Welcome to the Canadian Sport Institute Calgary Privit Profile,

As a High Performance athlete, you are required to submit all required forms and information on yourself through the CSI Calgary Privit platform. The following link will direct you to the Register/Login page for your account. All the forms that are required to complete registration will appear on your Home screen after you have registered/ logged in. There will be an orange Submission Incomplete tab at the top of your Home page that will turn green and indicate SUBMISSION COMPLETE when you're finished registering.

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

- Email Address and Password (if you previously created an account)
- Up to date Medical Information (injuries, medications, immunizations)
- Provincial Health Card #

For any questions regarding registration please contact the Privit Support Desk

1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our **Help Center**

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

Step 1: To get started, click on this website **csicalgary.privitprofile.ca** or enter it into your browser (Note: there is no www.)

> **Returning Athletes** – Click LOG IN and use the same email address and password from last season.

> **New Athletes** - Click REGISTRATION to create an account with Privit. Make sure you select your role as Athlete.

- Your email address and primary phone # will need to be verified when registering
- After verifying your information, click on the blue the Home tab. This will direct you towards the Home page.

Step 2: From the Home page, scroll down to the UPDATE tab beside **JOINED TEAMS** and check the box beside the team you participate on, click DONE

Step 3: From the Home page, click the START or UPDATE tab beside **PERSONAL DETAILS**. Complete or update any required information. (Section 2 Primary Insurance, select "Provincial Health Card #) Once all 4 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 or UPDATE tab beside the **E-PPE QUESTIONNAIRE**. Update or provide your medical history information. Complete all 16 sections then SAVE & EXIT. Make sure it is indicating 100% complete on the Home page. *Returning athletes, make sure to update any medical information that may have changed since the beginning of last season.

Step 5: From the Home page, click the blue tab beside **INFORMATION SHARING CONSENT**. Review and complete all the required information. Once you are finished, click SUBMIT. Then click the blue SIGN tab.

> **Returning Athletes** – Your e-signature will appear. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page. On the Home page under this form, there will be a green check mark indicating *Signed by Athlete.* If you didn't create an e-signature last season, refer to the instructions below for *New Athletes*.

> **New Athletes** - 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 electronic signature. Click SAVE and then DONE to return to the Home page. On 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, there will be a green check mark indicating *Signed by Athlete.*

Step 06: 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 Athlete click here to sign. Apply your e-signature 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 document will become available for the appropriate staff member for 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.