

Parents - “Step-by-Step” instructions to submit PIAA Re-certification Forms (for grades 7-12)

1. Log into your BigTeams Student Central account that was created in the previous season:

- Go to <https://studentcentral.bigteams.com/>

2. Click on “Athletic Forms”

3. Ensure the boxes are checked for all of the sport he/she will be participating in this school year

4. Scroll down to the list of forms and click on “**Section 7: Re-Certification by Parent/Guardian** (Choose Season: Winter or Spring)” – fill out this form

- Fill in text box age of student
- Make sure all appropriate sport boxes are checked (keep all previous seasons checked – do not uncheck any)
- Make any necessary changes to your personal or emergency information (**if needed**)
- Fill out Supplemental Health history (**YES or NO**)
- Initial where appropriate
- Click Sign and submit

5. Dependent upon the answers in section #7 will determine if further action is needed.

6. After signing the form/s as a Parent, navigate back to My Profile followed by Linked Accounts, and have your student(s) use the **Sign In As:** button to complete any “Awaiting Athlete Signature” requirements

*Note: if you have more than one child participating, you can add them by selecting “+ Add Student”

7. Once your forms are approved, a notification will be sent to your listed email address and/or mobile number. Notification settings can be adjusted by going to My Profile followed by Notifications

- *Note: call the athletic office if you have issues, DO NOT TRY TO CREATE ANOTHER ACCOUNT!!!