



## Welcome to Privit Profile for Briarcrest Christian School Athletics,

This document provides instructions to complete the athletic forms for your student athlete's participation. Information can be completed on your computer, tablet, or mobile device. 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 with one Parent's/Guardian's name here: [bcsaints.e-ppe.com](https://bcsaints.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 Student/Athlete e-signatures:
  - Personal Details (Complete to 100%)
  - Eligibility & Consent ([Parent/Guardian e-signature required](#))
  - Concussion Form ([Parent/Guardian e-signature required](#))
  - Sudden Cardiac Arrest Form ([Parent/Guardian and Athlete e-signature required](#))
  - Medication Consent ([Parent/Guardian e-signature required](#))
5. Print for student athlete's physical:
  - Blank Physical Form ([Doctor will sign this form](#))
6. Upload Completed 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 our [Support Desk](#) .

[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 [bcsaints.e-ppe.com](https://bcsaints.e-ppe.com) then follow the steps below.

**RETURNING STUDENTS:** If you have registered an account from a previous year, click **Log In**. **DO NOT** register a new account. Contact support to verify your log in access.

**NEW STUDENTS:** From the landing page, click **Register**.

- Please register with your name as a parent, email address, and create a password. **MAKE CERTAIN TO SELECT YOUR ROLE AS PARENT/GUARDIAN**. Then verify your phone number. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered, DO NOT register multiple accounts.)

### **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.

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

1. Click on your student's name and you will 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 the Eligibility & Consent Form for the student athlete and apply your Parent/Guardian E-Signature:**

From the student's [Home](#) screen, click Start beside Eligibility & Consent. Take the time to complete every single question properly and provide as much detail regarding any information about your medical history where asked. Once every question has been completed, click SUBMIT. Then click the blue SIGN tab.

**RETURNING STUDENTS** – Use your existing Parent/Guardian e-signature to sign and submit the forms

**NEW STUDENTS** – Follow the steps below to create an e-signature as a Parent/Guardian:

**\*Creating E-Signature:** A new message will appear, click the blue tab "Create New Signature". You can use the cursor on a computer or with your finger on a tablet device to create an electronic signature. Click SAVE and then DONE to return to the Home page. From the Home page underneath or beside the form click on SIGN and a new screen will open with your signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page. Underneath this form on the Home page, it now should indicate *Signed by Student Athlete*.

**PLEASE TAKE THE TIME TO PROPERLY COMPLETE/UPDATE THIS FORM EVERY YEAR.**

**Step 6: From the Student's Home page, click the blue tab beside the remaining forms below.**

Make certain that you review all the information and answer any required information. After this is finished, apply your e-signature to the following documents:

- Eligibility & Consent ([Parent/Guardian e-signature required](#))
- Concussion Form ([Parent/Guardian e-signature required](#))
- Sudden Cardiac Arrest Form ([Parent/Guardian e-signature required](#))
- Medication Consent ([Parent/Guardian e-signature required](#))

**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 **Blank Physical Form**
3. Bring the **Blank Physical Form** to the student's required Physical Examination
4. When this form has been signed by the doctor or physician, please upload a copy of it into your student athlete's account (Follow Step 9 below)



### **Step 9: Uploading the Physician Signed Physical Form:**

After the Physical Exam Form is signed by a Physician/Doctor, you're required to upload this form back into your student's profile. You can do this by scanning and uploading it through your computer by logging into your student's account **OR** you can do it on your smartphone or mobile device by entering the Briarcrest Athletics Privit website [bcsaints.e-ppe.com](https://bcsaints.e-ppe.com) (no www.) Then **login to your account.**

1. From the [Home](#) screen underneath **UPLOAD DOCUMENTS**, click on [Completed Physical Form](#)
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. After you have chosen the document, Click on the blue **Upload** tab.
4. You will 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.

For further assistance on uploading forms, please click [here](#).

**Important\*\*:** Once the required e-signatures have been applied to the necessary forms and the required documents have been uploaded into your profile, the **Completion Status** bar will 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.

