

Welcome to Privit Profile!

This document provides instructions to students, athletes, parents and/or guardians on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

Steps to complete within Privit Profile™:

1. **Register an account in a parent's name here:** savannahsavages-mo.e-ppe.com
2. **Add athlete(s) to your account**
3. **Complete all relevant athlete information and forms**
 - Personal Details
 - Pre-Participation History
 - Parent Permission
 - Student Agreement
 - Concussion Materials
4. **Apply parent electronic signature**
5. **Apply athlete electronic signature**
6. **Join Appropriate Team(s)**



Once the required information has been completed and 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.

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357 or visit www.support.privit.com.

For detailed instructions for each step listed above, please refer to pages 2-4 of this document.

Step 1: Register an account in the parent name:

As a parent/guardian, you will register an account, then add your student to the account and complete only their information. **Start creating your account by selecting or enter the link savannahsavages-mo.e-ppe.com then follow the steps below.**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, please do not register more than once.)

Step 2: Add athlete(s) to your account:

1. On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your student/athlete 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 athlete's first name (and last name if different), date of birth, and gender.
 - Then click **Add Member**.
 - You will now see your athlete's listed on the home page.

Step 3: Complete the Personal Details section for the athlete:

1. Click on the athlete's **Name**. Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Complete each section of the Personal Details section to 100% and click **Save and Exit**.

IMPORTANT: In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (*).

Step 4: Complete the remaining forms for the athlete:

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*). When you have finished answering this form, click **Submit**.
2. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** tab.
3. With your curser on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
4. **Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.**
5. Some documents in Step 4 also require an athlete's signature. See Step 8 below for instructions on applying an athlete's electronic signature to forms.

Step 5: Complete the Pre-Participation History sections for the athlete:

1. Click **Start** to the right of the form. Complete all the fields with a red asterisk (*).
2. Once all fields are completed, click **Submit**.
3. This document also require an athlete's signature. See Step 8 below for instructions on applying an athlete's electronic signature to forms.

Step 6: Join team(s):

1. After completing the MSHSAA smart forms, you must join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the team(s) your student/athlete will be participating throughout the school year.

Step 7: Printing Physical and History Form:

1. If you have not done so already, click on **Print Documents** from your athlete's home page.
2. **Only** Download and Print the **MSHSAA Physical Form** and the **Pre-Participation History Form** for the athlete's physical.
3. When the Physical Form has been signed by the doctor, please turn it back into the school.

Step 8: Athlete Signatures:

1. From your athlete's home screen, click the blue font **Student/Athlete click here to sign** and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** button.
2. With your curser on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials. Check the box that you attest and then click the blue **Save** tab. You will see your athlete signature displayed. Select the grey **Done** tab underneath.
3. Once complete, you will click the blue font **Student/Athlete click here to sign** again. Once you have created an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required.



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. A staff member at the school will update the **Clearance Status**, the status is not automatically updated. If you click **Sign** next to Signed Documents, there should be **all green check marks** next to all signatures on all forms listed.