



These registration instructions are ONLY for players who are under the age of 18 and require a Parent/Guardian signature.

As a parent/guardian, you are going to register an account then add your athlete into the account and complete only their information. It is required that the following information is completed prior to participation.

- Join Your Athlete to their Rugby Team
- Personal Details
- E-PPE Questionnaire (Medical Information)
- Education & Consent
- Concussion Surveillance
- Concussion Survey (Only applicable to U16M A & B Rep15's)

For any questions regarding registration please contact the Privit Help Centre [1- 844- 234- 4357](tel:1-844-234-4357) Mon - Fri 8:00 AM - 5:00 PM ET.

Complete all the information on the athlete's Home screen until the completion status bar changes from orange to green and indicates "Submission Complete"

Step 1: Click on this website link bcrugby.privitprofile.ca or enter it into your browser (Note: there is no www.)

Returning Athletes - If you have already created an account for your athlete, click LOG IN and use the same email and password from the previous season. Once you log in, select your student's name to access their Home page.

New Athletes - Click REGISTRATION to create an account with Privit. As a Parent/Guardian for a player under the age of 18, you will select your role as Parent/Guardian

- You will then be directed towards the [Home](#) page. On the left underneath your name click on "Add Member". A new page will open where you can complete your player's information. You will then be taken to a page that says Copy Data. Select the grey "Cancel" tab at the bottom and you'll be taken back to the [Home](#) page.
- *When adding your athlete, check the 'Enable Login' box and provide the student's email address and create a password for them*
- Be sure that your athlete's name is below your name on the [Home](#) page. Select their name and a new [Home](#) page will appear with information to complete for the athlete.

Step 2: From the athlete's Home page, select the UPDATE tab beside **JOINED RUGBY TEAMS** and select the team your athlete will participate on, then click Done.



Step 3: From the athlete's Home page, click the START or UPDATE tab beside the **PERSONAL DETAILS** section to provide demographic information. **In Section 2: Primary Insurance you will select Provincial Health Card # then enter the player's information.** Once you have updated or completed all 4 sections, click SAVE & EXIT. From the Home page, **make sure it is indicating 100% complete.**

Step 4: From the athlete's Home page, click the START or UPDATE tab beside the **E-PPE QUESTIONNAIRE.** Update or provide your medical history information. Complete all 9 sections then SAVE & EXIT.

IMPORTANT: Returning athletes, make sure to update any medical information that may have changed since the beginning of last season.

Step 5: From the [Home](#) page select the blue Start tab beside **EDUCATION & CONSENT.** A page will open where you will click on the link for the World Rugby Concussion Module. *Start the module and register an account then complete the information. When you are finished, you will receive a certificate for completing the module.* Take that certificate and upload into your Privit account through the Manage Documents tab on the [Home](#) screen. You can either upload it from your computer or take a picture of it from your mobile device. Click [here](#) to see how you upload a document. Once it is uploaded properly you will see it appear on the Manage Documents page. Select the blue Done tab when you're finished.

Step 6: Click the START or CONTINUE tab beside **CONCUSSION SURVEILLANCE.** Review or update all the information with your athlete. Once completed, click SUBMIT and a new message will appear, click the blue tab "Create New Signature".

Creating New Signature: Use the cursor on a computer or with your finger on a tablet device to create an e-signature. Click SAVE and then DONE to return to the Home page. From the Home page underneath or beside the form click SIGN and a new screen will open with your e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page. On the Home page under this form, it will now indicate *Player click here to sign.* Click there and repeat the same process to create and apply the Player's e-signature. Once everything is properly completed, on your Player's Home page there should be a green check mark indicating *Signed by Parent/Guardian and Signed by Player.*

Step 7: From the [Home](#) page, click the blue SIGN tab beside **SIGN DOCUMENTS.** A new page will open with a list of reports. Underneath *Privit Profile Medical History Summary* select the blue highlighted [Parent Guardian click here to sign](#) and [Player click here to sign](#). Apply the e-signatures to the document. Click DONE to return to the Home page. **You DO NOT need to print your medical history.**

From your Home page, the completion status bar should be green and indicating SUBMISSION COMPLETE after Step 7 is properly completed. This means you are finished registration. If the completion status bar is still orange and indicating SUBMISSION INCOMPLETE, click on the status bar and it will indicate what still needs to be completed. The grey clearance status bar at the top of the Home page will continue to show "PENDING" or "NEEDS UPDATE" until you are cleared by your team's Athletic Therapist.