



# Tipton-Rosemark Academy

## Updating your TRA physical 2016-2017

- **Log in** to your existing parent account and **review** and **update** any information that has changed under the Personal Details and e-PPE Questionnaire tabs for each athlete. <https://trarebels-tn.e-ppe.com/> Existing users (prior to July 28, 2015) must choose your role upon first log in after July 28, 2015. Please contact the support center at 1-844-234-HELP (4357) if you have difficulty with your log in.
- Create electronic signature for parent.
- Complete the Sudden Cardiac Arrest Form and TSSAA Concussion Form. These will be completed in an online version and electronically signed by parent and athlete. **These will automatically upload to your profile once electronically signed.**
- **Join team(s).**
- Create electronic signature for student-See detailed instructions in step 4 on page 4.
- **Print** the HIPPA form and **complete** it. **Upload** the completed HIPPA form to your profile.
- **Print** the Clearance form and take with you to the doctor for completion, it must be signed and dated by the parent, athlete and doctor. **Upload** the completed Clearance form to your profile. **\*\*\*NOTE-If** your doctor completed a physical exam form and cleared you on that instead of the Clearance form, you will **ALSO** need to upload that physical form\*\*\*-this applies to athletes participating in the Campbell Clinic Physical day on April 30.
- You **may** also print the Privit Profile Medical History Summary and Physical Examination Form for your doctor's use, **do not upload** these to your profile.
- THE ONLY FORMS you need to upload when completed are the **CLEARANCE AND HIPPA.**

\*\*\*\*\*Once the required information has been completed and uploaded and e-signatures have been applied to the necessary forms, the documents will be available for the appropriate staff member for review and approval. The profile will remain "pending" until this review.

## Detailed steps can be found on pages 2-5.

For Questions:

<http://support.priv-it.com>

1-844-234-HELP (4357) Monday-Friday 8:00 AM – 5:00 PM EST

TRA Athletic Office 901-829-6520



# Tipton-Rosemark Academy

## Welcome to Privit Profile!

Tipton-Rosemark Academy has partnered with PRIVIT®, a Columbus based company, to automate the process for the management and collection of health forms required for athletic participation.

This document provides instructions to athletes, parents and/or guardians on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

Steps to complete within Privit Profile™ :

**1. Log in to your existing parent account or register an account in parents name for first time users:**

<https://trarebels-tn.e-ppe.com/>

**2. Add athlete(s) to your account**

**3. Complete all relevant information for each athlete**

- Personal Details-update as needed
- e-PPE Questionnaire-update any information that has changed
- Sudden Cardiac Arrest Form
- TSSAA Concussion Form
- Join any teams athlete will be on/trying out for
- Apply electronic signature to required forms

**4. Apply athlete electronic signature to Concussion and Cardiac Arrest Forms.**

**5. Print and complete the HIPPA form.**

**6. Print the Clearance form and take with you to the Physical Examination and have the doctor complete.**

**7. Upload the completed Clearance form-it must be complete with parent signature, athlete signature, physician's signature, date of physical, and clearance status. \*\*\*NOTE-If your doctor completed a physical exam form and cleared you on that instead of the Clearance form, you will ALSO need to upload that physical form\*\*\* this applies to athletes participating in the Campbell Clinic Physical day**

**8. Upload the HIPPA Form.**

For detailed instructions for each step listed above, please refer below to steps 1-8 of this document.



# Tipton-Rosemark Academy

- Once the required information has been completed and uploaded and e-signatures have been applied to the necessary forms, the documents will be available for the appropriate staff member for review and approval. The profile will remain “pending” until this review.

## **Step 1: Register a Parent Account if a New User:**

As a parent/guardian, you are going to register an account in your name, then add your athlete to the account and complete the athlete’s information. **Create your account by selecting or entering the following link <https://trarebels-tn.e-ppe.com/> then follow the steps below:**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again.)
3. You may be presented with a Welcome Message at this point. Click the blue **Continue** button near the top of the page be taken to the HOME page.

## **Step 2: Add Athlete(s) to Your Account:**

On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your athlete to your account; and this section allows you to add other family members if necessary.)

- Click **Add Member** on the left side of the page.
- Enter your athlete’s first name (and last name if different), date of birth, and gender.
- In addition, please check the box that states Enable Login. Then you will want to enter an email address for your athlete (The email address for your athlete will need to be different than the email address you registered with) and create a password. (Enabling a login will allow the athlete to e-sign documents later in the process). Then click **Add Member**.
- You may be taken to a copy data screen. If you are adding multiple athletes this feature will allow you to copy certain demographic data from one athlete to another, so that you don’t have to enter it a second time. If you do not wish to copy any data, or are adding you first athlete and do not have any data to copy, click **Cancel** to return to the Home page.
- You will now see the athlete listed under Family Members. Please click on the athlete’s **Name**.

