



Athletics & Activities Participation Packet

The following groups must follow the procedures outlined below:

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| 1. Football | 8. Softball | 15. Track & Field |
| 2. Soccer | 9. Tennis | 16. Marching Band/Color Guard |
| 3. Cross Country | 10. Basketball | 17. Poms |
| 4. Swim & Dive | 11. Wrestling | 18. Cheerleading |
| 5. Golf | 12. Baseball | 19. Winter Guard |
| 6. Field Hockey | 13. Water Polo | |
| 7. Volleyball | 14. Lacrosse | |

The following groups do *not* need to complete a physical:

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|--------------|--------------------|
| 1. Choir | 3. Scholar Bowl |
| 2. Orchestra | 4. Speech & Debate |

**General instructions for completing all necessary forms are listed below.
Please see pages 2-5 for more detailed instructions.**

A two-year physical:

- dated July 1, 2024 or later, will be good through the 25-26 school year.
- dated before July 1, 2024, will only be good through the 24-25 school year.

A one-year physical *must* be dated after July 1, 2024 to be good for the upcoming school year.

1. Go to the [Central High School PRIVIT Website](https://parkwaycentral-mo.e-ppe.com/index.jspa) - <https://parkwaycentral-mo.e-ppe.com/index.jspa>

At this site, you will need to do ONE of TWO things:

- If you HAVE used PRIVIT before and have an account you will simply log in to your account and proceed to either step 2 (on the next page) if needing to add an athlete or step 3 (on the next page) if your athlete is already showing in the parental account.
 - If you have NOT used PRIVIT previously then begin on Step 1 (on the next page) to create a parent's account.
2. Register an account in a parent's name [here](#) or login to existing account
 3. Add athlete(s) to your account by selecting **Add Member** or click on existing member.
 4. Complete all relevant athlete information and forms
Join appropriate teams, Personal Details, Pre-Participation History Form, Parent Permission Form, MSHSAA Concussion Materials, Transportation Form, Inherent Risk of Injury, Code of Conduct.
 5. Apply parent and student-athlete electronic signatures on each required form

6. Join appropriate teams

7. [Print Physical & Health History Forms](#)

Take these forms to the Doctor for a physical exam.

8. Upload physical form signed by appropriate medical provider or restore valid physical (see page 1 for guidelines) from archives.

9. Follow all clearance guidelines published by the Athletics & Activities Office

1: Register an account in the parent name:

As a parent/guardian, you will register an account, then add your athlete to the account and complete only their information. **Start creating your account [here](#), then follow the steps.**

From the landing page, click **Register**.

Please register with your name as a parent, your email address, and a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again).

2. Add athlete(s) to your account:

On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your athlete to your account. You can add as many additional members as necessary).

- Click **Add Member** on the left side of the page.
- Enter your athlete's first name (and last name if different), date of birth, & gender.
- Ignore Enable Login and then click **Add Member**. You will now see your athlete's name listed on the home page.

3: Complete the Personal Details section for the athlete:

Go to the Home page then click on your athlete's **Name**. Then begin completing the Personal Details by clicking the **Start/Update** button to the right of Personal Details.

Fully complete each section of the Personal Details section and click **Save and Exit**.

IMPORTANT: In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (*).

4: Complete the Pre-Participation History form:

Click **Start/Update** to the right of the form. Complete all the fields with a red asterisk (*).

Once all fields are completed, click **Submit**. Then, click **Sign** from the pop up. This will prompt you to create the parent/guardian's e-signature. (See Step 5 to create a parent/guardian e-signature)

This form also requires an athlete's signature. See [Step 9](#) below for instructions on applying an athlete's electronic signature to forms.

5: Complete the remaining forms for the athlete:

Click **Start/Update** to the right of the form. Complete all the fields with a red asterisk (*). When you have finished this form, click **Submit**.

A message will appear if you want to review or sign the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent/guardian signature. Select the blue **Create New Signature** tab.

With your cursor on a computer or with your finger on a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the gray **Done** tab underneath. Once complete, you will then be on the Account Settings page. Select **Home** near the top left of the screen.

Once you have created a parent/guardian e-signature, you will not be required to repeat this process. You will be able to apply this parent/guardian e-signature anywhere a parent/guardian e-signature is required.

