

# Martinez Athletics Help Guide

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## Getting Started:

You will need the following things to complete this online application:

1. Physical Form with EL2 in the upper right-hand corner. Here is the link for the form: [https://www.sdhc.k12.fl.us/docs/00/00/17/13/2018\\_19\\_EL02\\_Physical\\_Form.pdf](https://www.sdhc.k12.fl.us/docs/00/00/17/13/2018_19_EL02_Physical_Form.pdf)
  - ^^This must be a sports physical on the EL2 form – NO EXCEPTIONS!! ^^
  - Page 1 is a Medical History that includes immunization dates
  - Page 2 is the Physical Examination signed/dated by the doctor
  - Page 3 is only needed if you child is referred to a specialist
2. NFHS Learn Certificates: <https://nfhslearn.com/>  
that you printed or saved after completing the required athletic videos (see Page 3 for step-by-step instructions on how to complete the videos)
3. District Purchased Insurance Card that you printed or saved after purchasing the required district athletic insurance. Here is the link to purchase the insurance: <https://www.hcpsathleticprotection.com/>
4. Parent Government ID

**PlanetHS:** Download the PlanetHS app, or go to [www.planeths.com](http://www.planeths.com)

**You are first going to create a parent account: From the main screen, click on Sign up.**

1. Step 1 – A parent
2. Step 2 - Enter First Name, Last Name, Gender, and Birthday of the parent
3. Step 3 – Enter parent’s email address or phone number (whichever you prefer to use as your username) and the password you want to use
4. Type in school’s name then choose (School Name) from the drop down.
5. Press Sign Up
6. Provide emergency contact information of the primary and secondary parent/guardian, alternate emergency contact info, insurance information, and physician information.
7. Press Update

## Linking PlanetHS Accounts:

**You must link the student account to the parent account.**

1. Press Linked Accounts
2. Is your child younger than 13?  
If Yes - click My child is under the age of 13. Fill out child’s info & click Submit.  
If No - Enter the student email address or phone number (it must be different than the one you used to create the parent account) then press Send. The student will receive an invite to link their account with yours. Have the student click on the link and do the following:
  - Step 1 - Click A Student
  - Step 2 - Enter Student First Name, Last Name, Gender, Birthday, and High School Graduation Year
  - Step 3 - Enter Student email address or phone number (must be different than parent), and Password
  - Step 4 - Choose (School Name) from drop down
  - Step 5 – Choose all sports the student wishes to participate in this year.
  - Click Sign up
  - The parent and student account should now be linked.

**Athletic Forms:** You must now fill out all the necessary forms. From the Parent Account click on Athletic Forms button. Verify that all the sports the student wants to participate in are checked, then scroll to the bottom where all the forms are listed. Choose the form you wish to update.

1. **HCPS Application for Athletic Participation Middle Schools –**

- You must fill out all boxes that have a red asterisk
- Put your initials in the box just under the student number
- Click on each box in Participation Requirements section so that a check mark appears.
- Click on the blue Sign & Submit Form button at the bottom. ➤ Choose Next Form from the pop-up screen

2. **Warning, Agreement to Obey Instructions, Release, Assumption of Risk, and Agreement to Hold Harmless –**

- If your child chose soccer as one of their sports, you must put your initials in the box to acknowledge that soccer is a violent contact sport.
- Click on the blue Sign & Submit Form button at the bottom.
- Choose Next Form from the pop-up screen

3. **EL2 – Preparticipation Physical Evaluation (History Form) –**

You must fill out all boxes that have a red asterisk (\*)

- **Answer all 41 questions**, including the dates of immunizations.
- For every YES answer, you must respond in the Yes box at the bottom.
- Click on the blue Sign & Submit Form button at the bottom.
- Choose Next Form from the pop-up screen

4. **EL2 – Preparticipation Physical Evaluation (Physical Assessment) –**

This is where you will upload the actual physical form **\*\*\*must have doctor signature, stamp, and date\*\*\***

It is easier to do this step from your phone so you can take a picture of the physical.