## **Step 3: Complete All Relevant Athlete Information \*FOR EACH ATHLETE\*:**

1. From your athlete’s profile, begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.  
In order for the Personal Details form to be complete, you will need to answer all mandatory questions, marked with a red asterisk (\*). Please note that there are 6 sections to the Personal Details. You can use the tabs on the left hand side of the screen to view the completion of each section as well as to navigate to each section directly.
2. When you have finished all 6 sections of the Personal Details click **Save and Exit** to return to your Home page.
3. Your athlete’s Personal Details should now read 100%. If they do not, go back in by clicking **Continue** and using the tabs described above to find the incomplete section.



# Tipton-Rosemark Academy

4. Repeat steps 1 and 3 for the e-PPE Questionnaire. This form has 17 different sections which will need to be completed.
5. Click **Start** to the right of the TSSAA Concussion Form. You will need to answer all mandatory questions, which are marked with a red asterisk(\*).  
\*You will not be able to submit this form until all required questions have been filled out.
6. When you have finished completing the TSSAA Concussion Form, click **Submit**.
  - a. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature. Select the blue **Create New Signature** tab.
  - b. With your cursor on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
  - c. Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.
7. Repeat steps 5 and 6 for the Sudden Cardiac Arrest Form
8. After completing the forms, you **MUST** join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the correct team(s) your athlete will be joining. You **cannot** skip step #8 as it is critical for your athlete's coaches and athletic trainers will be able to review and approve your documents, and see your athlete on the team roster.
9. Click **Sign** to the right of Signed Documents.
  - a. Apply your electronic signature to each of the Sudden Cardiac Arrest forms and TSSAA Concussion forms.
10. Print out a copy of the HIPPA form complete and sign. Upload the completed **HIPPA Form** back into your Privit account by following the directions in Step 5.
11. Print out a copy of the **Clearance Form**(parent and athlete sign before completing the physical, the doctor will indicate clearance on this form) and take with you to your physical. You **may** also print the Privit Profile Medical History Summary and Physical Examination Form for your doctor's use, **do not upload** these to your profile.
12. Upload the completed **Clearance Form** back into your Privit account by following the directions in Step 5.

## **Step 4: Apply Athlete Electronic Signature:**

1. First, you will want to be certain you have enabled a login for your athlete. Steps 2 - 4 provide instructions on confirming that a login has been enabled for your athlete.
2. Select Manage Account from the home page.
3. From the Manage Account Screen, select Manage Family Accounts.
4. From the family member drop down, select your athlete and check the box that says **Enable Login**. (If there is an email address already listed next to Current Email, please skip to step number 6)
5. Please type in an email address for your athlete (different from the email address that was used to register) and create a password. Then click **Submit**.
6. Next, log out by selecting the name in the top right corner with the gear symbol and from the drop down, select **Log Out**.
7. Then click **Login** and log in with the email address and password that was just created for your athlete.



# Tipton-Rosemark Academy

8. After logging in as the athlete, select **Manage Documents** from the home page. Then click **Sign Document** where an athlete e-signature is required.
  - a. A message will appear if you want to review or sign it the document. Click the blue **Review** and after reading the document click the **Sign** button and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** tab.
  - b. With your curser on a computer or with your finger from a tablet/mobile device, create your athlete signature or initials then click the blue **Save** tab. You will see your athlete signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen and go back to **Manage Documents**.
  - c. Once you have created an athlete e-signature, you will not be required to repeat this process. You will be able to apply this athlete e-signature anywhere an athlete e-signature is required.

Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval.

## **Step 5: Uploading Documents:**

1. After your physical exam please upload your clearance form back to your Privit account by following steps 2 - 6 below.
2. Click **Manage Documents** and you will be directed to the **Manage Documents** page
3. Click **Upload Document** to upload a document to your profile
4. Click **Choose File** to select your document

Clicking **Choose File** on a mobile device or tablet will open up your device's camera, prompting you to either choose a photo from your library or take a new picture to upload.

5. Click **Document Type** and select the corresponding document title from the drop down list. You also have the ability to add a comment if you would like to provide additional info for your coaches and trainers
6. When you are finished and are ready to upload your document click **Upload**