

# Critical Steps for Parents/Athletes Getting Started

## Welcome to the PrivIT e-PPE!

As a parent or guardian of a student athlete, it is your responsibility to complete the medical history information within each section of the PrivIT e-PPE.

Each component must be completed prior to your child's physical exam. Incomplete medical evaluations will result in medical ineligibility for sports.

Before completing your child's PrivIT e-PPE, we recommend you have the following information on hand:

- Family Medical History
- Personal Medical History
- Immunizations/Allergies/Medications
- Primary Health Insurance Information

## PrivIT e-PPE Instructions:

1. Click the PrivIT e-PPE link from your school's athletic website or go to <http://www.e-ppe.com> and type your athlete's high school or organization name in the search box.
2. From the results page, click on the name of your child's high school.
3. From the landing page, click Register.
4. Fill out the registration page with your child's information. As a parent, you do not need to register. However, you can use any email address and password (parent's or an athlete's) but you will only need to register those participating in athletics. This will be the email address and password you will use to access your child's PrivIT e-PPE in the future. Click 'Register'. (If you have multiple children or you have already registered yourself, you do not need to register again and please refer to #6 below.)
5. After clicking 'Register' a Welcome Message should appear. Read the Welcome Message and when you have finished reading, scroll down to the bottom of the message and click 'Done'. Next, complete your child's Personal Details/Demographics section. There are six components to this area (Personal Information, Primary Insurance, Emergency Contacts, etc).

**IMPORTANT:** By completing this section, your child's demographic information can be copied to prepopulate for other family members' PrivIT e-PPE demographic information from the Manage Family Members page.

6. On the Home page, under Manage Family section, click the 'Manage Family Members' button. (This section allows you to add your child if you already registered as yourself; and this section allows you to add other family members if necessary.)

- Click Add New Member.
- Enter your child's first name (and last name if different).
- Click Add
- On the next screen you are able to copy PrivIT e-PPE family History data and demographic data from other family members.
- Confirm the information you want copied and click Copy.
- You will now see your child listed under Family Members and you can begin completing your child's PrivIT e-PPE.
- To begin completing your child's PrivIT e-PPE click on the pencil in the PrivIT e-PPE Questionnaire column next to their name.
- A message will appear notifying you that you will be editing information that will be associated with a particular high school or organization. Click Ok.
- Complete the demographic information section and click Save and Exit.
- You will be taken to the introduction page for the PrivIT e-PPE Questionnaire. Click Start.
- Complete the 17 components of the e-PPE questionnaire. We recommend completing the questionnaire all together at once. You are able to click the "Save and Exit" button (Located at the bottom of each page in the questionnaire) to allow you to finish at a later date if needed.

**IMPORTANT:** In order for a component to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk, and 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." You **will not** be able to print your forms until this step is complete.

7. Click Finished.

After completing your child's PrivIT e-PPE questionnaire, you **MUST** add your child to the teams he/she will be participating in or trying out for this academic year. To do this, click 'Manage Your Team Memberships' from the home screen and check the box next to the sports your child will be playing.

**IMPORTANT:** You **cannot** skip this step as it is critical for you to be able to print your child's reports to take to the physical exam. In addition, your child's coaches and athletic trainers will be able to review eligibility status, emergency contact information, and see your child on the team roster.

8. After you have completed your child's PrivIT e-PPE questionnaire and added them to a team, you will need to print out the appropriate reports/forms your child will need for his/her physical exam.