

Dear Parent/ Guardian,

The Athletic Department at _____ now hosts their Pre-Participation Athletic Forms online with PlanetHS. This digital platform will allow you, and your student(s), to complete and access athletic forms via computer, tablet, or mobile phone. It is HIPAA, COPPA and FERPA compliant. A link to the privacy policy is located at the bottom of the Sign in page at www.planeths.com.

Parent and student must create separate accounts, using different emails and/or mobile numbers.

Important: Students must be sure to create accounts using accurate information, including their Official Name from school registration, DOB, high school graduation year and school.

You can click SELF HELP on the right of the screen for walkthroughs of the account creation, account linking, and athletic forms functionality.

STEP 1. Go to www.planeths.com and click on the yellow login button in the top right of the screen .



- **OR** - With a smartphone, follow the Quick Account Instructions on the second page of _____ this letter.

Note: if students are under 13, and they create an account, they must know their parent/guardian's email address or mobile phone number. (COPPA COMPLIANCE)

- Choose the type of account you wish to create.
- Complete the requested information.
- Be sure when choosing your school that you choose the school the student is attending.

STEP 2. Link the Parent account to the Student(s) account.

Link Account

You will be led through this process after _____ creating an account. If you do not link accounts at the time of account creation, you can always click the **LINK ACCOUNT** button at any time to complete or initiate the linking process. Parents can link to as many student accounts as they wish by repeating the linking invitation process.

STEP 3. Complete Athletic Forms as Advised.

Athletic Forms

Students with accounts may begin _____ completing digital forms immediately. Parents must be linked to a student account to see the electronic version of the forms. If they are not linked, they will only see example PDF versions of the forms. You can complete forms or see their status at any time by clicking on the **ATHLETIC FORMS** button.

For additional help please refer to the one-page help-guide below, access the complete online forms tips located in the light green bar at the top of the Athletic Forms page in your account or use the light blue self help button located on the right-hand side of your screen.

Athletes cannot participate in sports until digital forms are complete and approved unless otherwise specified by your school. Forms will be valid for the entire school year for which they are filled out, with the exception of the physical exam provided by your physician which will reflect the policy set in place by your athletic department. *Completing and having your Pre-Participation Registration Forms accepted by your school does NOT guarantee you have made the team.*

If you need assistance with PlanetHS or need more information, please consult the help documents found here <https://schoolsupport.helpdocs.com> or email schoolsupport@planeths.com. If you have questions regarding the content of form requirements, please contact your school Athletic Director.

Thank you!



_____Athletic Department

[Note: Athletic Director, Athletic Secretary, and or Athletic Trainer, to find the Quick Accounts code and use this portion of the Kick-Off letter, log in and click the Quick Account button. Adjust the name to your school's name below and add the quick account code starting with an "S" to the language below and delete this paragraph. The bottom paragraph starting with "Text HELP..." must remain intact as is whenever describing the Quick Account text functionality. You can also click on the "Print Quick Account Flyer" in the Quick Accounts section to produce a two-up flyer containing this text account information.]

***Quick Account Instructions for account creation via mobile phone:** If you have not received a request to link accounts with your student; please use the code that corresponds to the school your student attends. If you have multiple students at different campuses, use the code that corresponds to your oldest student. Once you send the code you will immediately receive a text back with a hyperlink to create your account. *(Msg & Data rates may apply.)*

_____ **High School:** via mobile phone send a text to 69274 containing S_____ in the message. You will instantly receive a text inviting you to create an account.

_____ **Middle/ Junior High School:** via mobile phone send a text to 69274 containing S_____ in the message. You will instantly receive a text inviting you to create an account.

(Text HELP to 69274 for more information. Text STOP to 69274 to opt out. Msg & Data rates may apply. The wireless carriers are not liable for delayed or undelivered messages. Number of messages vary per user).

Guide for Filling out Online Athletic Paperwork in PlanetHS

Getting Started:

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

- **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
 - This must be a **sports physical** and has to be 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
- **NFHS Learn Certificates** that you printed or saved after completing the required athletic videos (see Appendix 1 for step by step instructions on how to complete the videos)
- **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/>
- **Parent Government ID**

PlanetHS: Download the **PlanetHS app**, or go to 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 user name) and the password you want to use
4. Type in Tomlin then choose Tomlin Middle School 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 Accounts:

You must link the student 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 information and 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 Tomlin Middle School 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.

- **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

- [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 have to 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

- [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

- [EL2 – Preparticipation Physical Evaluation \(Physical Assessment\)](#) –

This is where you will upload the actual physical form (with doctor signature).

