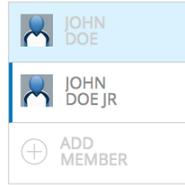
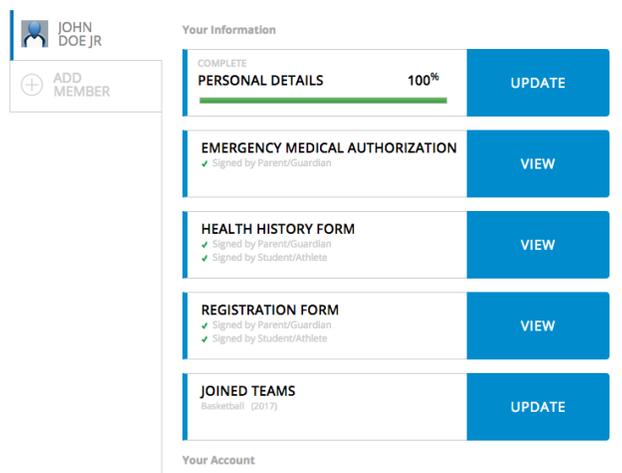


# Setting up your account and Adding Members

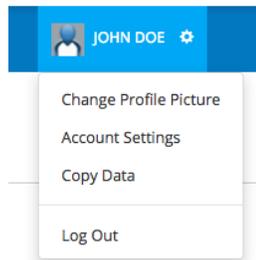
1. Parents create an account which is the main account
2. Add children by clicking the add member tab



3. All of the forms must be completed for each child. (We are not entering any information into your profiles). This includes signatures from both parent and child. If the forms are not completed and signed it will show as incomplete on our end. You must create a signature using your mouse or track pad for yourself and child. If you are not sure the page will look like this once completed. IF it is complete you should see the check marks.



There is a copy data button that will copy some of the main information into the forms if you have multiple children playing and need to complete multiple forms. Click on your name to copy data.



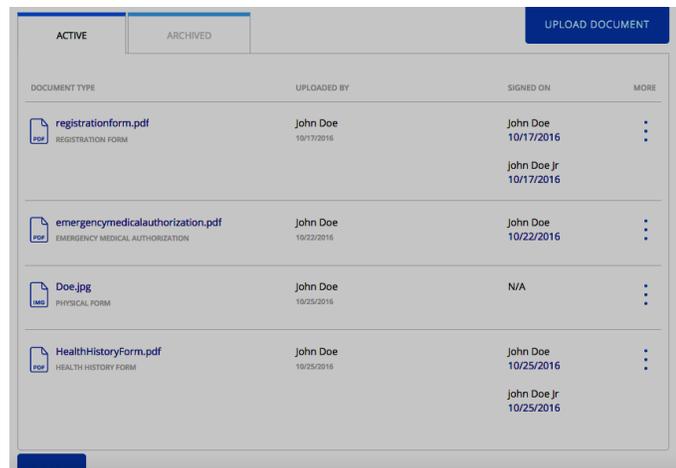
# Updating and Uploading a New Physical Form

When you are ready to update the physical that is on file in PRVIT follow these steps.

1. Click on the manage documents tab on the athlete's page you are updating.



2. There you will see all of your documents. Click on the 3 circles on the right and archive both the Physical Form and the Health History Report.



3. Once you have done that Click the done button and you will be returned to the athlete's home page. You will see that the Health History Tab now says update. Simply tab thru and make any necessary changes and BEFORE you click submit download and print a copy of the physical form. The link to do this is just above the submit button. This needs to be printed and taken to the Doctor to be signed. This new form replaces the old form that was used previously.

See Next page for Uploading forms to your profile

4. Once the physical is signed by the doctor, return to the athletes profile and click on the manage documents button.



You will see the upload file button on the top left, simply click that follow the directions to find the file. Upload it and you will be returned to your documents page and should now see the physical file in your documents. You will be good for another year!

The screenshot shows a document management interface. At the top, there are tabs for 'ACTIVE' and 'ARCHIVED', and a blue 'UPLOAD DOCUMENT' button. Below is a table with columns for 'DOCUMENT TYPE', 'UPLOADED BY', 'SIGNED ON', and 'MORE'. The table contains four rows of document entries.

DOCUMENT TYPE	UPLOADED BY	SIGNED ON	MORE
registrationform.pdf REGISTRATION FORM	John Doe 10/17/2016	John Doe 10/17/2016 John Doe Jr 10/17/2016	⋮
emergencymedicalauthorization.pdf EMERGENCY MEDICAL AUTHORIZATION	John Doe 10/22/2016	John Doe 10/22/2016	⋮
Doe.jpg PHYSICAL FORM	John Doe 10/25/2016	N/A	⋮
HealthHistoryForm.pdf HEALTH HISTORY FORM	John Doe 10/25/2016	John Doe 10/25/2016 John Doe Jr 10/25/2016	⋮