



Welcome to the Privit Profile for the Ortona Gymnastics Club,

As a parent/guardian of a gymnast, you are required to sign required forms prior to participation. This involves registering a profile for your gymnast through the Ortona Gymnastics Privit account. The instructions below will guide you through creating a profile online. Follow all the steps below to complete your gymnast'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

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

NOTE – These instructions are ONLY for gymnast who participate within Competitive and Developmental Program.

Step 1: Register or Log in to the account as the Parent/Guardian name:

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

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

Step 2: Add gymnast to your account:

From the Home screen click the **Add Member** button on the left side of the page. (This will add your gymnast 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 gymnast'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 gymnast is participating on, click DONE.

Step 4: Personal Details:

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

- Complete each all 3 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: EPPE Questionnaire

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

- Make certain you thoroughly complete 100% of all the 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 gymnast's Home screen

Step 6: PIPA Waiver

From your gymnast's Home screen, click on the blue button to the right of **PIPA WAIVER**.

- 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 gymnast'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 Gymnast E-Signature: On the Home page under this form, it will now indicate *Gymnast click here to sign*. Click there and repeat the same process to create and apply your Gymnast'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 Gymnast*.

Step 7: Minor General Waiver

From your gymnast's Home screen, click on the blue button to the right of **Minor General Waiver**.

- Make certain you review all the required information and answer the required fields.
- Once every question has been completed, click SUBMIT.
- Apple both your signature as the Parent/Guardian and the Gymnasts, then click SIGN DOUCMENT
- You will then be directed back 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 Gymnast*.

Step 8: Athlete & Parent Code of Conduct

From your gymnast's Home screen, click on the blue button to the right of **Athlete/Parent Code of Conduct**.

- Make certain you review all the required information and answer the required fields.
- Once every question has been completed, click SUBMIT.
- Apple both your signature as the Parent/Guardian and the Gymnasts, then click SIGN DOUCMENT
- You will then be directed back 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 Gymnast*.

Step 9: Lockers Conduct

From your gymnast's Home screen, click on the blue button to the right of **Lockers Conduct**.

- Make certain you review all the required information and/ or answer the required fields.
- Once every question has been completed, click SUBMIT.
- Apple both your signature as the Parent/Guardian and the Gymnasts, then click SIGN DOUCMENT
- You will then be directed back 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 Gymnast*.

Step 10: Printing the Physical Examination Form for a Physician or Doctor to sign

When all the information is 100% complete on the [Home](#) page, you'll need to print the Physical Examination Form and bring it the gymnast's required medical examination for the doctor/physician to sign.

- To access this form the [Home](#) screen select the blue **PRINT DOCUMENTS** tab towards the bottom of the page. Then select download beside **Physical Examination Form** to print out it out
- Take this form to the gymnast's examination appointment for a Doctor of Physician to sign.

Step 11: Upload the Physician Signed Physical Examination Form

After the *Physical Examination Form* is signed by a Physician/Doctor, you're then required to upload this form back into your gymnast's profile. You can do this by scanning and uploading it through your computer by logging into your gymnast's account **OR** You can do it on your smartphone or mobile device by entering in ortonagymnastics.privitprofile.ca (There is no www.)

- Click **Upload Documents** "*Physical Examination Form*" from your Home screen.
- Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)
- After you have chosen a file for the *Physical Examination Form*, Click **Upload**.
- For further assistance on Uploading Documents, please click [HERE](#).



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.