



The IMHA requires that all players have emergency information submitted prior to participation. As a Parent or Guardian for a player, you can reference the instructions below to guide you through completing the required documentation. Please take the time to complete the information accurately. ***(It is recommended you complete the registration from a PC, Laptop or Tablet)***

Before creating or updating your profile it is recommended you have the following information on hand:

- ***Player Medical History***

**STEP 1:** Start by clicking on this [ildertonjets.privitprofile.ca](http://ildertonjets.privitprofile.ca) or entering it into your browser (NOTE no www.)

- Click the blue **REGISTER** tab and select your role as “**PARENT / GUARDIAN**”
- Verify your email address and phone #
- After verifying your information, click on the blue the **Home** tab. This will direct you towards the **Home** page.
- On the left side of the **Home** page underneath your name as the Parent Guardian, click "**Player**"
- After adding your Player into the account, click on their name new **Home** page will open where you can begin completing the required Athlete information

**STEP 2:** From the **Home** screen, click the **JOINED TEAMS** tab and select your team.

**STEP 3:** From the **Home** screen, click on **PERSONAL DETAILS** and fill out your demographic information. Click the blue Save & Exit tab when finished.

**STEP 4:** From the **Home** screen, click on **EMERGENCY MEDICAL FORM**. Complete all the required questions, then click on the blue Submit tab when finished. Upon completion, you'll be directed back to the **Home** screen.

**Creating E-Signature** - A new message will appear, click the blue tab “Create New Signature”.

- As the Parent/Guardian you will create your own signature. Use the cursor on a computer or with your finger on a tablet device or upload a previously designed signature to create an electronic signature. Click SAVE and then DONE to return to the **Home** screen. From the Home page underneath or beside the form click on SIGN and a new screen will open with your e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the **Home** page.

**STEP 5:** From the Player's **Home** screen, click the START tab beside the forms listed below. Complete all the required information within each form then apply the corresponding e-signature to the documents.

- **Rowan's Law** (Parent/Guardian e-signature required)



After you've successfully submitted all the required documents, you'll be directed back towards your [Home](#) screen. On your [Home](#) screen, the Completion Status bar will turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed.

**NEED HELP?** For any assistance, contact the Privit Support Desk: 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Centre](#)