

Step by Step Registration instructions – Student Athlete & Parent Guardian

STEP 1

Navigate to the web portal and select REGISTER

[Click HERE for Website](#)

The screenshot shows the Northwest Classical Academy website. At the top is the school's logo and name. Below that is the address: 3010 Cobb Parkway Northwest, Kennesaw, GA 30152. There are buttons for 'GET HELP' and 'LANGUAGE'. The main heading is 'YOUR TICKET TO PLAY'. Below this, there are instructions for returning and new students. At the bottom, there are 'LOG IN' and 'REGISTER' buttons.

STEP 2

If you are over 18 select the role "Student Athlete"

The screenshot shows the 'CREATE YOUR ACCOUNT' form. The 'Enter your role*' dropdown menu is open, showing 'Parent/Guardian' and 'Student Athlete' options. Other fields include First Name, Last Name, Email Address, Phone Number, Password, and Confirm Password. There are also checkboxes for terms and conditions and a CAPTCHA.

STEP 3

If you are registering a minor or need to provide consent, select the role "Parent/Guardian". You will be able to add as many profiles to your "Parent/Guardian" login as needed using one email login and password

This screenshot is identical to the previous one, but the 'Parent/Guardian' role is selected in the dropdown menu.

STEP 4

Enter the verification code sent to the email address that you used to register

The screenshot shows the 'CONFIRM EMAIL' page. It displays the confirmation number sent to the email address 'student@email.com'. There is a text input field for the confirmation number and buttons for 'SUBMIT' and 'RESEND CONFIRMATION NUMBER'.

STEP 5

After entering your cell phone number and selecting verify (by text or voice) you will receive a verification code by the method selected

The screenshot shows the 'CONFIRM PHONE NUMBER' page. It displays the phone number entered and options to verify via text or voice call. There is a 'Verify' button.

STEP 6

Enter the verification code

This screenshot is identical to the previous one, but the verification code '9112' is entered in the 'Enter Confirmation Number*' field.

STEP 7

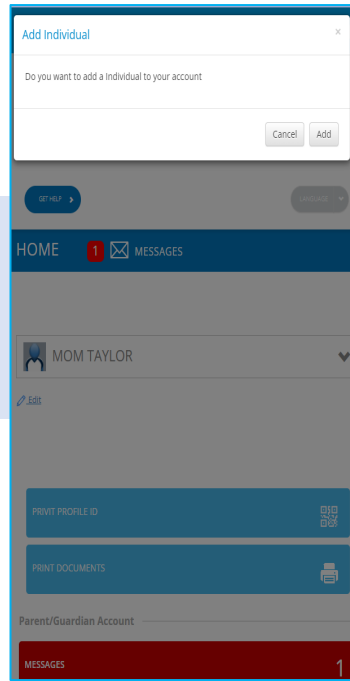
Once verified you will be brought to your profile home page

The screenshot shows the 'Player Athlete' profile home page. It features a navigation menu on the left, a main content area with a 'SUBMISSION INCOMPLETE' warning, and buttons for 'PRIVIT PROFILE ID', 'PRINT DOCUMENTS', 'ADD STUDENT ATHLETE', 'GENERAL INFORMATION', 'START', 'UPLOAD DOCUMENTS', and 'UPLOAD'. The user is identified as a 'Parent /Guardian Account'.

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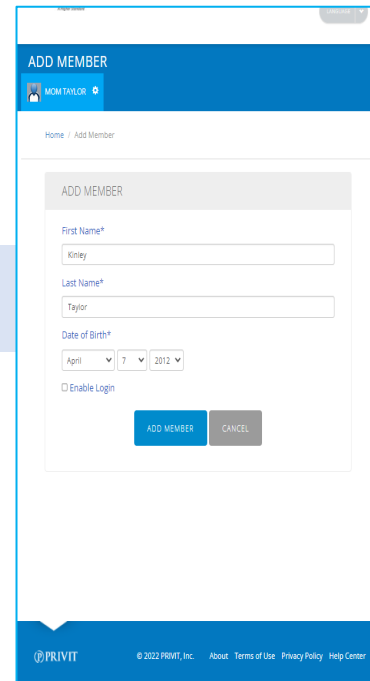
STEP 8

If you registered as a “Parent/Guardian” you will be prompted to add a member profile to your account



