

## Welcome to Privit Profile for St. Francis of Assisi CYO Athletics,

This document provides instructions to complete the athletic forms for your student athlete's participation. Information can be completed on your computer, tablet, mobile or any device connected to the internet. It's important to thoroughly complete all your student athlete's information as you will continue to use this profile for their athletic participation in future years at the school.

Below are the items that will need to be completed within your student's Privit Profile:

1. Register/Login with one Parent's/Guardian's name here: [sfa.e-ppe.com](https://sfa.e-ppe.com)
2. Add athlete(s) to your account by selecting Add Member.
3. Join Appropriate Team(s)
4. Complete all necessary athletic forms and apply necessary Parent/Guardian and

### Athlete e-signatures:

- Personal Details (Complete to 100%)
- Athlete Health History ([Parent/Guardian and Athlete e-signature required](#))
- Emergency Medical Authorization ([Parent/Guardian and Athlete e-signature required](#))
- Registration Form ([Parent/Guardian and Athlete e-signature required](#))
- Parent & Athlete Code of Conduct ([Parent/Guardian required](#))
- Authorization of Photo & Release ([Parent/Guardian required](#))

### 5. Print for student athlete's physical:

- Athlete Health History
- CYO Cleveland Blank Physical Form ([Doctor will sign this form](#))

### 6. Upload the signed Physical Form into student's profile

Once the required information has been completed and 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. The **Completion Status** bar on the student athlete's Home screen will turn green and indicate **Submission Complete** after all the forms have been completed properly. If the status bar is orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at the school will update the "Pending" or "Needs Update" **Clearance Status**, the status is not automatically updated.



**If you need assistance, please contact the Privit Help Center at 844-234-4357 or visit [www.support.privit.com](https://www.support.privit.com).**

For detailed instructions on each step listed above, please refer to the instructions below.

### **Step 1: Register or Log in to your account as the Parent/Guardian name:**

As a Parent/Guardian, you will register an account, then add your student athlete to the account and complete only their information. **Start creating your account by selecting or enter the link [sfa.e-ppe.com](http://sfa.e-ppe.com) then follow the steps below.**

1. If you've registered an account from a previous year, click **Log In**
2. From the landing page, click **Register**.
3. Please register with your name as a parent, email address, and create a password. **MAKE CERTAIN TO SELECT YOUR ROLE AS PARENT/GUARDIAN**. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered, do NOT register again.)

### **Step 2: Add athlete(s) to your account:**

1. On the Home page click the **Add Member** button on the left side of the page. (This will add your athlete to your account. You can add as many additional family members as necessary.)
  - Click **Add Member** on the left side of the page.
  - Enter your student athlete's first name (and last name if different), date of birth, and gender.
  - Ignore Enable Login and then click **Add Member**. You will now see your student athlete's name listed on the Home page.

### **Step 3: Join Team(s):**

1. Click on your student athlete's name and you'll be directed to their Home screen. From the Home screen you will see a tab that says **Joined Teams**. To join a team, click the blue tab next to Joined Teams and a new page will open. Check the box next to the appropriate team(s) your student plans to participate on and click **Done** at the bottom of the page when finished.

### **Step 4: Complete the Personal Details section for the student athlete:**

1. Click on your student athlete's **Name**. Then begin completing or updating the Personal Details by clicking the **Start** button to the right of Personal Details.
2. Complete each section of the Personal Details section to 100% and click **Save and Exit**.

**IMPORTANT:** In order for the Personal Details to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk (\*).

### **Step 5: Complete or Update the Athlete Health History Form for the student athlete:**

1. Click **Start** to the right of the form. Complete or Update all fields with a red asterisk (\*).
2. Make certain you complete this form and update it thoroughly as you will continue to use this profile in future years. This will prevent any redundant steps.
3. Once all fields are completed, click **Submit or Save & Exit**.

### **Step 6: Complete the remaining forms for the student athlete:**

- Click **Start** to the right of the form. Complete all the fields with a red asterisk (\*). When you have finished answering this form, click **Submit**.
- A pop up will appear to review or sign 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** button.
- 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, select **Home** near the top left of the screen.
- **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.**
- Some of the forms also require an athlete's signature. See **Step 7** below for instructions on applying an athlete's electronic signature to forms.
  - Personal Details (Complete to 100%)
  - Athlete Health History ([Parent/Guardian and Athlete e-signature required](#))
  - Emergency Medical Authorization ([Parent/Guardian and Athlete e-signature required](#))
  - Registration Form ([Parent/Guardian and Athlete e-signature required](#))
  - Parent & Athlete Code of Conduct ([Parent/Guardian required](#))
  - Authorization of Photo & Release ([Parent/Guardian required](#))

### **Step 7: Student Athlete Signatures:**

1. From your student athlete's Home screen, click the blue font **Student/Athlete click here to sign** and you will be taken to a page to create an electronic athlete signature. Select the blue **Create New Signature** button.
2. With your cursor on a computer or with your finger from a tablet/mobile device, create the athlete's signature or initials. Check the box that you attest and then click the blue **Save** tab. You will see your athlete signature displayed. Select **Done** to return to the home page.
3. From the Home page, click the blue font **Student/Athlete click here to sign** again. 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 on the forms.

### **Step 8: Printing Forms:**

1. A copy of the forms you need print can be found by clicking the blue Print Documents tab on the student's home page.
2. **Only** click Print next to the **CYO Blank Physical Form & Athlete Health History Form**
3. Bring the **CYO Blank Physical Form & Athlete Health History Form** to the student's required Physical Examination

4. When this form has been signed by the doctor, please upload only the **CYO Blank Physical Form** into your student athlete's account (Follow Step 9 below)

**Step 9: Uploading the CYO Blank Physical Form:**

Before uploading, you will need to either take a photo of the form with your tablet or smartphone or scan the documents into your computer\*. If you are using a smartphone or tablet to upload, please **open the internet browser** (Safari on the iPhone) and type in the school's Privit website [sfa.e-ppe.com](http://sfa.e-ppe.com). Then **login to your account**.

1. Click **Manage Documents** from the student athlete's home screen. Next, click **Upload Document** near the top right.
2. Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)
3. From the drop-down next to Document Type, select **Completed Physical Form**.
4. Click **Upload**.
5. You should be directed back to the student athlete's Manage Documents page where you can see the uploaded document and any other documents that have been submitted.
6. For further assistance on Uploading Documents, please click [here](#).



**Important\*\*:** 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. The **Completion Status** bar should turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at the school will update the "Pending" or "Needs Update" **Clearance Status**, the status is not automatically updated.



**Privit Profile App:** Privit offers a mobile app for the Parent/Guardian and the student athlete. It's free to download for both Apple iOS devices and Android devices.