- Click on Upload Document
- Click on Choose File
- From smart phone, click on Take Photo or Video. From computer, locate document that you saved
- Click on Upload File
- Choose Next Form from the pop-up screen

5. **EL3 – Consent and Release from Liability Certificate –**

**Part 2A –** For most athletes the answer will be N/A or NONE. **If there are sports you DO NOT want the student to participate in, list them on the line provided.**

**Part B –**

- If your family has health insurance, choose the first box and list the Company and Policy Number.
- Choose the second box because you are required to purchase the district medical plan.
- Fill in Parent Name in all boxes that have a red asterisk (\*) to acknowledge you have read and understand the
- agreement
- Put your initials in the box at the bottom
- Click on the blue Sign & Submit Form button at the bottom.
- Choose Next Form from the pop-up screen

6. **Middle School Athletic Eligibility Form –**

- Put your initials in the box for Media Release and Insurance
- Put your initials in the box for Uniforms, Equipment, and Supplies to acknowledge you have read and understand the agreement. Enter the parent name in the box provided.
- Click on the blue Sign & Submit Form button at the bottom.
- Choose Next Form from the pop-up screen

7. **Medical Release Form –**

- Enter the Home, Business, and Cell Phone numbers in the boxes provided. If one of these does not apply to you, put the phone number you use in all the boxes.
- Choose Part I (see note below)

- List any allergies or medical conditions we need to know about the student in the box provided. If none, please indicate NONE
- Note: If you choose Part II, you must be present at EVERY practice and game from start to finish, in case your child is injured. ➤ Click on the blue Sign & Submit Form button at the bottom.
- Choose Next Form from the pop-up screen

#### 9. **NFHS Learn Certificates –**

This is where you will upload the video certificates you saved when you finished each video and the quiz. (see page 4 for step by step instructions)

It is easier to do this step from your phone so you can take a picture of the certificates.

- Click on Upload Document
- Click on Choose File
- From smart phone, click on Take Photo or Video. From computer, locate document that you saved
- Click on Upload File. Repeat until you have uploaded all 3 video certificates • Choose Next Form from the pop-up screen

#### 10. **Excess Student Accident Insurance Overview –**

- Review the information about the required athletic insurance ➤ Click on the blue Sign & Submit Form button at the bottom. ➤ Choose Next Form from the pop-up screen

#### 11. **District Purchased Insurance (Mandatory) –**

This is where you will upload the insurance card you saved when you purchased the required athletic insurance.

- You purchase the insurance online at:
- [www.hcpsathleticprotection.com](http://www.hcpsathleticprotection.com)
- Make sure to save the insurance card that is generated when you purchase the insurance.
- Click on Upload Document
- Either take a picture of the insurance card or upload a previously scanned document that contains the insurance card. Here is what the card looks like→
- Click on Upload File
- Click on the blue Sign & Submit Form button at the bottom.
- Choose Next Form from the pop-up screen

<i>School Insurance of Florida</i>	
Student Accident Insurance Card	
Mailing Address: P.O. Box 784268 Winter Garden, FL. 34778	
Claims Telephone: 407-798-0290 Policy No: 09-0132-2020	
Student Name:	
School District: Hillsborough Public Schools,	School: TOMLIN MIDD
Date Paid: 09/17/2019	Amount Paid: \$25.00
Coverage: MIDD Middle School	Termination Date: 05-19-2020
<small>This ID does not guarantee policy benefits. The student accident insurance plan is secondary, "Excess" coverage to all other sources of primary insurance. Coverage becomes effective on the first day of school or at 11:59 pm on the date paid, whichever is the later date. Coverage effective and termination dates, eligibility, benefits, and exclusions are determined by the actual Master Policy provisions.</small>	

#### 12. **Parent Government ID –**

This is where you will upload the parent id.

It is easier to do this step from your phone so you can take a picture of the id.

- Click on Upload Document
- Either take a picture of the parent id, or upload a previously scanned document that contains the parent id.
- Click on Upload File
- Click on the blue Sign & Submit Form button at the bottom.

Student Approvals Needed: – Now the student must approve the necessary forms.

- Sign into PlanetHS with the Student account
- Click on Athletic Forms
- The student must now go into the following forms and put their initials where indicated then click on the blue Sign & Submit Form button at the bottom:

#### 13. **HCPS Application for Athletic Participation Middle Schools**

#### 14. **Warning, Agreement to Obey Instructions, Release, Assumption of Risk, and Agreement to Hold Harmless**

#### 15. **EL2 – Preparticipation Physical Evaluation (History Form)**

#### 16. **EL3 – Consent and Release from Liability Certificate**

#### 17. **Middle School Athletic Eligibility Form**

All steps should be complete now. If you look at the Athletic Forms, you should see they are all either complete or pending staff approval. Once school staff approves the forms, you will get an approval notice via text or email. **For more help, contact Martinez Athletics Game Manager, Krystyna Swanson, [Krystyna.Swanson@hcps.net](mailto:Krystyna.Swanson@hcps.net)**

