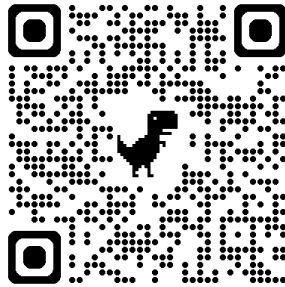


HEALTHY ROSTER

STEP BY STEP GUIDE

Step 1: Complete the Healthy Roster sign up form

- Skip to Step 4 if your athlete already has a Healthy Roster account
- Click [HERE](#) or scan the QR code to complete the form
 - You must complete a separate form for each of your children that wish to participate on a MC athletic team
 - Once you complete the form, the Athletic Trainers will manually enter your information into the Healthy Roster System
 - After the athletic trainers manually enter your information into the system, you will receive an automated email to whichever email address you entered in the google form



Step 2: Follow the instructions in the automated email to create your account

- You will receive an email with the subject line “Join Manheim Central High School on Healthy Roster” from noreply@healthyroster.com
- Take note of the code in your email
- Click on the phrase that says “click here to sign up via the website instead”
- Enter the code found in your invitation email (this code is specific to each athlete)
- Click on “I need to create a new account” (You only need one account, each of your children will be linked to this one account)
- Follow the prompts to create a password and then click “register” at the bottom of the page
- Agree to the Terms and Conditions and click “Next”
- Answer the security questions in order to protect your account and then click “Save Answers.”

Step 3: Adding Athlete and Emergency Contact Information

Once your account has been created, you should see each of your children's profiles on your main screen. You must edit emergency contact details of your children's profiles.

- On the main screen, scroll down until you see "Athletes." This will show you each of your children's accounts. Should one of your children's profiles be missing from your account, please email the athletic trainers for help.
- Next click on the name of the athlete you would like to edit first
- You will then be brought to the athlete's home screen. This is where you will be able to upload documents, etc.
- Select "Details" in the taskbar. This will give you access to edit your athletes details. Please be sure to add "medical details" which include daily medication your child takes, their allergies, and any health conditions. Also make sure to add "Emergency Contacts" so that AT's, coaches, etc. know who you would prefer to be called first.

You have now finished creating your account. If you have more than one child participating in sports, please make sure you complete the same steps for each child.

Step 4: Submitting your PIAA CIPPE / MC Forms

***Please note: Healthy Roster may allow you to scan or upload sections 1 through 5, but we request that you instead use the "Fill Online" feature and complete the forms electronically on Healthy Roster. DO NOT upload a handwritten copy. This will eliminate errors with unclear writing and blurry photos, which will cause your documents to be rejected. If documents are rejected, you will get a notification from Healthy Roster and will be required to resubmit.**

PLEASE ONLY SCAN SECTION 6, THE PORTION THE DOCTOR WILL SIGN

- Log into Healthy Roster scroll down on the main screen until you see the "Athletes" section
- Notice the blue paper icon with the question mark on it to the right of the athlete's name. This means your athlete has a missing document that needs to be completed
- Hover over the blue icon or click on the three dots next to the icon and click "View missing documents". This will bring you to the documents tab of your athlete's profile page
- You will now be able to complete the form online by filling in all of the boxes. Please ensure to fill in all required boxes
- Please make sure to enter in any Health Conditions your athlete has and prescription medication they may be on
- When you have finished filling out the form select submit
- Once you submit section one you can see that it moves from the "missing documents" section to the "Documents needing review" section
 - Each document you submit needs to be reviewed and approved by the athletic trainers
 - Documents may be rejected by the athletic trainers should there be missing information or other issues. Should one of your documents need to be rejected, you will get a notification from Healthy Roster informing you of the need to resubmit the document and reasoning for its rejection
 - The gray color paper icon with the clock timer in the center denotes documents that are waiting for review

You must complete the above steps for all the missing documents

- Once you have submitted PIAA Physical sections 2 through 4 you will be prompted to electronically sign the document
- To begin electronically signing the document click on the orange tab that says “click here”
- You will then be prompted to enter your legal name and then draw your signature. Click “I agree” to begin the signing of the document. You will be prompted to complete all parent/legal guardian signatures. Once you have completed a signature it will appear, and you will be prompted to complete the remaining signatures

Please note, some pages require parent/guardian signatures as well as athlete signatures. Please have your athlete with you when completing these forms so that they may sign their portion of the document.