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
- [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 G** –
 - 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

- **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

- **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

- **NFHS Learn Certificates** –

This is where you will upload the video certificates you saved when you finished each video and the quiz. **(see Appendix 1 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

- **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

- **District Purchased Insurance (Mandatory)** –

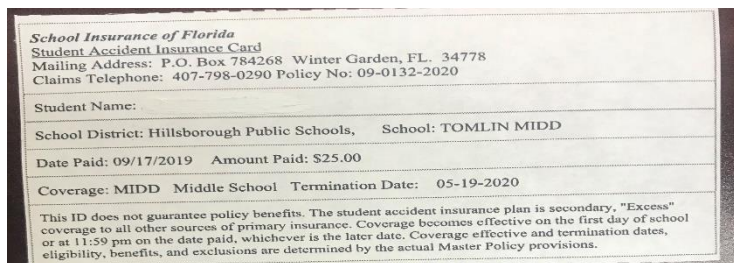
This is where you will upload the insurance card you saved when you purchased the required athletic insurance.

- You purchase the insurance online at:

<https://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 a sample of 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

- **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:
 - ***HCPS Application for Athletic Participation Middle Schools***
 - ***Warning, Agreement to Obey Instructions, Release, Assumption of Risk, and Agreement to Hold Harmless***
 - ***EL2 – Preparticipation Physical Evaluation (History Form)***
 - ***EL3 – Consent and Release from Liability Certificate***
 - ***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, depending on which you used to create the parent account.

Appendix 1:

How to Watch Required Athletic Videos

Go to: <https://www.sdhc.k12.fl.us/doc/1451/athletics/student-forms/concussionvideo/>

You will see this on the screen:

[Begin the login process for the Concussion in Sports video](#)

[Begin the login process for the Sudden Cardiac Arrest video](#)

[Begin the login process for the Heat Illness Prevention video](#)

1. Choose one of the videos
2. Click on **register** in the right-hand corner. If you have previously registered, press **Sign in**.
3. Enter your email address, the username and password you want to use, then press **next**
4. Enter the **STUDENT** name, address, phone number, and Florida then press **finish**
5. Check that you are a student then press **finish**
6. Press **continue** to get to the first video
7. Select **Florida** then **order course** then **myself** then **continue**
8. Press **continue shopping**
9. Type in the **next video name** (from above) in the search bar then **view course**
10. Select **Florida** then **order course** then **myself** then **continue**
11. Press **continue shopping**
12. Type in the **next video name** (from above) in the search bar then **view course**
13. Select **Florida** then **order course** then **myself** then **continue**
14. You should now have all 3 courses listed above in your shopping cart
15. Press **Checkout**. You should now see your Order Summary.
16. Near the bottom you will see a box you have to **check** then press **continue**.
17. You will now see your Order Receipt. In the first sentence, you press **click here** to access your courses.

At the end of each course is a quiz. Make sure you take the quizzes and save the certificate.

Guía para completar el papeleo atlético en línea en PlanetHS

Empezando:

Necesitará lo siguiente para completar esta solicitud en línea:

- **Forma del físico (physical form)** con **EL2** en la esquina superior derecha. Aquí está el enlace para el formulario:

https://www.sdhc.k12.fl.us/docs/00/00/17/13/2018_19_EL02_Physical_Form.pdf

- Este debe ser un examen físico deportivo y debe estar en la forma EL2, ¡sin excepciones!
- La página 1 es un historial médico que incluye fechas de vacunación
- La página 2 es el examen físico firmado por el medico con la fecha
- Página 3 sólo es necesaria si su niño es referido a un especialista

- **Certificados de NFHS Learn (NFHS Learn Certificates)** que imprimió o guardó después de completar los videos deportivos requeridos (consulte el Apéndice 1 para obtener instrucciones paso a paso sobre cómo completar los videos)
- **Tarjeta de seguro comprada por el distrito (District Purchased Insurance Card)** que imprimió o guardó después de comprar el seguro deportivo del distrito requerido. Aquí está el enlace para comprar el seguro:

<https://www.hcpsathleticprotection.com/>

- **Identificación dada por el gobierno del Padre (Parent Government ID)**

PlanetHS: Descargar el **app de PlanetHS**, o vaya a www.planeths.com

Primero va a crear una cuenta para los Padres:

Desde la pantalla principal, haga clic en **Sign up**

1. Paso 1 - Un padre
2. Paso 2: Ingrese el nombre, apellido, sexo y cumpleaños **del padre**
3. Paso 3: Ingrese la dirección de correo electrónico o el número de teléfono de los padres (el que prefiera usar como su nombre de usuario) y la contraseña que desea usar
4. 4. Escriba Tomlin y luego elija Tomlin Middle School en el menú.
5. Oprime **Sign Up**

6. Proporcione información de contacto de emergencia del padre / tutor primario y secundario, información de contacto de emergencia, información del seguro médico e información del médico.
7. Oprime **Update**

Unir las cuentas (Linking Accounts):

Debes vincular la cuenta del estudiante.

