Welcome To Privit Profile For Rock Bridge High School

This document provides Privit Profile instructions to parents and student athletes at Rock Bridge 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***. 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 Rock Bridge HS: https://rockbridgebruins.e-ppe.com/index.jspa
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 CPS registered 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 Appropriate Team(s)

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 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. 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):**
   - Pre-Participation History Form (Parent/Guardian and Athlete e-signature required)
   - MSHSAA Concussion Materials Form Parent/Guardian and Athlete e-signature required)
   - Parent Permission Form (Parent/Guardian e-signature required)
   - Student Agreement Form (Athlete e-signature required)
   - Personal Data Form Parent/Guardian and Athlete e-signature required)
   - Athletic Handbook Form (Parent/Guardian and Athlete 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 **MSHSAA Blank 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 **MSHSAA Blank 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

8. **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 smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone) and type in the school's Privit website: **https://rockbridgebruins.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** 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:
    - 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 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.

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.

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