- If your athlete is not with you to complete the document you may select “request signature via email” or you may “skip for now” to come back to this section at a later time. All other information will automatically be saved
 - When you are ready to have your athlete sign the documents go back to the “documents” tab on your athlete’s profile. You will see that there is a document under “Documents awaiting signature”. Documents awaiting signature are denoted by the green paper icon
 - To complete the signature process, click the three dots next to the icons and select “sign now”
 - You will be prompted to select who you wish to sign as. If the student athlete is signing the document, click “sign as student athlete” If the parent/guardian is signing the document click "sign as parent/legal guardian”
 - Type the signer’s name and draw a signature in the box. Then click “I agree” to begin completing the student signatures
 - Once you get the signatures complete pop up you are finished with the signature portion

Completing Section 5

*****You must explain all “yes” answers on section 5 at the bottom of the page or your document will be rejected by the athletic trainer, and you will be required to resubmit the document.**

- Section 5 also requires electronic signatures, similar to the ones filled out in sections 2-4. Please review the previous steps if you need reminders as how to electronically sign

Completing MC Emergency Card / Athletics Eligibility Form

- Both forms must be completed online through Healthy Roster
- You will find the forms in the same place as the PIAA forms and follow the same steps to completing
- Be sure to select “Fill online” option for the online template to appear

Submitting PIAA Physical Section 6

- This document is the Comprehensive Initial Pre Participation Physical Examination (CIPPE). This is the form that the doctor will sign at your physical appointment.

This is the ONLY section that may be uploaded via a scan or picture! You may only upload a section 6 that is on the official PIAA form. Driver's license physicals and school physicals will not be accepted.

- To begin uploading section 6, click section 6 under the missing. Then click on “click or drag to upload a file”
- Once you have uploaded your photo scroll to the bottom and select “submit”

Tips for submitting a successful Section 6:

- **Use a scanner to get a clear photo of your document. This could be a printer with scan ability or by using your notes app on an ipad or iphone using the scan feature**
- **You may also take a clear picture of the document using your phone camera**
- **Inspect your photo prior to uploading. Ensure that the physician's name and signature is clearly visible. Make sure the signature date is in view of the photo**
- **If physical information is on multiple pages, please use the “scan document with camera” options, this allows you to upload multiple photos in the same scan**

Physical Submission Complete!

- If there are no longer a section titled “missing documents” on your screen, congratulations! You have successfully submitted your paperwork.
- All the documents that you have submitted will appear under the “documents needing review” section. Once they are approved by the athletic trainers they will move in the “documents” section and will be available to view and print if you ever wish to do so.

Is your athlete a multi-sport athlete participating in multiple sport seasons?

-OR-

Are you submitting a completed CIPPE physical for a winter or spring sport athlete with signatures more than 6 weeks in advance of their season?

If Yes, please see below...

- You will be required to submit a PIAA section 7: Recertification Form
- The purpose of the Section 7 is to certify that no injuries or illnesses requiring medical attention have been sustained
- Section 7 will be available on Healthy Roster no earlier than 6 weeks prior to the winter and spring sport seasons. When Section 7 is available to complete, you will get an email notification from Healthy Roster alerting you that there are documents that need to be completed. You will then complete this form the same way
- If you select yes for any of the questions on Section 7, you will be required to fill out a Section 8 or get a doctor's note clearing your athlete for sports for the winter/spring season. If this is the case an athletic trainer will reach out to you with assistance in completing these forms

If your student athlete is not participating in a winter or spring sport, but you are getting “missing document” notifications, you may ignore these notifications. “Missing document” notifications will be removed once the winter and spring sports seasons begin.