.
6. For further assistance on Uploading Documents, please click [here](#).



Once the required information has been completed, the e-signatures have been applied to the necessary forms, and the physical form has been uploaded (if needed), the information will become available automatically for the appropriate staff member for

review for approval. The **Completion Status** bar on the student athlete's Home screen 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 over the bar to see what still needs to be completed. If your physical form was submitted to the Athletic Director or the office in the last two years, your profile will likely still show **Submission Incomplete**; please check to be sure that only the Physical Form is missing. The Athletic Director will still clear your account based on your physical on file. A staff member at the school will also update the "Pending" or "Needs Update" **Clearance Status**; the status is not automatically updated.

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

Detailed instructions are available below (on pages 5-8, below)

Please note: All forms must be completed in order to participate in athletics.

Step 1: Go to the Privit Site for Springfield High School <https://springfieldtigers-mn.e-pe.com/index.jspa> **Register for a new account** (if you do not have a Privit account already setup from last year) or **Login to your existing account.**

To register for a new account: Please register with your name as a parent, your 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.)

To Login to your existing account: Login with your Parent's/Guardian's email address and the password established previously when using the Springfield High School site. 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.

Step 2: Add athlete(s) to your account if new to Privit or if they have not already been added previously:

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.) If your athlete(s) are already on your account from a previous year, you may skip this step.
 - 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.

Step 3: Join Team(s):

1. Click on your student athlete's name at the left of your screen (underneath the Parent/Guardian name) and you'll be directed to their Home screen. From the Home screen you will see a tab that says **Joined Teams**. To join a team, click the blue tab next to **Joined Teams** and a new page will open. Check the box next to the appropriate team(s) your student plans to participate on and click **Done** at the bottom of the page when finished.

Step 4: Complete or Update with any changes the Personal Details section for the student athlete:

1. Click on your athlete's Name, which will take you back to the athlete's home page. Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details. If previously completed, make any updates or changes if needed.

2. Complete/update 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 6: Read and electronically sign the forms for the student athlete:

1. Within the athlete's home page, Click on the blue **Sign Documents** tab. Then, within the Additional Forms table, click on the **Download** button for each of the following forms and, and read them with your athlete:
 - Eligibility Meeting Absentee Form ([Parent/Guardian and Athlete e-signature required](#))
 - Impact Parental Consent Form ([Parent/Guardian e-signature required](#))
 - MSHSL Eligibility Brochure ([Parent/Guardian e-signature required](#))
2. After reading each form with your athlete, click on the blue Parent/Guardian text (next to the red X) underneath each form. You will be taken to a page to create an electronic parent signature if you have not done so previously. Select the blue **Create New Signature** button. If you have **previously created a signature**, your signature will appear in the box, and you may click to apply it. You may then move to **Step 7**.
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. **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.**
4. From the athlete's home page, click the blue **Sign Documents** tab again. For each document, click the blue Parent/Guardian text (next to the red X) underneath each form. Then click the box to attest and then click the **Sign Document** button to apply your Parent/Guardian signature.
5. All of the forms also require an athlete's signature. See **Step 7** below for instructions on applying an athlete's electronic signature to forms.

Step 7: Student Athlete Signatures:

1. From your student 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 if you have not done so previously. Select the blue **Create New Signature** button. If you have **previously created a signature**, your signature will appear in the box, and you may click to apply it. You may then move to **Step 8**.
2. With your curser on a computer or with your finger from a tablet/mobile device, have your student athlete create the athlete's signature or initials. Check the box that the student athlete attests and then click the blue **Save** tab. You will see your athlete's

- signature displayed. **Once you have created an athlete e-signature, you will not be required to repeat this process.**
- Select **Done** to return to the home page. From the athlete's Home page, click the blue **Sign Documents** tab again. For each document, click the blue "Student/Athletes click here to sign" text (next to the red X) underneath each form. Then click the box to attest, and click the **Sign Document** button to apply the student athlete signature.

Step 8. Print the Physical Form if a New Physical is required, or Restore Existing Physical

Completion of the Physical by a doctor is required once every three years by the MSHSL, and the active physical must be on file during the 2018-2019 school year in order to participate in athletics. If your athlete requires a physical this year, click **Download** and then print the following form to take with you to your doctor for completion (and then move on to Step 9):

- MSHSL Sports Qualifying Physical Form

If you have uploaded a physical to Privit in the last two years, you may follow the steps below to Restore the previous physical to your athlete's profile. If you have submitted a paper physical to the Athletic Director or office in the last two years, you may ignore this step, and you have now completed your work in Privit for the 2018-2019 school year.

If you have previously uploaded a physical, here are the steps to follow to **Restore** it:

- From the athlete's home screen, scroll down and click on the blue **Manage Documents** tab toward the bottom of the page.
- Then, on the Manage Documents page, if a physical form is not showing under the **Active** tab, click on the light-grey **Archive** tab to the right of the **Active** tab. This will bring up the archived files from the previous school years. You may then locate the physical file from the previous two school years in the Archive section and click on the three dots to the far right of the file.
- Clicking on the three dots will bring up an icon titled **Restore**. Click on the **Restore** icon and the file will be moved to the **Active** files.
- You may then click on the word **Home** in the **Manage Documents** screen (located toward the top of the screen, under the title bar), and you will return to the athlete's home screen.

Step 9. Upload the New Completed Physical Form into Privit

Once the physical form has been completed and signed by a doctor, upload the MSHSL Sports Qualifying Physical Form into Privit:

Before uploading, you will need to either take a photo of the form with your tablet or smartphone or scan the documents into your computer*. If you are using a smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone) and type in the school's Privit website <https://springfieldtigers-mn.e-ppe.com/index.jspa>

Then **login to your account.**

- Click **Manage Documents** from the student athlete's home screen. Next, click **Upload Document** near the top right.
- Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)
- From the drop-down next to Document Type, select **Completed Physical Form**. (Also there is an optional ability to add a comment.)
- Click **Upload**.
- You should be directed back to the student athlete's Manage Documents page. You should see the uploaded document and any other documents that have been submitted.
- For further assistance on Uploading Documents, please click [here](#).



Once the required information has been completed, the e-signatures have been applied to the necessary forms, and the physical form has been uploaded, the information will become available automatically for the appropriate staff member for review for approval. The **Completion Status** bar on the student athlete's Home screen 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" or "Needs Update" **Clearance Status**; the status is not automatically updated.

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