## Sports Seasons, Coaches, and Contact information

Sport	Season	Coach	Coach Email
Basketball	Early Fall	Coach Moffitt (Boys) Coach Mountain (Girls)	<a href="mailto:Matthew.Moffitt@hcps.net">Matthew.Moffitt@hcps.net</a> <a href="mailto:Aaron.Mountain@hcps.net">Aaron.Mountain@hcps.net</a>
Volleyball	Fall	Coach Moffitt (Boys and Girls)	<a href="mailto:Matthew.Moffitt@hcps.net">Matthew.Moffitt@hcps.net</a>
Track	Late Fall	Coach Mility (Boys and Girls)	<a href="mailto:Jamila.Mility@hcps.net">Jamila.Mility@hcps.net</a>
Soccer	Winter	Coach Palumbo (Girls) Coach Swanson (Boys)	<a href="mailto:Angela.Palumbo@hcps.net">Angela.Palumbo@hcps.net</a> <a href="mailto:Krystyna.Swanson@hcps.net">Krystyna.Swanson@hcps.net</a>
Flag Football	Early Spring	Coach Moffitt (Boys) Coach Mountain (Girls)	<a href="mailto:Matthew.Moffitt@hcps.net">Matthew.Moffitt@hcps.net</a> <a href="mailto:Aaron.Mountain@hcps.net">Aaron.Mountain@hcps.net</a>

\* It is HIGHLY recommended that parents and athletes complete athletics paperwork in the beginning of the year. If any mistakes or forms are forgotten, the student will not be able to try-out for their sport. Once paperwork is approved the athlete may try-out for any sport throughout the year.

\*\* Game schedules will be posted on the Martinez Website as soon as they are released to us by the county.

<https://www.hillsboroughschools.org/domain/3858>

\*\*\* Practice schedules will be distributed by the coach when the season starts. Practices usually run no later than 6:00

\*\*\* Games are during the week. Girls start at 6:00 and Boys start at 7:00. Monday games are the exception. Girls start at 5:30 and boys start at 6:30.

For further help, contact Martinez Athletics Game Manager, Krystyna Swanson, [Krystyna.Swanson@hcps.net](mailto:Krystyna.Swanson@hcps.net)

## Purchasing Tickets for Games

All Hillsborough county athletic event ticket purchases must be made in advance online:

- <https://www.hillsboroughschools.org/athletics>
- Scroll to where you see "Purchase Tickets to Athletics Events"
- Type in your school name
- Choose which event you would like to purchase a ticket for
  - Note: tickets become available only a day or two before the event. If unavailable, check back on game day.
- Tickets are \$5 for adults and \$5 for students.
- Your mobile device will be scanned as you enter the event, or you may print your ticket.
- Please maintain social distancing, masks are required.
- NO REFUNDS

## How to Watch Required NFHS Athletic Videos

Go to: <https://nfhslearn.com/>

1. Register for new account or sign in for existing account
2. In the courses tab search and select course "Concussion for Students"
3. Select Florida then order course to continue
4. Follow the same steps for "Heat Illness Prevention" and "Sudden Cardiac Arrest"
5. Type in the next video name "**Concussions in Sports**" in the search bar then view course
6. Select Florida then order course then myself then continue
7. Press continue shopping
8. Follow the same steps for courses "Heat Related Illnesses" and "**Sudden Cardiac Arrest**".
9. You should now have all 3 courses listed above in your shopping cart
10. Press Checkout. You should now see your Order Summary.
11. Go to the Dashboard Tab and click on "My Courses"
12. Complete all three courses.
13. Take quiz at end of course
14. Take screen shot of all three certificates.
15. Upload all certificates to PlanetHS

## How to Purchase Game Day Tickets

Here is the process to purchase tickets:

1. Go to school district website: <https://www.hillsboroughschools.org/>
2. Choose Departments
3. Choose Athletics
4. Scroll down until you see Purchase Tickets to Athletic Events
5. In the box underneath "**View Events by School**", type in "Martinez"
6. Choose the event you want to purchase tickets for, then follow instructions.
7. Make sure to have the bar code for your ticket available before you come to the gate (either on cell phone or printed copy)

Note: There are no refunds for tickets purchased.