

fGuide for Filling out Online Athletic Paperwork in PlanetHS

Getting Started:

You will need the following things to complete this online application:

- **Physical Form** with **EL2** in the upper right hand corner. Here is the link for the form:
https://www.sdhc.k12.fl.us/docs/00/00/17/13/2018_19_EL02_Physical_Form.pdf
 - This must be a **sports physical** and has to be on the EL2 form – no exceptions!!
 - Page 1 is a Medical History that includes immunization dates
 - Page 2 is the Physical Examination signed/dated by the doctor
 - Page 3 is only needed if you child is referred to a specialist
- **NFHS Learn Certificates** that you printed or saved after completing the required athletic videos (see Appendix 1 for step by step instructions on how to complete the videos)
- **District Purchased Insurance Card** that you printed or saved after purchasing the required district athletic insurance. Here is the link to purchase the insurance:
<https://www.hcpsathleticprotection.com/>
- **Parent Government ID**

PlanetHS: Download the **PlanetHS app**, or go to www.planeths.com

You are first going to create a **parent** account:

From the main screen, click on **Sign up**

1. Step 1 – A parent
2. Step 2 - Enter First Name, Last Name, Gender, and Birthday **of the parent**
3. Step 3 – Enter parent’s email address or phone number (whichever you prefer to use as your user name) and the password you want to use
4. Type in school’s name then choose (School Name) from the drop down.
5. Press **Sign Up**
6. Provide emergency contact information of the primary and secondary parent/guardian, alternate emergency contact info, insurance information, and physician information.
7. Press **Update**

Linking Accounts:

You must link the student account.

1. Press **Linked Accounts**
2. Is your child younger than 13?
 - If **Yes** - click **My child is under the age of 13**. Fill out child's information and click **Submit**.
 - If **No** - Enter the **student email address or phone number** (it must be different than the one you used to create the parent account) then press **Send**. The student will receive an invite to link their account with yours. Have the student click on the link and do the following:
 - Step 1 - Click **A Student**
 - Step 2 - Enter **Student** First Name, Last Name, Gender, Birthday, and High School Graduation Year
 - Step 3 - Enter **Student** email address or phone number (must be different than parent), and Password
 - Step 4 - Choose (School Name) from drop down
 - Step 5 – Choose all sports the student wishes to participate in this year.
 - Click **Sign up**

The parent and student account should now be linked.

Athletic Forms: You must now fill out all the necessary forms. From the **Parent Account** click on **Athletic Forms** button. Verify that all the sports the student wants to participate in are checked, then scroll to the bottom where all the forms are listed. Choose the form you wish to update.

- **[HCPS Application for Athletic Participation Middle Schools](#)** –
 - You must fill out all boxes that have a **red asterisk (*)**
 - Put your initials in the box just under the student number
 - Click on each box in **Participation Requirements** section so that a check mark appears.
 - Click on the blue **Sign & Submit Form** button at the bottom.
 - Choose **Next Form** from the pop-up screen

- [Warning, Agreement to Obey Instructions, Release, Assumption of Risk, and Agreement to Hold Harmless](#) –
 - If your child chose soccer as one of their sports, you have to put your initials in the box to acknowledge that soccer is a violent contact sport.
 - Click on the blue **Sign & Submit Form** button at the bottom.
 - Choose **Next Form** from the pop-up screen
- [EL2 – Preparticipation Physical Evaluation \(History Form\)](#) –
 - You must fill out all boxes that have a **red asterisk (*)**
 - Answer all 41 questions, including the dates of immunizations.
 - For every **YES** answer, **you must respond** in the Yes box at the bottom.
 - Click on the blue **Sign & Submit Form** button at the bottom.
 - Choose **Next Form** from the pop-up screen

- [EL2 – Preparticipation Physical Evaluation \(Physical Assessment\)](#) –

This is where you will upload the actual physical form (with doctor signature).

It is easier to do this step from your phone so you can take a picture of the physical.

- Click on **Upload Document**
 - Click on **Choose File**
 - From smart phone, click on **Take Photo or Video**. From computer, locate document that you saved
 - Click on **Upload File**
 - Choose **Next Form** from the pop-up screen
- [EL3 – Consent and Release from Liability Certificate](#) –
 - **Part 2A** – For most athletes the answer will be **N/A** or **NONE**. If there are sports you **DO NOT** want the student to participate in, list them on the line provided.
 - **Part G** –
 - If your family has health insurance, choose the first box and list the Company and Policy Number.
 - **Choose** the second box because you are required to purchase the district medical plan.
 - Fill in Parent Name in all boxes that have a **red asterisk (*)** to acknowledge you have read and understand the agreement
 - Put your initials in the box at the bottom
 - Click on the blue **Sign & Submit Form** button at the bottom.
 - Choose **Next Form** from the pop-up screen

- [**Middle School Athletic Eligibility Form**](#) –
 - Put your initials in the box for Media Release and Insurance
 - Put your initials in the box for Uniforms, Equipment, and Supplies to acknowledge you have read and understand the agreement. Enter the parent name in the box provided.
 - Click on the blue **Sign & Submit Form** button at the bottom.
 - Choose **Next Form** from the pop-up screen

