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Dear Parent/ Guardian,

We are very excited to announce that the Athletic Department at Wayne Highlands School District has gone paperless and now hosts their PIAA forms online with BigTeams/Planet HS. Paper PIAA forms will no longer be accepted. This digital platform will allow you, and your student(s), to complete and access athletic forms via computer, tablet, or mobile phone. It is HIPAA, COPPA and FERPA compliant. Both the **parent and student must create separate accounts, using different emails and/or mobile numbers.** It is very important to remember that when students create their accounts, *students must be sure to create accounts using accurate information, including their official name from school registration, DOB, high school graduation year and school. (You can click SELF HELP on the right of the screen for walkthroughs of the account creation, account linking, and athletic forms functionality.)*

To create your account, please follow these directions:

STEP 1. Go to www.planeths.com. This will take you to the login page. If you have not yet created an account, click on sign up. It is easiest if the student creates their account first and sends a link to their parent/guardians cell phone number or email address. PLEASE REMEMBER: **Parent and student must create separate accounts, using different emails and/or mobile numbers.** Students, we strongly recommend using your school email address to create your account.

- Choose the type of account you wish to create (Parent or student)
- Complete the requested information.
- You will choose WAYNE HIGHLANDS SCHOOL DISTRICT as your school.
- Mark all the sports you will participate in throughout the year
- Click sign up – this should create your account

Once an account has been created, you will log in using the credentials you created.

STEP 2. Link the Parent account to the Student(s) account.

You will be led through this process after creating an account. If you do not link accounts at the time of account creation, you can always click the **LINK ACCOUNT** button at any time to complete or initiate the linking process. Parents can link to as many student accounts as they wish by repeating the linking invitation process.

STEP 3. Complete athletic forms.

Students with accounts may begin completing digital forms immediately. Parents must be linked to a student account to see the electronic version of the forms. 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. For additional help please refer to the one-page help-guide below, access the complete online forms tips located in the light green bar at the top of the Athletic Forms page in your account or use the yellow self help button located on the top of your screen. Athletes cannot participate in sports until digital forms are complete and approved by the Athletic Director. Forms will be valid for the entire school year for which they are filled out. Student and parents will need to complete a re-certification form for each additional sports season. This form will be emailed to all students and parents prior to the start of the next sports season. *Completing and having your Pre-Participation Registration Forms accepted by your school does NOT guarantee you have made the team.*

If you need assistance with BigTeams or need more information, please consult the help documents found at <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.

Thank you,

Diane Scarfalloto

Diane Scarfalloto
Athletic Director

***Quick Account Instructions for account creation via mobile phone:** If you have not received a request to link accounts with your student; please use the code that corresponds to the school your student attends. Once you send the code you will immediately receive a text back with a hyperlink to create your account. *(Msg & Data rates may apply.)*

Wayne Highlands School District: via mobile phone send a text to 69274 containing **S45067** in the message.

(Text HELP to 69274 for more information. Text STOP to 69274 to opt out. Msg & Data rates may apply. The wireless carriers are not liable for delayed or undelivered messages. Number of messages vary per user).



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

Your school has elected to collect PIAA 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 use separate accounts. Each account must have a unique email or mobile #. Most students have already created their online account with Mrs. Scarfalloto. Parents will need to sign up using a unique email address or phone number
	<ul style="list-style-type: none"> <u>Home School selection</u>- this is the school that you/your student attends/studies. WAYNE HIGHLANDS SCHOOL DISTRICT will be the school name you enter.
<p>2. Emergency Contact Section</p>	<p>STUDENT: not required to input. Can proceed to clicking on "Link Account" after selecting sports of interest. PARENT: required to input as much information as possible, which will then automate information into the forms, saving time and duplicate work.</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 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>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>6. Additional Schools (If Applicable)</p>	<p>This section is not applicable to our students.</p>
<p>7. 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. 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. Parents must be linked to a student account to see the electronic version of the forms. 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 instead of completing the web-form. For example, the physical exam form your physician completes. These forms can be uploaded by either the parent or student but require the parents signature.</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.