Some of the forms also require an athlete's signature. See [Step 9](#) below for instructions on applying an athlete's electronic signature to forms.

6: Join team(s):

After completing the forms, you must join one or more teams. To join a team, click **Update** next to Joined Teams, and **check the box** next to the appropriate team(s) and click **Done** at the bottom of the page when finished.

7: Printing Physical and Pre-Participation History Form:

If you have not done so already, a copy of the physical form can be downloaded [here](#).

Also Download and Print the **Pre-Participation History Form** [here](#).

When the Physical Form has been signed by the doctor, please see [Step 8](#) to upload it into your athlete's profile. (The Pre-Participation History form does not need to be uploaded because it has been electronically signed already).

8: Uploading the Physical:

Important Note: If your current physical is valid (see page 1 for guidelines) and that document is not showing active in your student's profile, please go into your managed documents section, select archived documents, and restore your signed physical exam form. Any two-year physical dated after July 1, 2023 is valid for the 2024-2025 school year. If your physical is dated before July 1, 2023 you will need to upload a new physical for the upcoming school year.

For those needing to upload a new physical, you will need to either scan the document into your computer or take a photo of the document with your tablet or smartphone. If you are using a smartphone or tablet to upload, please open the internet browser and type in the school's PRIVIT website - <https://parkwaycentral-mo.e-ppe.com/index.jspa> - Then login to your account.

Click **Manage Documents** from the athlete's home page. Next, click **Upload Document** near the top right.

Click **Browse** to select the scanned document or take a photo of the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the form from your device).

From the drop down next to '**Document Type**', select the name of the document type you are uploading. (Also there is an optional ability to add a comment to provide additional information to identify your document.)

Click **Upload**.

You will be directed back to the athlete's '**Manage Documents**' page. You should see the uploaded document and any other documents that have been submitted. For further assistance on uploading forms, please click [here](#).

9: Athlete Signatures:

From your athlete's home screen, click the blue font **Student/Athlete click here to sign** and you will be taken to a page to create an electronic athlete 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 athlete signature or initials. **Check the box** to approve and then click the blue **Save** tab. You will see your athlete signature displayed. Select the gray **Done** tab underneath.

Once complete, you will click the blue font **Student/Athlete click here to sign** again. Once you have created an athlete signature, you will not be required to repeat this process. You will be able to apply this athlete signature anywhere that an athlete signature is required.

Once the required signatures have been applied to the necessary forms, the signed documents will become available automatically for the appropriate staff members to review and approve. A staff member at the school will update the Clearance Status, the status is not automatically updated. There should be green check marks next to all signatures on all forms (except Blank MSHSAA Physical Form) listed on the athlete's home page.

FOLLOW ADDITIONAL CLEARANCE GUIDELINES BELOW

Colt Families,

In order for your student to be able to attend athletic practices during a sports season, they will need to obtain a Cleared status within their PRIVIT profile (explained below). Students will only be granted access to practice with a Cleared status in PRIVIT. **PLEASE BE PATIENT AS WE WORK THROUGH HUNDREDS OF PROFILES LEADING UP TO YOUR SEASON.** When you log in you will see any of the following within your account.

Submission Incomplete – This means you have not completed all of the requirements for us to review your profile. Go back through all of the blue buttons and update/complete any/all missing components.

Submission Complete – This means you have completed everything and are waiting for someone in the activities office to review your information.

Not Cleared Deferred – This means your submissions had something that did not pass the screening process (i.e. out of date physical, no insurance listed, missing signatures, etc.) You will need to go back into your profile to complete the missing/incomplete/inaccurate data.

Cleared – This means you are cleared to attend practice on August 7, 2024 and after.

We are requesting that everyone complete their PRIVIT profile a minimum of one full week prior to the start of practices. The activities office will review submissions and update PRIVIT status on an ongoing basis. Status is NOT automatically updated upon submission. All documents must be reviewed and approved by staff members. **Failing to obtain a Cleared status in PRIVIT one full week prior to your student's first practice may result in missing practices until all documents have been reviewed by school staff.** Once a student is cleared they will maintain that status for the remainder of the school year. If you have questions or concerns please contact the AD at Parkway Central.