Welcome to Privit Profile!

This article provides instructions to students, athletes, parents and/or guardians on completing the Privit Profile process. The information can be complete on your mobile device, laptop, tablet or any other device connected to the internet. If you need assistance with the Privit Profile™, please contact the Help Center at 844-234-4357 or visit www.support.privit.com.

Steps to complete within Privit Profile™:

1. **Register an account in parents name here:** https://rockdalecountybulldogs-ga.e-ppe.com/index.jspa
2. **Add athlete(s) to your account**
3. **Complete all relevant athlete information**
   - Personal Details
   - Waiver of Liability
   - Emergency Information and Consent
   - Pre-participation History Form
   - GHSA Concussion Form
   - Sudden Cardiac Arrest Form
4. **Apply parent electronic signature to the following forms:**
   - Waiver of Liability
   - Emergency Information and Consent
   - Pre-participation History Form
   - GHSA Concussion Form
   - Sudden Cardiac Arrest Form
5. **Apply athlete electronic signature to the following forms:**
   - Waiver of Liability
   - Emergency Information and Consent
   - Pre-participation History Form
   - GHSA Concussion Form
   - Sudden Cardiac Arrest Form

**Step 1: Privit Profile Instructions for Parents:**

As a parent/guardian, you are going to 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 https://rockdalecountybulldogs-ga.e-ppe.com/index.jspa then follow the steps below.

1. **From the landing page, click Register**
2. **Please register your name as the 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 and please refer to #5 below).
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.
4. **On the Home page click Add Member button on the left side of the page.** (This allows you to add your student/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 have to different than the email address you registered with) and create a password. (Enabling a login will allow the student athlete to e-sign documents later in the process.) Then click **Add Member**.
   - **You should be directed to a Copy Data page. Please select the grey Cancel tab at the bottom and you will be taken back to the Home page.**
   - **You will now see the student/athlete listed under Family Members. Please click on their Name.** Then begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.
   - **Complete each section of the Personal Details section to the 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 (*). You will not be able to submit your forms until this step is complete.

**Step 2: Complete all required forms for your athlete**

1. **From your athlete’s profile, begin completing the Personal Details by clicking the Start button on the right of Personal Details. Complete each section of the Personal Details section and click Save and Exit.**
2. **Again, from your athlete's profile, click Start to the right of Pre-Participation History Form. Complete all the questions marked with the red asterisk (*).**
3. **In addition to the Pre-Participation History Form, you will need to complete Emergency Information and Consent, Waiver of Liability, Code of Conduct, GHSA Concussion Form and Sudden Cardiac Arrest Form.**

**Step 3: Apply Parent Electronic Signatures:**

1. **When you have finished the Pre-Participation History Form, click Submit near the end of the form.**
   - A message will appear 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.
   - 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 underway. Once complete, you will be on your account management page. Select **Home** near the top left of the screen.
   - 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 to all forms that require a parent e-signature.
2. From your athlete's home page, click on **Start** on the right of the **Student/Parent Concussion Form** and the **Sudden Cardiac Arrest Form**. Complete the Student/Parent Concussion Form and Sudden Cardiac Arrest Form and click **Submit** when you have finished. Then you will be able to apply your parent e-signature to the form. You will then be directed to the Manage Document page; you will want to select **Home** near the top left to be directed back to the Home page.

**IMPORTANT**: All GHSA Smart forms require an athlete e-signature, and for instructions for athlete e-signature, please see **Step 6** below for creating an athlete e-signature. Next click **Home** near the top left to be directed back to your Home page.

**Step 4: Join Team(s)**

1. After completing the GHSA 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 athlete will be participating throughout the school year.

**IMPORTANT**: **You cannot** skip Step 4 as it is critical for you to be able to access forms. In addition, your athlete’s coaches and athletic trainers will be able to review clearance status, emergency contact information, and see your athlete on the team roster.

**Step 5: Uploading Documents**

1. From the athlete's profile, select **Manage Documents** which allows physical examination forms and other documents to be uploaded and stored in the athlete's profile.
2. Click **Upload Document** to upload the Physical Form (pages 1-3), Clearance Form (with Dr.’s signature) and Medical Insurance Card to your profile. Other documentation and return to play uploads are required only if athletes have a medical condition or have required a medical referral for an injury.
3. Click **Choose File** to select your document from your smart phone, tablet, or computer. (The document you select to upload must be in a .PDF, .JPG, .GIF, or .PNG format or it will not upload.)
4. Click **Select Document Type** and select the name of the document type you are uploading from the drop-down list.
5. When you are ready to upload your document click **Upload**. After uploading the document, you will be directed back to the Manage Documents page and the document will be successfully uploaded in the Active section. You can view the document by clicking its name or you can simply hit **Done** at the bottom of the page to go back to the student's profile.
6. When you need to replace an uploaded document, within the Active tab find the document you want archived. To the far right of the documents name there will be three dots. Click these and they will pull down a drop down with the options of Edit and Archive. Click the Archive. The document will then move to the Archived tab. To submit a new form, return to the home page and **Upload Document**.

**Step 6: Creating and Applying Athlete E-Signature**

1. First, you will want to be certain you have enabled a login for your athlete, so select Manage Account from the Home page.
2. From the Manage Account Screen, select Manage Family Accounts.
3. 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).
4. 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**.
5. Next, select the name in the top right corner with the circle symbol and from the drop down, select **Log Out**.
6. Then click **Login**, and login with the email address and password that was created for your athlete.
7. 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 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 cursor 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 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 to all forms that require a parent e-signature.

**COMPLETION NOTE**: 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. The appropriate staff member will manually update the **Clearance Status** for the athlete when they have reviewed the information.