

## Pre-Participation Web Forms

### PlanetHS

1. Create a PlanetHS account
  - a. [www.planeths.com](http://www.planeths.com)
  - b. Click the *Sign Up* button in the upper right-hand corner of screen
  - c. Fill in User Information to create your account and profile
  - d. Click both *stay informed* boxes to receive the most up-to-date information
  - e. Click the *Sign Up* button to create your PlanetHS account
2. Pre-Participation Web Forms
  - a. When logged in to a student or parent account, hover over the athletics tab near the top of your screen. Click on the *Athletic Participation* link
  - b. Click on the Welcome Back, Your Name – found in the top right corner of your screen.
  - c. Click on *My Settings*
  - d. Your *Profile Menu* will be on the left side of your page.
  - e. Click on the *Student or Parent Athletic Participation* link
3. Completing online forms
  - a. Link Accounts with your student athlete’s account. After linking accounts, you are enabled to view, complete, and submit all required forms. Click the Link Accounts button. (If your student already has an account, a request will be sent to them to approve your request to link accounts. If they do not have an account, a request will be sent to them to create an account and complete the linking process. When parent/legal guardian and student athlete accounts are linked, the online forms will be available to complete and digitally sign. Click on each form to review, complete, and digitally sign.
  - b. Once a form is completed and digitally signed, an approval notice will go to your student athlete. The athlete will review and digitally sign each completed form. Either parent or student can initiate the completion of the forms.
  - c. The school will then receive notice that all required signatures have been made.
4. Required Pre-Participation Forms;
  - a. Pre-participation Physical Evaluation – History Form
    - i. Both parent and student signatures are required
    - ii. Type N/A in any text boxes that are not applicable to you or your child.
  - b. Pre-Participation Physical Evaluation – Physical Examination Form. \*The physical exam form cannot be completed online. The form should be printed, completed by your physician, scanned and uploaded or the paper turned in to your coach.
  - c. Parent’s Permission & Acknowledgement of Risk for Son or Daughter to Participate in Athletics
    - i. Both parent and student signatures are required.
  - d. Athletic/Parent Concussion Statement
    - i. Both parent and student have to check off each initial box on this form.
    - ii. Both parent and student have to read the *Parent and Athlete Concussion Fact Sheet*
  - e. Steadman/Hawkins Sports Medicine Services Consent and Authorization
    - i. Only the parent has to complete and digitally sign this form.