

## Welcome To Privit Profile For Chaminade College Preparatory

This document provides Privit Profile instructions to parents at Chaminade College Preparatory 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. ***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***

Go to the Privit site for Chaminade College Preparatory School:

<https://chaminadereddevils.e-ppe.com>

**Register for a new Parent/Guardian account** if you do not have a Privit account already setup from last year.

or

**If you have a previously-established account, Login with your Parent's/Guardian's email address and the password.** 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**.

- 1. Use the ADD MEMBER button to add your athlete(s) to your account If new to Privit (or if you have a new athlete to add to your existing account)** If your athlete(s) are already on your account from a previous year, you may skip this step and go to **Step 3**.
  - 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.
  - You should **not** click on JOINED TEAMS or complete any forms on your Parent/Guardian homepage. All forms will be completed on your athlete's homepage.
- 2. Next join your athlete to the team(s) he/she intends to go out for.**
  - 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 **ALL STUDENTS** team **AND** to the teams your athlete(s) intend to go out for.
- 3. Complete or Update the Personal Details form.**
  - On the Athlete's home page, click on the blue **Personal Details** tab and complete or update with any changes all the fields with a red asterisk (\*).
  - When you have finished answering this form to 100% click **Submit or Save and Exit**.
- 4. Complete the remaining forms for the student athlete.**
  - Click **Start** in the blue field to the right of the first form, **Pre-Participation History Form**. Complete all the fields with a red asterisk (\*). When you have finished answering this form, click **Submit**.

- A pop up will appear to review or sign the document. Click the blue **Sign** button, then:
  - ⇒ If you **have not previously created** your e- signature, 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. You will then want to create your athlete's signature in the same fashion.
    - When both signatures have been created, click on the word **Home** near the top left of the screen to return to your athlete's homepage.
    - Then from within the athlete's homepage click the **X Parent/Guardian click here to sign** within the **Pre-Participation History Form** tab.
    - Your signature will appear. Check the acknowledgement box under your signature, and then click the button next to the text stating "**Do you wish to sign this document on behalf of your athlete**". Your athlete's signature will then appear. Click the box to acknowledge the athlete signature, and click the **SIGN DOCUMENT** Button. You will then see the completed and signed document in your athlete's **Manage Documents** screen. Click on the word **Home** toward the upper left side of the screen to return to your athlete's home screen. You may then move to step 6.
  - ⇒ If you **have previously created your e-signature**, your signature will appear, you can check the acknowledgement box and then click to sign the document. If you have also **previously created your athlete's** e-signature, click the button next to the text stating "**Do you wish to sign this document on behalf of your athlete**". Your athlete's signature will then appear. Click the box to acknowledge, and click to Sign Document. You will then see the completed and signed document in your athlete's **Manage Documents** screen. Click on the word **Home** toward the upper left side of the screen to return to your athlete's homes screen. You may then move to step 6.

**Please note: once you have created a parent e-signature and athlete 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. **From your athlete's home screen, complete each of the following remaining forms, starting with the Pre-Participation History Form, and apply your Parent/Guardian e-signature and your Athlete's e-signature (where required):**
  - Parent Permission Form (**Parent/Guardian e-signature required**)
  - Student Agreement Form (**Athlete e-signature required**)
  - MSHSAA Concussion Materials Form **Parent/Guardian and Athlete e-signature required**)
  - Permission Form for Transportation (**Parent/Guardian e-signature required**)

6. You will then need to print the forms for your athlete to take to the doctor's for the physical exam.

- A copy of the forms you need print can be found by clicking the blue **Print Documents** tab toward the bottom of your athlete's home page.
- Click [Download](#) next to the **Blank MSHSAA Physical Form** to download and then print the form.
- Then click [PRINT](#) next to the completed **Pre-Participation History** Form to download and print this form as well.
- Bring both the completed **Pre-Participation History Form** and the **Blank MSHSAA Physical Form** to the student's required physical.
- When the **MSHSAA Physical Form** has been completed and signed by the doctor, please upload **this form only** into your student athlete's account by following **step 8**, below

7. **How to upload the completed and signed MSHSAA Physical Form:** before uploading, you will need to either take a photo of the completed form with your smartphone/tablet or scan the completed form into your computer\*.

- ⇒ If will be taking a picture with a smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone) and type in the school's Privit website: <https://chaminadereddevils.e-ppe.com>
  - Then **login to your account**.
  - Go to the Student Athlete's home screen, scroll down and toward the bottom of the screen click on the blue **Manage Documents** button. Then, within the Manage Documents screen, click the blue **Upload Document** button near the top right.
  - In the next screen, click **Choose File** then select "camera" and take a picture (then click "Use Picture" to upload it) or select "photo album" to select a photo of the document from the photo album (and then click "Use Picture" to upload it).
  - 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](#).
- ⇒ If you will be uploading a scanned image (in a .pdf) of the document from your computer:
  - Go to the Student Athlete's home screen, scroll down toward the bottom of the screen and click on the blue **Manage Documents** button. Then from within the Student Athlete's Manage Documents screen, click on the blue **Upload Document** button near the top right.

- In the next screen, click **Choose File** to search and select the document from your computer.
- 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.

- 8. Upload your completed Immunization Form (usually provided by your doctor).** Before uploading, you will need to either take a photo of the completed **Immunization Form** with your smartphone/tablet or scan the **completed** form into your computer\*.
- Upload the **Completed Immunization Form** as you uploaded the **MSHSAA Physical Form** in **Step 7**, above.
  - From the drop-down next to Document Type, select **Completed Immunization Form**



**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” or “Needs Update” **Clearance Status**, the status is not automatically updated



**Privit Profile App:** Privit offers a mobile app for the Parent/Guardian and the student athlete. It's free to download for both Apple iOS devices and Android devices. Download for iOS from the Apple Store and for Android from Google Play.

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