



Getting Started Guide – Parent and Student Athletic Pre-Participation Forms

Your school has elected to collect pre-participation forms online through Planet High School. Follow the steps below to complete pre-participation registration:

<p>Create Accounts</p>	<p>IMPORTANT: Separate accounts must be created for both parent and student, using different emails and/or mobile numbers.</p> <ul style="list-style-type: none"> Go to www.planeths.com If your school has provided their <i>Quick Account Code</i>, TEXT the code to 69274 to create your parent & student account. <p><i>*Creation of accounts can be done on all devices with an internet connection: Computers, Smart Phones, Tablets, Pads, etc.</i></p>
<p>Link Parent & Student Accounts</p>	<ul style="list-style-type: none"> Home School selection- this is the school that you/your student attends/studies. Do NOT select the school district in which your school resides. <p>Once account has been created, you will be prompted to LINK the parent and student account. Enter the email address or mobile # to send an invitation to the parent/student. The invited person clicks on the link in the email or text message to finish the linking process. The invited person can also login and accept the link request by clicking on the Link Account Button and selecting accept.</p>
<p>Select Sports</p>	<p><i>Why do I have to link accounts?</i> Forms required by your school often require both a parent and student signature to mark the form as complete. For the Planet High School system to know what student and parent will be viewing and signing the proper forms, a linked parent/student account is required.</p> <p>In the Sports Interest section, check the sports you will be trying out for. By checking these sports, you are allowing the coach of that team to view your pre-participation paperwork.</p>
<p>Athletic Forms</p>	<p>Click the Athletic Forms button to move to the Pre-Participation Forms Overview Page and complete the required digital forms.</p> <p>Note: There are textboxes specifically for PARENT or STUDENT initials/signatures. Both PARENT AND STUDENT must initial/sign all forms.</p>
<p>Complete & Sign Digital Forms</p>	<p>Click on each form link, complete each form, and click the Sign & Submit button. Both the parent and student must complete this step. Upon completion of each form, you should be auto prompted to the next form.</p> <p>Students with accounts may begin completing digital forms immediately upon account creation. Parents must be linked to a student account in order to view and fill out the electronic version of the forms. If a parent is not yet linked, they will only be able to see example PDF versions of the forms. You can complete forms and see their completion status at any time by clicking on the Athletic Forms button in the dropdown menu. This gives the ability for students to send a parent linked account request and to upload their required pre-participation physical exam.</p>
<p>Upload Required Documents</p>	<p>Upload buttons are shown when you are required to upload a document instead of completing a web-based form. For example, the physical exam form your physician completes. These forms can be uploaded by either the parent or student but require both the parent and student signature.</p>
<p>Additional Schools (if Applicable)</p>	<p>If you/your student participate in sports at multiple schools, add the additional schools here. If you/your student do not play for multiple schools, leave this section blank. Adding additional schools will allow the Athletic Director(s) at the additional school(s) view your pre-participation paperwork.</p>
<p>Accepted Forms Notification</p>	<p>When your school has accepted all forms, a notification will be sent to you stating all forms have been accepted. You will be notified via email and/or text message (if you have selected the text message option during account creation) if a form has been denied by your school. You will be sent a notification, in which you will be given the reason for denial and a link to review and resubmit your changes back to the school.</p>