



May 25, 2023

Good morning all,

In preparation for next athletic year, it is time for athletes to start completing physicals. The physical will need to be **dated after April 1st, 2023** in order to be used for the 2023-2024 Athletic year.

In previous years, athletes have turned in the completed Athletic documents to their coaches. The coaches would then turn in the paperwork to the Athletic Director and the Athletic Director would have to input all of the information manually. With BigTeams, the exchange of hands does not need to happen. We no longer need to worry if the paperwork gets misplaced on the way to school, by a coach, or even by me. Instead, you are instantly able to load all of the proper documentation your student needs!

This process works by linking two accounts: the student account (this has been made using the student's school email) and the parent account (This will need to be made by the parent)

Once a parent account has been made (**See links and picture underneath**), completing the paperwork will be easy. There will be six items that need to be completed and both the athlete and parent will need to log into their separate accounts and digitally sign and approve each item.

PPE - History Form: This is the history form that has always been completed; however, it can be completed digitally through the account or uploaded by taking a picture of the paper and submitting it.

PPE - Physical Examination Form: This is completed by submitting a scan or picture of the completed document signed and stamped by a doctor.

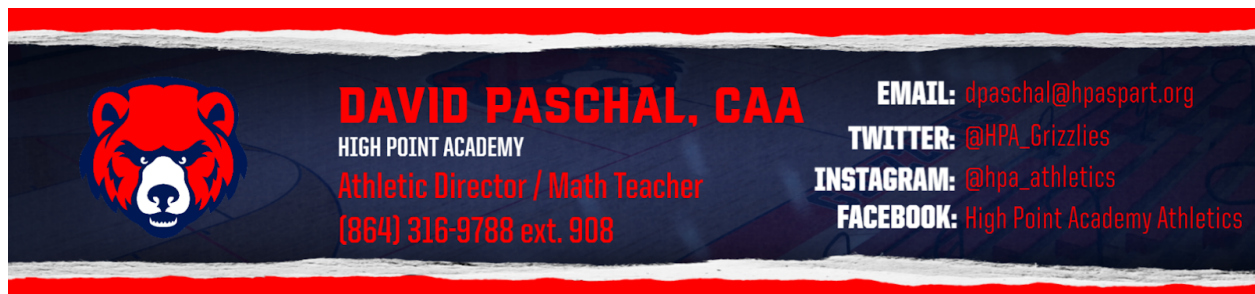
Risk Form: This is completed digitally when both the parent and student type their names in the designated spots.

Birth Certificate: This is completed by submitting a scan or picture of the document.

Concussion Form: This is completed digitally when both the parent and student type their names in the designated spots.

Athletic Policy: This is completed digitally when both the parent and student type their names in the designated spots.

If your student plans to participate in athletics, this is how we will be completing paperwork from now on. I have included a link to the help guides for creating an account for parents underneath my contact information.



[Online Help to Manage Account](#)
[Linking Account Help Video](#)



BIGTEAMS STUDENT/PARENT ATHLETIC FORMS REGISTRATION GUIDE

This guide is intended for students and parents that have not yet logged into BigTeams for registration purposes.

<p>1. <u>Get Started</u></p>	<p>Go to: https://studentcentral.bigteams.com/ and follow the next 2-5 steps as a student and as a parent in order to complete registration.</p> <p>STUDENT Two options: 1) Your school has already created an account for you. Attempt to sign in with your school email address and first time password: bigteams 2) Your school has not created an account for you. Click "Sign Up To Create New Account" and proceed through 5 step account creation process.</p> <p>PARENT Click "Sign Up To Create New Account" and proceed through 5 step account creation process.</p> <p>NOTE: Your login email address will need to be unique to your account and cannot be re-used. If you are a parent and also a staff member, you will need two accounts with two unique logins, one for being a parent and one for being a staff member.</p>
<p>2. <u>Account Linking</u> <i>(My Profile -> Linked Accounts)</i></p>	<p>STUDENT SEND INVITATION Students should send linking invitation to their parent using the search "+ Link Parent Account" search options. If no results found, input parent's preferred email address or mobile number, and click Send Request. Proceed to Athletic Forms after sending linking request or wait to complete the form requirements with your linked parent after they accept the invite.</p> <p>PARENT RECEIVE INVITATION The invitation will show within the parent profile. The linking invitation is emailed/texted to the intended parent but does not require action in order to accept the invite. Simply sign in with the email address/phone number that your student invited you by going to your Linked Accounts section. Once linked with student proceed to next step.</p>
<p>3. <u>EMERGENCY CONTACT</u> <i>(My Profile -> Emergency Contact)</i></p>	<p>*PARENT ONLY* Your school utilizes the Emergency Contact section to build reports for game/events. Be sure to input as much information as possible, clicking UPDATE at the bottom when complete. Relevant information will also carry over to digital forms saving you time when completing registration for your student(s). Once complete click Forms followed by Athletic Forms.</p>
<p>4. <u>Complete Digital Forms</u> <i>(Forms -> Athletic Forms)</i></p>	<p>STUDENT Students can begin completing forms while logged into their own account by clicking Forms and then Athletic Forms. Students can also wait for their parents to accept the linking request before getting started. In the Linked Accounts section for parent accounts there is a "Sign In As" feature that will allow students to sign their forms while logged into the parent account.</p> <p>PARENT Once linked with your student(s), click Forms followed by Athletic Forms. From there, scroll down to your first student's form requirements. Once complete, all forms will either show a status of Complete, Pending Staff Approval, or Awaiting Athlete Signature. . Need to help your student? Return to your Linked Accounts page after clicking My Profile to assist your student with their signature requirements.</p>
<p>5. <u>Approved Notification</u></p>	<p>When all forms are complete/approved by your school, 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 declined 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> <p>**NEED ADDITIONAL ASSISTANCE?* Check out Self Help on site or visit our help website at: https://bigteams.my.site.com/support/s</p>