



Welcome to Privit Profile!

Rossview High School has partnered with PRIVIT®, a Columbus based company, to automate the process for the management and collection of health forms required for athletic participation.

This document provides instructions to 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 parents name here:** <https://rossviewhawks-tn.e-ppe.com/>
- 2. Add athlete(s) to your account**
- 3. Complete all relevant athlete information**
 - Personal Details
 - e-PPE Questionnaire
 - TSSAA Concussion Form
 - Sudden Cardiac Arrest Form
- 4. Apply parent electronic signature**
- 5. Apply athlete electronic signature**



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.



Once you have completed your Privit Profile and had your physical exam performed by a physician please return the completed physical form to your coach.

More detailed instructions for each step listed above can be found on the Rossview High School Sports Medicine page



Step 1: Register a Parent Account:

As a parent/guardian, you are going to register an account in your name, then add your athlete to the account and complete the athlete's information. Create your account by selecting or entering the following link <https://rossviewhawks-tn.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, you do not need to register again.)
3. Next, a Welcome Message should appear. Click **Continue** located towards the top of the message. Then you will be taken to the HOME page.

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 athlete to your account; and this section allows you to add other family members if 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.
 - In addition, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete will need to be different than the email address you registered with) and create a password. (Enabling a login will allow the athlete to e-sign documents later in the process). Then click **Add Member**.
 - You may be directed to a Copy Data page. If so, please select the grey **Cancel** tab at the bottom and you will be taken back to the Home page.
 - You will now see the athlete listed under Family Members. Please click on the athlete's **Name**.



Step 3: Complete All Relevant Athlete Information:

1. From your athlete's profile, begin completing the Personal Details form by clicking the **Start** button to the right of Personal Details.



In order for the Personal Details form to be complete, you will need to answer all mandatory questions, marked with a red asterisk (*). Please do this for all 4 sections. You **will not** be able to move on until this step is complete.



You can navigate to different sections of the form by using the labeled tabs. On your PC these will be located on the left hand side of your screen. On your smart phone or tablet they will be in a dropdown near the top of the screen



When you complete your Personal Details they should register as 100% complete on your HOME page. If they do not you will want to click Continue and find the incomplete section, the menu will tell you which section is incomplete. Navigate to that section directly and complete any missing information

2. Repeat the above process for the e-PPE Questionnaire, this form contains 11 different sections each of which needs to be 100% complete before you can move on

3. From your athlete's profile, begin completing the TSSAA Concussion form by clicking the **Start** button to the right of TSSAA Concussion Form.



In order for the TSSAA Concussion Form to be complete, you will need to answer all mandatory questions, marked with a red asterisk (*). You **will not** be able to move on until this step is complete.

4. When you have finished completing the TSSAA Concussion form, click **Submit**.

- a) A message will appear asking if you want to review or sign 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.
- b) With your cursor on a computer or with your finger from a tablet/mobile device, create your signature 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
- c) 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. Repeat the process for the Sudden Cardiac Arrest Form, please note that for the Sudden Cardiac Arrest Form you will not be required to recreate your e-signature.



Step 4: Apply Parent Electronic Signature:

1. After completing the forms, you **MUST** join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the correct team(s) your athlete will be joining.



You **cannot** skip this step as it is critical for your athlete's coaches and athletic trainers will be able to review and approve your documents, and see your athlete on the team roster.

2. After joining your team click **Sign** next to signed documents.
3. From this screen please apply your electronic signature to all documents that require a parent signature: Emergency Information, Privit Profile Medical History Summary, and Insurance Form
4. Print out a copy of the Privit Profile Medical History Summary as well as the Physical Form. These are the forms that are needed for the physician.



After your physical exam has been completed by the physician, please return the completed physical form to your coach. You may keep the copy of the Medical History Summary for your own records



Step 5: Apply Athlete Electronic Signature:

1. First, you will want to be certain you have enabled a login for your athlete. Steps 2 - 4 provide instructions on confirming that a login has been enabled for your athlete.
2. Select Manage Account from the home page.
3. From the Manage Account Screen, select Manage Family Accounts.
4. From the family member drop down, select your athlete and check the box that says **Enable Login**. (If there is an email address already listed next to Current Email, please skip to step number 6)
5. Please type in an email address for your athlete (different from the email address that was used to register) and create a password. Then click **Submit**.
6. Next, log out by selecting the name in the top right corner with the gear symbol and from the drop down, select **Log Out**.
7. Then click **Login** and log in with the email address and password that was just created for your athlete.
8. After logging in as the athlete, select Manage Documents from the home page. Then click Sign Document where an athlete e-signature is required.
 - a. 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 athlete signature. Select the blue **Create New Signature** tab.
 - b. With your curser on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials then click the blue **Save** tab. You will see your athlete 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.
 - c. 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.



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.