

Welcome to Privit Profile for Monsignor Edward Pace H.S.,

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:** pacehs.e-ppe.com/-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%)
 - Pre-Participation History Form EL-2 ([Parent/Guardian and Athlete e-signature required](#))
 - EL3-1 Acknowledgment ([Parent/Guardian and Athlete e-signature required](#))
 - EL3-2 Concussions ([Parent/Guardian and Athlete e-signature required](#))
 - EL3-3 Sudden Cardiac Arrest ([Parent/Guardian and Athlete e-signature required](#))
 - EL3-4 Eligibility ([Parent/Guardian and Athlete e-signature required](#))
 - Release of Liability ([Parent/Guardian and Athlete e-signature required](#))
5. **Print for student athlete's physical:**
 - Pre-Participation History Form and FHSAA EL2 Physical Form ([Doctor will sign this form](#))
6. **Upload completed FHSAA Signed EL2 Physical Form into student's profile**

If you need assistance, please contact the Privit Help Center at 844-234-4357 or visit www.support.privit.com.

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 pacehs.e-ppe.com/-ppe.com then follow the steps below.**

1. From the landing page, click **Register**. If you already created an account from last season, click **Log In**.

2. 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.)
3. Verify email and phone number

Step 2: Add student athlete(s) to your account:

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 Pre-Participation 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 curser 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 esignature is required.**
 - The forms also require an athlete's signature. See **Step 7** below for instructions on applying an athlete's electronic signature to forms.
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- Personal Details (Complete to 100%)
 - Pre-Participation History Form EL-2 ([Parent/Guardian and Athlete e-signature required](#))
 - EL3-1 Acknowledgment ([Parent/Guardian and Athlete e-signature required](#))
 - EL3-2 Concussions ([Parent/Guardian and Athlete e-signature required](#))
 - EL3-3 Sudden Cardiac Arrest ([Parent/Guardian and Athlete e-signature required](#))
 - EL3-4 Eligibility ([Parent/Guardian and Athlete e-signature required](#))
 - Release of Liability ([Parent/Guardian and Athlete e-signature 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 curser 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 Download next to the **FHSAA EL2 (blank physical form)**
3. Print all pages of **FHSAA EL2 (blank physical form)** and bring to the student's required Physical Examination
4. When this form has been signed by the doctor, please upload only Pages 2 and 3 the into your student athlete's account (Follow Step 9 below)

Step 9: Upload Documents

You can do this by scanning or taking a picture of it and uploading it through your computer, or you can do it on your smartphone or mobile device by entering in pacehs.e-ppe.com/ppe.com (There is no www.) into the browser on your phone. Log in to your account again.

1. Click **Upload Documents** from your [Home](#) screen and select "**Signed EL2 Physical Form**".
 2. Click **Choose File** to search and select the picture of your Insurance Card. (If you are accessing this page from a mobile device, you will be prompted to take a picture or select a photo of the document from the photo album.)
 3. If not already selected, click on the drop-down next to Document Type, and use the label "Signed EL2 Physical Form"
 4. Click **Upload**.
 5. For further assistance on Uploading Documents, please click [HERE](#).
- FHSAA Signed EL2 Physical Form: **Only applies to students who received their Physical Examination outside of the school through their own family doctor or physician.**
 - Course completion certificates
 - Sudden Cardiac Arrest
 - Concussion of Students
 - Heat Illness prevention



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 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.