



Athletic Pre-Participation Forms Getting Started Guide (Parent & Student)

Step-by-step video on how to create and link your account available here:
<https://youtu.be/e3j7COys4oE>

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

<p>1. Create Accounts</p>	<ul style="list-style-type: none"> Both a parent and student are required to create separate accounts. Each account must have a unique email or mobile #. Go to www.planeths.com <p><i>*Creation of accounts can be done on all devices with a connection: Computers, Smart Phones, Tablets, iPads, etc.</i> <i>*Student accounts have been pre-created using their Tulpehocken student emails. See Student Account Set-up Guide for full details.</i></p>
<p>2. Emergency Contact Section</p>	<p>STUDENT: not required to input. Can proceed to clicking on "Link Account" PARENT: required to input as much information as possible for all sections, which will then automate information into the forms, saving time and duplicate work.</p> <p><i>*Please note that the Planet High School by default requires all 3 phone numbers for the Primary Parent/Guardian. If you only have a cell phone, please list it for all options.</i> <i>*By default it also requires an Alternate Contact. If you only have 2 contacts, you may skip the Secondary Parent/Guardian contact. It once again requires both phone numbers. If you only have a cell, please list it twice. Email is not needed, but suggested if listing a parent.</i></p>
<p>3. Link Parent & Student Accounts</p>	<p>Once logged in, 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 (<i>may go to your spam folder</i>) or text message to finish the linking process.</p> <p>The invited person should create their account using the email address or mobile # where they received their invitation. Once they have created their account and logged in, they should be able to accept the Link Invitation.</p>
	<p>Why do I have to link accounts? Forms required by your school, often require both a parent and student signature to mark the form as completed. For the system to know what student and parent will be viewing and signing the proper forms, a linked parent/student account is required.</p>
<p>4. Athletic Forms button</p>	<p>Click the Athletic Forms button to move to the Pre-Participation Forms Overview Page and complete the required digital forms.</p>
<p>5. Select the Sports you will participate</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>Please see the Tulpehocken Sports Offered Guide to see what sports are available for each season.</p>
<p>7. Complete & Sign Digital Forms</p>	<p>Please see the Tulpehocken Forms Guide for more information and helpful hints to complete each form.</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. Your school/district chooses which forms require the student, parent, or student AND parent signatures. Upon completion of each form, you should be auto promoted to the next form.</p>
	<p>Students with accounts may begin completing digital forms immediately. <u>Parents must be linked to a student account to see the electronic version of the forms.</u> If they are not linked, they will only see example PDF versions of the forms. You can complete forms or see their status at any time by clicking on the ATHLETIC FORMS button. This gives the ability for students to send a parent linked account request and to upload the physical exam signed by the physician during group physicals.</p>
	<p>Upload Buttons are shown when you are required to upload a document. For example, the physical exam (PIAA Section 7 CIPPE) form your physician completes. These forms can be uploaded by either the parent or student but require the parents signature. Section 7 CIPPE upload option will not appear until June 1st as this form needs to be completed on or after June 1st each school year.</p>
<p>8. 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>

If you need assistance with BigTeams or need more information, please consult the help documents found here <https://bigteams.force.com/support/s/> or email schoolsupport@planeths.com. If you have questions regarding the content of form requirements, please contact your school Athletic Director.

Student Account Set-Up Guide

We are utilizing a new online system (Planet High School) for our sports sign-ups and PIAA Athletic Forms this upcoming school year.

You will soon be receiving an email that comes from info@planeths.com. If you are not interested in playing a sport during the 2021 – 2022 school year, you can just disregard this email.

If you are interested in playing a sport next year, please follow the following steps to activate your Planet High School account, sign-up for your desired 2021 – 2022 sports, and begin completing the required student sections for your Athletic Forms.

- 1) Go to <https://planeths.com/>
- 2) Click **Forgot Password** – This will allow you to set your password for your account
- 3) **Enter your school email** and click reset password.
- 4) A password reset email will then be sent to your school email. Click on the **Create New Password** link. This will allow you to set your password to something that you easily remember.
*** The athletic office can also set your password for you directly. Please email Miss Liz (lclark@tulpehocken.org) with your desire password (Must be 8 characters)
- 5) Go to <https://planeths.com/> - Log In with your School Email and password that you just created.
- 6) **Select your desired sports** for the 2021 – 2022 School Year.
Please select all sports you are interested in for next school year.
- 7) **Link your created student account to your parent's account.** To do this enter their desired email address or cell phone number. This will then send them and invitation to make their account.
- 8) **Complete and Sign your PIAA Digital Athletic Forms.** Forms will need to be completed and signed by both you and your parent. You may want to wait to sign your forms after your parent has completed their forms sections.

Tulpehocken Sports Offered Guide

Team names are listed as how they appear in Planet High School

Fall Sports	High School	Junior High
Cross Country (team)	X	X
Field Hockey	X	X
Soccer	X	X
Cheerleading (fall)	X	Not Available
Golf (team)	X	Not Available
Tennis (fall) *Girls Tennis*	X	Not Available
Winter Sports	High School	Junior High
Basketball	X	X
Cheerleading (winter)	X	X
Wrestling	X	X
Track/field (indoor) - <i>This is a club sport. Athletic Forms need to be completed prior to competing in Indoor Meets.</i>	X	Not Available
Swimming (Team) - <i>This is an individual sport. You must speak with the Athletic Director if interested.</i>	X	Not Available
Bowling - <i>This is an individual sport. You must speak with the Athletic Director if interested.</i>	X	Not Available
Spring Sports	High School	Junior High
Baseball	X	X
Softball	X	X
Track/field (team)	X	X
Tennis (spring) *Boys Tennis*	X	Not Available

Tulpehocken Forms Guide

Please complete the following digital forms on Planet High School. Paper/Uploaded copies will not be accepted unless specifically noted below.

