As a parent/guardian, you are going to register an account then add your student to the account and complete only their information. If you are a student 18 yrs of age or older, you can consent and complete the information yourself. As part of registration for Interschool Sports, it is required that the following information is completed prior to the student's participation.

- Join Your Student to their Team/Class
- Personal Details
- Medical Information
- Interschool Sports & Consent
- Student Athlete Permission
- Athletic Code of Conduct

If you have any questions during registration please contact the Privit Help Centre **1-844- 234- 4357** Mon - Fri 8:00 AM - 5:00 PM ET or leave a support request by clicking here: **Support Ticket**

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

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

New Students - Click REGISTRATION to create an account with Privit. As a Parent/Guardian for a student 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 "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.

Step 2: From the student's Home page, select the UPDATE tab beside **JOIN CLASS/TEAMS** and select the team your student will participate on, then click Done. If you're student decides to try out or participate for another team during the season, simply log in to the account and check the box beside the team to apply the required forms for participation.

Step 3: From the student's Home page, slick the START or UPDATE tab beside the **PERSONAL DETAILS** section to provide demographic information. Once you have updated or completed all 3 sections, click SAVE & EXIT. From the Home page, make sure it is indicating 100% complete.

Step 4: From the student's Home page, click the START tab beside **GENERAL INFORMATION**. Complete the required fields then click the blue SUBMIT tab at the bottom.

Step 5: Click the START or CONTINUE tab beside the **MEDICAL INFORMATION**. Complete or update any prior medical history has changed on your student.

Creating an E-Signature - A new message will appear, click the blue tab "Create New Signature". 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 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 *Student click here to sign*. Click there and repeat the same process to create and apply the Student's e-signature. Once everything is properly completed, on your student's Home page there should be a green check mark indicating *Signed by Parent/Guardian and Signed by Student*.

*Please remember to log into the account and update any medical information that changes on your student during the calendar school year.

Step 5: From the student's Home page, click the START tab beside the forms listed below. Complete all the required information within each form then apply the corresponding e-signatures to the documents.

- **INTERSCHOOL SPORTS & CONSENT (***Signed by Parent/Guardian and Signed by Student/ Athlete***)**
- **STUDENT ATHLETE PERMISSION (***Signed by Parent/Guardian and Signed by Student/Athlete***)**
- **ATHLETIC CODE OF CONDUCT (***Signed by Parent/Guardian and Signed by Student/Athlete***)**

Important:** Once the required e-signatures have been applied to the necessary forms, the information will become available for the appropriate staff member to review. 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.