



Welcome to the Red Deer Polytechnic Athletics Privit Health Profile,

To gain clearance status through the athletic department at the beginning of every season, student athletes must submit their medical history information and electronically sign all the required documents prior to participation. The instructions below will allow you to create an online health profile that you will continue to up date and use in future years as a student athlete. Follow the 10 steps below to complete your required medical clearance status. *(These registration instructions are ONLY for student athletes who are under the age of 18 and require a Parent/Guardian to register their information. Complete all the information on the student athlete's Home screen until the completion status bar turns from orange to green and indicates SUBMISSION COMPLETE)*

Contact Privit's Support Desk at 1- 844- 234- HELP (4357) available Monday – Friday 8:00 AM - 5:00 PM EST if you have any questions during registration.

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

- Email Address and Password for Student Athlete (create a password to remember in future years)
- Personal Medical History
- RDP Student #

To get started, click on this website rdcathletics.privitprofile.ca or enter it into your browser (Note: there is no www.)

Step 1: Click REGISTRATION to create an account with Privit. As a parent/guardian for a student athlete under the age of 18, make sure you 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 athlete'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 an athlete, check the 'Enable Login' box and provide the athlete's email address and create a password for them*
- Be sure that the 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 [Home](#) page, scroll down to the UPDATE tab beside JOINED TEAMS and select your team, click done

Step 3: From the [Home](#) page, click the START tab beside the PERSONAL DETAILS section to provide demographic information. Once all 3 sections are complete click SAVE & EXIT. From the Home page, make sure it is indicating 100% complete in order to access the E-PPE questionnaire.

Step 4: From the Home page, click the START tab beside the E-PPE QUESTIONNAIRE section to provide your personal and family medical history details. Complete all 10 sections then SAVE & EXIT. Make sure it is indicating 100% complete on the Home page. *Be sure to check the box at the bottom that states “*I have thoroughly read all questions on this page and answered them to the best of my knowledge.*”

Step 5: From the Home page, click the START tab beside STUDENT ATHLETE INTAKE FORM. Complete all the required information on the form. Once you’re finished, click SUBMIT. Click DONE to return to the Home page.

Step 6: From the Home page, click the START tab beside VARSITY TEAM ELIGIBILITY FORM. Complete all the required information on the form. Once you’re finished, click SUBMIT. Click DONE to return to the Home page.

Step 7: From the Home page, click the START tab beside the CCAA CONSENT FORM. Review all the information with the student athlete. Once completed, click SUBMIT. Then click the blue SIGN tab. A new message will appear, click the blue tab “Create New Signature”. As a Parent/Guardian you will create your own signature by using the cursor on a computer or with your finger on a tablet device to create an esignature. Click SAVE and then DONE to return to the 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. On the Home page under this form, it will now indicate *Student/Athlete click here to sign*. Click on that and repeat the same process to create and apply the Student Athlete’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 Student/Athlete*.

Step 8: From the Home page, click the START tab beside the RDP ATHLETE CONSENT. Review all the information with your student athlete. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. On the Home page, it will now indicate *Student/Athlete click here to sign*. Apply the Student Athlete’s e-signature to the form. 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 Student/Athlete*.

Step 9: 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 [Student/Athlete 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 document will become available automatically for the appropriate staff member for review and approval. The **Completion Status** bar should 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 at the school will update the “PENDING” or “NEEDS UPDATE” **Clearance Status**, the status is not automatically updated.