

Welcome to Privit Profile!

This document provides instructions to students, athletes, parents and/or guardians on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit www.support.privit.com.

Steps to complete within Privit Profile™:

1. Register an account in parents name here: <https://divinechildfalcons-mi.e-ppe.com>
2. Add athlete(s) to your account
3. Complete all relevant athlete information and forms
 - Personal Details
 - Concussion Awareness
 - Emergency Information
 - Pre-Participation History
 - Information & Consent
4. Apply parent electronic signature
5. Apply athlete electronic signature
6. Join Appropriate Team(s)



Once the required information has been completed and 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.

For detailed instructions for each step listed above, please refer to pages 2-4 of this document.

Step 1: Register an account in the parent name:

As a parent/guardian, you will register an account, then add your student to the account and complete only their information. Start creating your account by selecting or enter the link <https://divinechildfalcons-mi.e-ppe.com> then follow the steps below.

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create 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 and please refer to #5 below.)
3. Next, a Welcome Message should appear. Click **Continue** located towards the top of the message. Then you will be taken to the HOME page.

Step 2: Add athlete(s) to your account:

1. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your student/athlete to your account. You can add as many additional family 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, and gender.
 - In addition, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete will have to be different than the email address you registered with) and create a password. (Enabling a login will allow the student athlete to e-sign documents later in the process). Then click **Add Member**.
 - You should be directed to a Copy Data page. Please select the grey **Cancel** tab at the bottom and you will be taken back to the Home page.
 - You will now see the student/athlete listed under Family Members.

Step 3: Complete the Personal Details section for the athlete:

1. Click on the athlete **Name**. Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Complete each section of the Personal Details section to 100% 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 (*).

Step 4: Complete the Emergency Information, Information and Consent, and Concussion Awareness sections for the athlete:

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

2. 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 signature. Select the blue **Create New Signature** tab.
3. With your cursor 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. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
4. **Once you have created a parent 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. All documents in Step 4 also require an athlete's signature. See Step 8 below for instructions on applying an athlete's electronic signature to forms.

Step 5: Complete the Pre-Participation History sections for the athlete:

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*).
2. At the bottom of the page, you will see instructions that state the following: "Please download a copy of the physical form here. Your physician should complete and sign the form. After the physician has completed and signed, please upload the completed form back to your Privit account by following the directions here." The message will contain a clickable link to a printable form that must be printed and taken to your physician to be signed. See the instructions in Step 7 for further information on this form.
3. Once the physician's form has been printed, click **Submit**.
4. This document also requires an athlete's signature. See Step 8 below for instructions on applying an athlete's electronic signature to forms.

Step 6: Join team(s):

1. After completing the MSHSAA smart forms, you must join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the team(s) your student/athlete will be participating throughout the school year.

Step 7: Physicians Form:

1. If you have not done so already, open the Pre-Participation History section, scroll to the bottom and use the clickable link to print the form to take to the physician.
2. When the Physical Form has been signed by the doctor, please upload your completed Physical Form and Clearance Form back to your PRIVIT account by following steps 3-6
3. Select your athlete's profile and click **Manage Documents**
4. Click **Upload Document**, at this point you will be asked to choose a file from your PC or a photo from your library if you are using your Smartphone or Tablet

5. Select the document type (either Physical Form or Clearance Form), and click upload
6. Repeat Steps 3, 4, and 5 for the other form

Step 8: Athlete Signatures:

1. First, be certain you have enabled a login for your student athlete. Select **Manage Account** from the home page.
2. From the Manage Account Screen, select **Manage Family Accounts**.
3. From the family member drop down, select your student athlete and check the box that says **Enable Login**. (If there is an email address already listed next to Current Email, please skip to number 6)
4. Type in an email address for your student athlete (different from the email address that was used to register) and create a password. Then click **Submit**.
5. Next, select the name in the top right corner with the circle symbol and from the drop down, select **Log Out**.
6. Click **Login** and login with the email address and password that was just created for your student athlete.
7. After logging in as the student athlete, select **Manage Documents** from the home page. Then click Sign Document where a student/athlete e-signature is required.
 - a. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic student/athlete signature. Select the blue **Create New Signature** tab.
 - b. With your curser on a computer or with your finger from a tablet/mobile device, create your student/athlete signature or initials then click the blue **Save** tab. You will see your student/ athlete signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
 - c. Once you have created a student/athlete e-signature, you will not be required to repeat this process. You will be able to apply this student/athlete e-signature anywhere a student/athlete e-signature is required.