



Welcome to Privit Profile

Heliastic Catholic High School is partnered with PRIVIT®, a Columbus Ohio 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 parent's name here:**
 - <https://heliasticrusaders-mo.e-ppe.com>
2. **Add athlete(s) to your account**
3. **Complete all relevant athlete information**



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.

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://heliasticrusaders-mo.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.) You will then 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.
 - You may be taken to a copy data screen. If you are adding multiple athletes this feature will allow you to copy certain demographic data from one athlete to another, so that you don't have to enter it a second time. If you do not wish to copy any data click **Cancel** to return 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 MSHSAA Concussion Materials by clicking the **Start** button to the right of MSHSAA Concussion Materials.
2. When you have finished completing the MSHSAA Concussion Materials, click **Submit**.
 - 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 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 or initials 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.
 - d. The Emergency Contact Information form also requires an athlete e-signature. To sign as the athlete have them click the Sign button and create their signature if necessary.
3. Repeat steps 1 and 2 for the remaining forms: MSHSAA Parent Agreement , MSHSAA Student Agreement, Emergency Contact Information, Athletic Participation Form, Media Authorization Form, Travel/Transportation Policy, and Pre-Participation History Form.
4. 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.