- [**Medical Release Form**](#) –
 - Enter the Home, Business, and Cell Phone numbers in the boxes provided. If one of these does not apply to you, put the phone number you use in all the boxes.
 - Choose **Part I** (see note below)
 - List any allergies or medical conditions we need to know about the student in the box provided. If none, please indicate **NONE**
 - **Note:** If you choose Part II, you must be present at EVERY practice and game from start to finish, in case your child is injured.
 - Click on the blue **Sign & Submit Form** button at the bottom.
 - Choose **Next Form** from the pop-up screen

- [**NFHS Learn Certificates**](#) –

This is where you will upload the video certificates you saved when you finished each video and the quiz. **(see Appendix 1 for step by step instructions)**

It is easier to do this step from your phone so you can take a picture of the certificates.

- Click on **Upload Document**
 - Click on **Choose File**
 - From smart phone, click on **Take Photo or Video**. From computer, locate document that you saved
 - Click on **Upload File**. Repeat until you have uploaded all 3 video certificates
 - Choose **Next Form** from the pop-up screen
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- [**Excess Student Accident Insurance Overview**](#) –
 - Review the information about the required athletic insurance
 - Click on the blue **Sign & Submit Form** button at the bottom.
 - Choose **Next Form** from the pop-up screen

- [District Purchased Insurance \(Mandatory\)](#) –

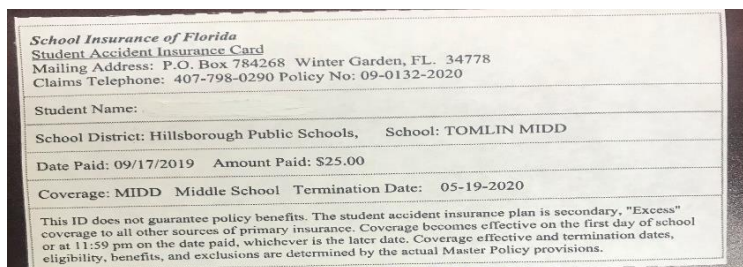
This is where you will upload the insurance card you saved when you purchased the required athletic insurance.

- You purchase the insurance online at:

<https://www.hcpsathleticprotection.com/>

Make sure to save the insurance card that is generated when you purchase the insurance.

- Click on **Upload Document**
- Either take a picture of the insurance card, or upload a previously scanned document that contains the insurance card. Here is a sample of what the card looks like.



- Click on **Upload File**
- Click on the blue **Sign & Submit Form** button at the bottom. Choose **Next Form** from the pop-up screen

- [Parent Government ID](#) –

This is where you will upload the parent id.

It is easier to do this step from your phone so you can take a picture of the id.

- Click on **Upload Document**
- Either take a picture of the parent id, or upload a previously scanned document that contains the parent id.
- Click on **Upload File**
- Click on the blue **Sign & Submit Form** button at the bottom.

- **Student Approvals Needed:** – Now the student must approve the necessary forms.
 - Sign into PlanetHS with the **Student** account
 - Click on **Athletic Forms**
 - The student must now go into the following forms and **put their initials** where indicated then click on the blue **Sign & Submit Form** button at the bottom:
 - ***HCPS Application for Athletic Participation Middle Schools***
 - ***Warning, Agreement to Obey Instructions, Release, Assumption of Risk, and Agreement to Hold Harmless***
 - ***EL2 – Preparticipation Physical Evaluation (History Form)***
 - ***EL3 – Consent and Release from Liability Certificate***
 - ***Middle School Athletic Eligibility Form***

All steps should be complete now. If you look at the Athletic Forms, you should see they are all either complete or pending staff approval. Once school staff approves the forms, you will get an approval notice via text or email, depending on which you used to create the parent account.

Appendix 1:

How to Watch Required Athletic Videos

Go to: <https://www.sdhc.k12.fl.us/doc/1451/athletics/student-forms/concussionvideo/>

You will see this on the screen:

[Begin the login process for the Concussion in Sports video](#)

[Begin the login process for the Sudden Cardiac Arrest video](#)

[Begin the login process for the Heat Illness Prevention video](#)

1. Choose one of the videos
2. Click on **register** in the right-hand corner. If you have previously registered, press **Sign in**.
3. Enter your email address, the username and password you want to use, then press **next**
4. Enter the **STUDENT** name, address, phone number, and Florida then press **finish**
5. Check that you are a student then press **finish**
6. Press **continue** to get to the first video
7. Select **Florida** then **order course** then **myself** then **continue**
8. Press **continue shopping**
9. Type in the **next video name** (from above) in the search bar then **view course**
10. Select **Florida** then **order course** then **myself** then **continue**
11. Press **continue shopping**
12. Type in the **next video name** (from above) in the search bar then **view course**
13. Select **Florida** then **order course** then **myself** then **continue**
14. You should now have all 3 courses listed above in your shopping cart
15. Press **Checkout**. You should now see your Order Summary.
16. Near the bottom you will see a box you have to **check** then press **continue**.
17. You will now see your Order Receipt. In the first sentence, you press **click here** to access your courses.

At the end of each course is a quiz. Make sure you take the quizzes and save the certificate.