PIAA Personal & Emergency Information (Section 1) - Sign

- Some information will transfer over from your completed Emergency Contact Information. Please double check it to ensure accuracy. Update as needed.
- We do NOT need your insurance company address or telephone #. Please feel free to put an X for these fields as they are required fields to complete the form.
- For physician, please feel free to list your General Medical Group (i.e. Reading Pediatrics, Children's Clinic, Tower Health Pediatrics, etc).
- Also, please note that the form only gives MD or DO as options as this is how the PIAA form is formatted. We realize that many people choose to use a CRNP or PA-C as your PCP. If this is the case, please just list that with their name and choose the first available option for Title (as it is a required field)

PIAA Certification of Parent/Guardian (Section 2) – Parent Signature and Initials Only

- Make sure the blanks for Part A are complete and accurate.
- Please check the sports that you are giving your student-athlete permission to participate in for the upcoming school year.
- Initial by Parts B - F.

PIAA Concussion Form (Section 3) – Sign and Initial

PIAA Cardiac Awareness Form (Section 4) – Sign and Initial

PIAA Supplemental Acknowledgement, Waiver and Release: COVID 19 (Section 5) - Sign

PIAA Pre-Participation History Form (Section 6) – Sign and Initial

- Please make sure to provide an explanation for all yes answers in the box at the bottom. You will be able to re-use this form in subsequent years, so please take your time when initially completing it your first year.
- Forms with incomplete information will be declined by the Athletic Department and you will be required to update and re-submit.
- **Once you have completed this form online, you will need to print it out to take to your Sports Physical Appointment.**
- To print a completed copy of this form, please click on the "Print/Upload Here" and then "Print Document". Please do not upload another version of this form.

PIAA Comprehensive Initial Pre-Participation Physical Evaluation and Certification of Authorized Medical Examiner (Section 7) – Needs to be uploaded to your Planet High School account once completed by your physician.

- Please scan or take a clear picture to Upload into Planet High School. Please only upload your Section 7 Form.
- **Original Forms will be accepted and may be returned to the Athletic Office. A copy of your original will be uploaded to your Planet High School Account for you.**
- The PIAA Section 7 (CIPPE) must be certified/dated on or after June 1st for each school year. Forms with improper dates or missing dates will be declined by the Athletic Department and you will be required to update and re-submit
- **The PIAA Section 7 (CIPPE) form is the only physical form accepted by the PIAA. Please do not upload PDE School Physical Exam forms or a Drivers Permit Physical.**
- **Copies of completed PIAA Section 7 CIPPE forms will be provided to the nursing office to satisfy the PDE School Physical Exam requirement.**

Tulpehocken Area School District Athletic Enrollment Information Form – Sign and Initial

Informed Consent for Athletic Participation - Sign

St. Luke's Consent to Treat Patient

- Our athletic trainers are contracted through St. Luke's University Health Network. This form allows them to treat student athletes for their injuries.
- Signing this form does NOT mean that you will be required to see St. Luke's physicians.
- You will always have the freedom to see any Physician or Medical Group of your choosing and our sports medicine staff will be happy to refer your student-athlete to any Medical Group you request or give you a list of possible recommendations based on your geographic location as well as the nature of their injury.
- For the Authorization section, please feel free to either check No or list a 2nd Parent/Guardian. This section is designed more for schools that may offer on-site injury clinics (medical visits) with their team Physician (i.e. prior to a Football game). We have never offered these on-site injury clinics (medical visits) in the past and if the opportunity were ever made available to us, we would make sure to be in contact with you and receive additional consent prior to your student-athlete being seen on campus by our team Physician for a medical visit.

St. Luke's HIPAA Privacy Authorization Form

- This form allows the school athletic trainers to share injury information with coaches, school nurses, or administration as needed.
- For #1 (Authorization to Disclose), please list Tulpehocken Jr/Sr High School in the blank if it does not pre-populate into the form.
- Signing this form does NOT mean that you will be required to see St. Luke's physicians.
- You will always have the freedom to see any Physician or Medical Group of your choosing.

Student Athlete Code of Responsibility – Sign and Initial

- Direct link to the Parent/Athlete Handbook:
<https://www.tulpehocken.org/cms/lib/PA50000607/Centricity/Domain/67/parentstudent%20handbook11.docx>

Concussion History and Concussion Management Consent Form - Sign

Release of Liability and Assumption of Risk Form (a.k.a. Tulpehocken COVID 19 Waiver) – Sign and Initial

arent/Student: What is the Under 13 site policy?

🕒 Jan 29, 2020 · Knowledge

Body

When signing up as a student, and a birth date that is below the age of 13 is entered, the student will automatically be taken to a screen that requires them enter a parent's email address. If the parent already has an account using the email address entered, the accounts will automatically link. If there is no account, a message will be sent to the parent allowing them to create an account.

When signing up as a parent, you have the ability to designate your child is under the age of 13. When you do, PlanetHS will create an account that will automatically link to the parent account.

Once either of these actions are taken, and the student and parent accounts are linked, the child is relinquished of signature requirements, and parents can complete the forms process on their own. When the child turns 14, the student must then meet signature requirements using the account created for them. The under 13 policy does not affect the states of Texas or North Carolina.
