



BigTeams Student Central Parents – Create Your New Student Account Help Guide

(If you already have an existing account in Big Teams, you will update all forms there. Do not create a new account each year.)

1. Go to <https://studentcentral.bigteams.com/>
2. Click **Sign Up to Create New Account** and complete the four step account creation - OR - login to an existing account. Who is this account for?
 - o Who is this account for? Select Parent/Guardian
 - o What School are you registering for? Select American Leadership Academy Lexington (If you already have a BigTeams account from a previous school, login and add American Leadership Academy Lexington to the school information section on your account page.)
 - o Input your Personal Information for your Parent/Guardian account
 - o Input Username (Email) and Password
3. From the Linked Accounts page in **My Profile**, click "**+ Link Student Account**"
4. Search for your Student to see if they have already created an account.
 - o NOTE: Check out the Self Help menu for "Account Linking Guide"
5. If your student does not have an account, click the hyperlink for "If your student does NOT have an account OR is not yet 13 years old, click "HERE" and complete the five steps for creating the student account
6. Once created, be sure to input your **EMERGENCY CONTACT** information (Left Navigation under My Profile), and then complete the form requirements by going to **ATHLETIC FORMS**
7. After signing the forms 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
 - o NOTE: Check out the Self Help menu for "(Returning) Student/Parent "Sign In As" Feature" help guide
8. 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**
9. If you need assistance with BigTeams or need more information, please consult the help documents found on the website - bigteams.force.com/support/s/ **or** email schoolsupport@planeths.com