



Welcome to the Privit Profile for Cheer Sport Sharks,

As a parent/guardian of a cheerleader, you are required to provide health information and sign off on forms prior to participation. This involves registering a profile for your cheerleader through the Cheer Sport Sharks Privit account. The instructions below will guide you through creating a profile online. Follow all the steps below to complete your cheerleader's information. (It's recommended that you complete this information from a PC or Laptop)

Before you start, make sure to have the following information available:

- Email Address and Password (create a password to remember in future years)
- Personal Medical and Injury History
- Provincial Health Card #

If you need assistance, please contact the Privit Help Centre at 1- 844-234-4357 or visit our [Support Desk](#) .

Step 1: Log in to your CheerSport Sharks Amilia account as the Parent/Guardian via [Amilia.com](#). From your cheerleader's Home screen select "Access PRIVIT" and you'll be directed to Log In to the CheerSport Sharks Privit account.

OR

Register or Log in to the account as the Parent/Guardian name:

As a Parent/Guardian, you will register an account, then add your cheerleader to the account and complete only their information. Start creating the account by selecting or entering the link cheersportsharks.privitprofile.ca (no www.) then follow the steps below.

- From the landing page, click **Register**.
- Please register with your name as the parent, along with your email address, and create a password. **MAKE CERTAIN TO SELECT YOUR ROLE AS PARENT/GUARDIAN**. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered, do NOT register again.)
- You will be required to verify both your email and phone number when initially registering.

Step 2: Add cheerleader to your account:

From the Home screen click the **Add Member** button on the left side of the page. (This will add your 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 cheerleader's first name (and last name if different), date of birth, and gender.

Step 3: Join Teams:

From the Home page, scroll down to the UPDATE tab beside **JOINED TEAMS** and select the team or programs your cheerleader is participating on, click DONE.

Step 4: Personal Details:

From your cheerleader's Home screen, click on the blue button to the right of **Personal Details**.

- Complete each all 4 sections of the Personal Details section to 100%, then click **Save and Exit**.

IMPORTANT: To access the E-PPE Questionnaire, the Personal Details needs to be 100% complete. Answer any marked questions with a red asterisk (*).

Step 5: E-PPE Questionnaire:

From your cheerleader's Home screen, click on the blue button to the right of **E-PPE Questionnaire**.

- Make certain you thoroughly complete 100% of all 4 sections within this questionnaire form as you will continue to update this information within your athlete's profile in future years. This will prevent any redundant steps.
- Once all fields are completed, click **Submit or Save & Exit**.

IMPORTANT: Make certain the E-PPE Questionnaire is indicating 100% complete on your athlete's Home screen

Step 6: Acknowledgement Form

From your cheerleader's Home screen, click on the blue button to the right of **Acknowledgement Form**.

- Make certain you review all the required information and answer the required fields.
- Once every question has been completed, click SUBMIT. Then click the blue SIGN tab.

Create Parent E-Signature: As the Parent/Guardian you will create your own signature when you submit the first document. You can 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 student's Home page. 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.

Create Cheerleader E-Signature: On the Home page under this form, it will now indicate *Cheerleader click here to sign*. Click there and repeat the same process to create and apply your Cheerleader's e-signature. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Cheerleader*.

Step 7: Health & Safety Guidelines

From your cheerleader's Home screen, click on the blue button to the right of **Health & Safety Guidelines**.

- Make certain you review all the required information and answer the required fields.
- Once every question has been completed, click SUBMIT.
- Apply both your signature as the Parent/Guardian and the Cheerleader, then click SIGN DOCUMENT
- Click DONE to return to the Home page. Underneath this form on the Home page, it now should indicate a green check mark showing *Signed by Parent/Guardian and Signed by Cheerleader*.

Step 8: Sign Documents:

From the cheerleader's Home screen, click the blue 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 *Cheerleader click here to sign*. Apply your e-signatures to the document. Click DONE to return to the Home page.



Important:** Once the required e-signatures have been applied to the necessary forms, the signed documents will become available for the appropriate staff member to review. 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. A staff member will update the "PENDING" or "NEEDS UPDATE" **Clearance Status**, the status is not automatically updated.