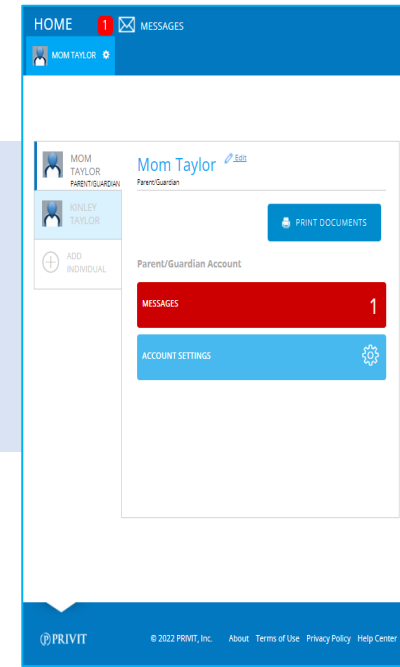
STEP 9

Fill in the requested fields, and click add member



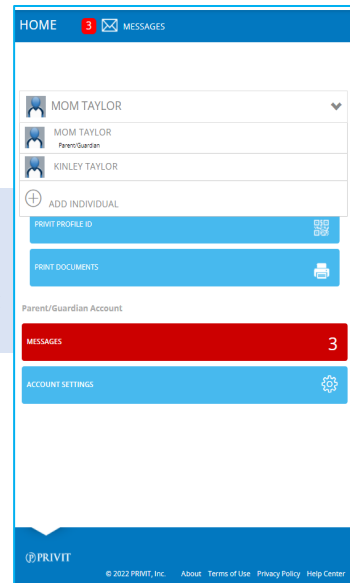
STEP 10

The Parent/Guardian home page will not have any forms to complete. Click on the Student Athlete’s account below and the required fields will appear for completion. To add additional secondary or child accounts, click the add member button on the left-hand side below the names listed



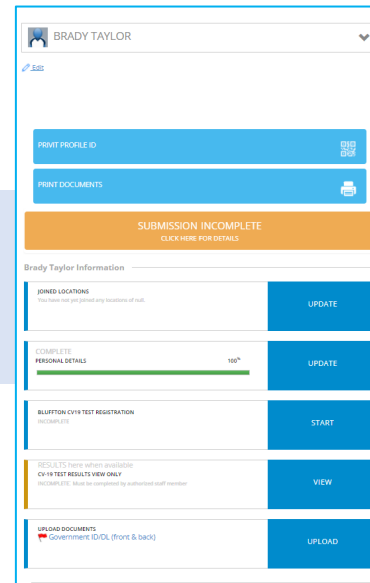
FYI

On a mobile device, the add member will be in the drop down below the parent name and the list of existing profiles within this account



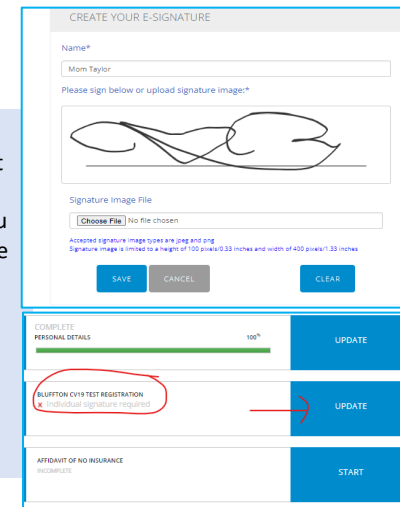
FYI

To begin completing forms, click on the tiles to the right of each listed form and complete and sign as prompted



FYI

You will be prompted to create a signature the first time you are required to sign, and once created you will be brought back to the profile home page where you will click on the form again to sign and submit the document. Once signatures are created, it will remain on file for use on future forms.



Filling out your forms and Uploading Documents to complete your PRIVIT profile

Your profile home page contains a list of forms that must be complete for registration. For those with multiple members on one account, these steps must be completed for each Student Athlete

Follow the workflow down the page to complete each step and at the end of each form, click the SUBMIT button. The system will prompt for a signature if required

Any time throughout this process you can click on the orange bar to see what still needs completion

This form bordered in ORANGE does NOT need to be completed, but will have your results to view when they are sent back from the lab

To PRINT your sports physical form, scroll down and click PRINT DOCUMENTS and follow the instructions to download the document

To Upload the signed sports physical form, click UPLOAD and follow the prompts to upload the document

From your mobile device you can use your camera to take a photo or upload from an image file on your phone

Once the file(s) are listed next to the choose file button, click UPLOAD to add them to your profile

When you see the files or photos that you uploaded in your MANAGE DOCUMENTS screen, click DONE to return to your profile home screen