



**As a parent/guardian of a player, you are going to create an account online using your email address then add your player into the account to complete only their health information. Returning parents/guardians can use the same email address and password from a previous season or organization. The instructions below will guide you through creating a profile online. Follow the 6 steps below until the completion status bar on your player's Home screen changes from orange to green and indicates SUBMISSION COMPLETE.**

Contact Privit's Support Desk at [1- 844-234-4357](tel:1-844-234-4357) available **Monday – Friday** 8:00 AM - 5:00 PM ET if you have any questions during registration.

Before you start, make sure to have the following information on hand:

- Email and Password (if you created an account last season or with another organization)
- Medical History (immunizations, allergies, medications, previous injuries)

**Step 1:** Click on this website [stthomaspanthers.privitprofile.ca](http://stthomaspanthers.privitprofile.ca) or enter it into your browser (Note: there is no www.)

**New Players** - Click REGISTRATION to create an account with Privit. As a Parent/Guardian for a player under the age of 18, you will select your role as Parent/Guardian

- You will then be directed towards the [Home](#) page. On the left underneath your name click on "Add Member". A new page will open where you can complete your player's information. You will then be taken to a page that says Copy Data. Select the grey "Cancel" tab at the bottom and you'll be taken back to the [Home](#) page.
- Be sure that your player's name is below your name on the [Home](#) page. Select their name and a new [Home](#) page will appear with information to complete for the athlete.

**Returning Players** - If created an account for your player within a previous organization, click LOG IN and use the same email and password.

**Step 2:** From the Home page, scroll down to the UPDATE tab beside **JOINED TEAMS** and select the team your player will participate on, then click Done

**Step 3:** Click the START tab beside the **PERSONAL DETAILS** section to provide demographic information. Once all 4 sections are complete click SAVE & EXIT. From the Home page, **make sure it is indicating 100% complete in order to access the E-PPE questionnaire.**



**Step 4:** Click the START tab beside the **E-PPE QUESTIONNAIRE** section to provide medical history details of your player. Complete all 4 sections then SAVE & EXIT. **Make sure it is indicating 100% complete on the Home page.** \*Be sure to check the box at the bottom that states *"I have thoroughly read all questions on this page and answered them to the best of my knowledge."*

**Step 5:** Click the START or CONTINUE tab beside the **CODE OF CONDUCT** and take the time to review the information yourself and with your player. Once completed, click SUBMIT. Then click the blue SIGN tab.

**New Players** - A new message will appear, click the blue tab "Create New Signature". As the Parent/Guardian you will create your signature first. You can use the cursor on a computer or with your finger on a tablet device to create an e-signature. Click SAVE and then DONE to return to the Home page. From the Home page underneath or beside the form click SIGN and a new screen will open with your e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page. On the Home page under this form, it will now indicate *Player click here to sign*. Click there and repeat the same process to create and apply the Player's e-signature. Once everything is properly completed, on your player's Home page there should be a green check mark indicating *Signed by Parent/Guardian and Signed by Player*.

**Step 6:** Click the START or CONTINUE tab beside the **HEALTH EDUCATION MODULE**. Take the time to review the information with your player. Once completed, click SUBMIT and apply your (Parent/Guardian) e-signature to the form. Click DONE to return to the Home page. On the Home page, it will now indicate *Player click here to sign*. Apply the Player's e-signature to the form. Once everything is properly completed, on your player's Home page there should be a green check mark indicating *Signed by Parent/Guardian and Signed by Player*.

**On the Home page, the completion status bar should be green and indicating SUBMISSION COMPLETE after Step 6 is properly completed. This means you are finished registration. If the completion status bar is still orange and indicating SUBMISSION INCOMPLETE, click on the status bar and it will indicate what still needs to be completed.**

**Additional Steps:** If you would like for your player to have information readily available, select the blue Print Documents tab from the Home screen. You will see a form show up called "Emergency Information Wallet Card". Click download beside it and print the document out. Cut the information out and fold it up to place in your wallet behind your player's health card. It is also **required** that you print an additional Emergency Info. Wallet Card that can be placed within a secure area inside your player's hockey bag.