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
- Personal Details
- Medical Information
- Medical Services Authorization
- Interschool Sports Consent
- On Going Consent Form

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 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 **sciathletics.privitprofile.ca** or enter it into your browser (Note: there is no www.)

Returning Students - If you have already created an account for your student, click LOG IN and use the same email and password from the previous season. Once you log in, select your student's name to access their Home page.

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 on "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.
- *When adding your student, check the 'Enable Login' box and provide the student's email address and create a password for them*
- Be sure that your player'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 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: Click the START or CONTINUE tab beside the MEDICAL INFORMATION. Complete all prior medical history or update any medical information that has changed on your student. Once completed, click SUBMIT. Then click the blue SIGN tab.

Returning Students – As a Parent/Guardian with an existing account, you should have already created an e-signature. Simply apply your signature to the form. Click DONE to return to the student's Home page. Underneath this form it will now be indicating *Student/Athlete click here to sign.* Click on it to create an esignature for your student that you will apply to the form. Once you have completed your student's esignature and signed the form, on your student's Home page there should be a green check mark indicating *Signed by Parent/Guardian and Signed by Student/Athlete*.

New Students - 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/Athlete 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/Athlete*.

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

Step 5: Click the START or CONTINUE tab beside MEDICAL SERVICES AUTHORIZATION. Review all the information with your student. Once completed, click SUBMIT and apply your (Parent/Guardian) esignature to the form. 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 properly completed, on your student's Home page there should be a green check mark indicating *Signed by Parent/Guardian and Signed by Student/Athlete*.

Step 6: Click the START or CONTINUE tab beside INTERSCHOOL SPORTS AND CONSENT. Review all the information. Once completed, click SUBMIT and apply your (Parent/Guardian) e-signature to the form. 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 properly completed, on your student's Home page there should be a green check mark indicating *Signed by Parent/Guardian and Signed by Student/Athlete*.

Step 7: Click the START or CONTINUE tab beside ONGOING CONSENT FORM. Review all the information. Once completed, click SUBMIT and apply your (Parent/Guardian) e-signature to the form. 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 properly completed, on your student's Home page there should be a green check mark indicating *Signed by Parent/Guardian and Signed by Student/Athlete*.

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.