

**Sport and Medical Sciences Academy
Privit (Online Paperwork System)
High School and Middle School Athletics
How-To Guide**

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

If you need assistance with Privit Profile™, please contact the Help Center at 844-234-4357.

Before completing the questionnaire, we recommend you have the following information on hand:

- Family Medical History
- Athlete's Medical History
- Allergies/Medications Information
- Primary Health Insurance Information

Privit Profile Instructions:

Go to: <https://sportandmedicalsciences-ct.e-ppe.com> or our school website:
<http://www.sportandmedicalsciences.org/> (under the athletics tab)

1. The parent is the one who should be starting and completing this profile. Athletes will need to sign forms at the end, please read this WHOLE packet for information on how athletes sign forms.
2. From the landing page, click **Register**.
(If you are registering multiple children or you have already registered yourself, you do not need to register again)
3. After clicking 'Register' a Welcome Message should appear. Read the Welcome Message then click **Continue** located towards the top of the message. You will be taken to the HOME page.
4. On the Home page click the **Add Member** button. (This allows you to add your student/athlete to your account if you already registered as a parent; and this section allows you to add other family members if necessary.)
5. Check the **Enable Login** box.
6. Once this box has been checked, you will be required to add additional details to allow your student/athlete to log in.
7. Enter the log in details for your student/athlete and click **Submit**.
8. The student/athlete will now be able to log in with the credentials that were supplied to them and create an e-signature. This will be explained at detail at the end of this guide.
IMPORTANT: By completing this section, your student/athlete's demographic information can be copied to pre-populate for other family members' by using the 'Copy Data' button.
9. Enter your child's first name (and last name if different), date of birth, and gender.
10. Click **Add Member**
 - a. On the next screen you are able to copy family History data and demographic data from other family members
 - b. Confirm the information you want copied and click **Copy**. (If you do not have any information to copy, click Cancel.)
 - c. You will now see the student/athlete listed under Family Members and you can begin completing the Personal Details by clicking the **Update** button to the right of Personal Details.

11. Complete the Personal Details section **to 100%** and click **Save and Exit**.
12. After completing the personal details section, move on to completing:
 - a. Athletic Medical History questionnaire
 - i. Fill out all information, then e-sign
 - b. Consent and Release Form
 - i. Review content and e-sign
 - c. Concussion and Sudden Cardiac Arrest Form
 - i. Review content, click appropriate boxes and e-sign
13. Once you have completed the Medical History, Consent forms, and Concussion/Sudden Cardiac Arrest forms, click **Update** next to the **Joined Teams** area.
 - a. Select the appropriate team(s) and click **Done**

*****Your student will also need to sign forms. To add an account for them please follow the below steps:**

1. Log out of the parent profile
2. Log into the athlete profile using the email and password created earlier in step 8.
3. The athlete will then be able to sign the appropriate forms:
 - a. Concussion/SCA