1. Oprime **Linked Accounts**
2. ¿Su hijo es menor de 13 años?
 - **Si**, haga clic en **My child is under the age of 13**. Complete la información del niño y haga clic **Submit**.
 - **No** - Ingrese la **dirección de correo electrónico o el número de teléfono del estudiante** (debe ser diferente al que utilizó para crear la cuenta del padre) y luego oprime **Send**. El estudiante recibirá una invitación para vincular su cuenta con la suya.

Haga que el estudiante haga clic en el enlace y haga lo siguiente:

- Paso 1 - Clic **A Student**
- Paso 2 - Ingrese la información del **estudiante**: nombre del estudiante, apellido, sexo, cumpleaños y año de graduación de la escuela secundaria
- Paso 3 - Ingrese la **dirección de correo electrónico o el número de teléfono del estudiante** (debe ser diferente al de los padres) y la contraseña
- Paso 4 - Elija Tomlin Middle School del menú desplegable
- Paso 5 – Elija todos los deportes en los que el estudiante desea participar este año.
- Clic **Sign up**

La cuenta de padre y estudiante ahora debe estar vinculada.

Formas atléticas (Athletic Forms): Ahora debe completar todos los formularios necesarios. Desde la cuenta **del padre**, haga clic en **Athletic Forms**. Verifique que todos los deportes en los que el estudiante quiera participar estén marcados, luego desplácese hasta la parte inferior donde se enumeran todos los formularios. Elija el formulario que desea actualizar.

- **HCPS Application for Athletic Participation Middle Schools** –
 - Debe completar todas las casillas que tienen un **asterisco rojo (*)**
 - Ponga sus iniciales en la casilla debajo del número de estudiante

- Haga clic en cada cuadro en **Participation Requirements** para que aparezca una marca de verificación.
 - Haga clic en botón azul **Sign & Submit Form**.
 - Elija **Next Form** en la pantalla emergente
- **Warning, Agreement to Obey Instructions, Release, Assumption of Risk, and Agreement to Hold Harmless** –
 - Si su hijo eligió el fútbol como uno de sus deportes, debe poner sus iniciales en la casilla para reconocer que el fútbol es un deporte de contacto violento.
 - Haga clic en botón azul **Sign & Submit Form**.
 - Elija **Next Form** en la pantalla emergente
- **EL2 – Preparticipation Physical Evaluation (History Form)** –
 - Debe completar todas las casillas que tienen un **asterisco rojo (*)**
 - Responder a todas las 41 preguntas, incluyendo las fechas de las vacunas.
 - Por cada respuesta **SÍ**, debe responder en el cuadro Sí en la parte inferior.
 - Haga clic en botón azul **Sign & Submit Form**.
 - Elija **Next Form** en la pantalla emergente

- **EL2 – Preparticipation Physical Evaluation (Physical Assessment)** –

Aquí es donde cargará la forma del físico (con la firma del médico).

Es más fácil hacer este paso desde su teléfono para poder tomar una foto de la forma de físico.

- Clic en **Upload Document**
 - Clic en **Choose File**
 - Desde el teléfono, haga clic en **Take Photo or Video**. Desde la computadora, ubique el documento que guardó
 - Clic en **Upload File**
 - Elija **Next Form** en la pantalla emergente
- **EL3 – Consent and Release from Liability Certificate** –
 - **Part 2A** – Para la mayoría de los atletas, la respuesta será **N/A** o **NONE**. Si hay deportes en los que **NO desea** que el estudiante participe, anótelos en la línea provista.
 - **Part G** –
 - Si su familia tiene seguro médico, elija la primera casilla y escriba la Compañía y el Número de póliza.
 - **Elija la segunda casilla** porque es requisito comprar el plan médico del distrito.

- Pon el **Nombre del Padre** en todas las casillas que tengan **un asterisco rojo (*)** para confirmar que ha leído y comprende el acuerdo.
 - Ponga sus iniciales en el cuadro de la parte inferior
 - Haga clic en botón azul **Sign & Submit Form.**
 - Elija **Next Form** en la pantalla emergente
- **Middle School Athletic Eligibility Form** –
 - Ponga sus iniciales en la casilla de Comunicado de Prensa y Seguro.
 - Ponga sus iniciales en la casilla de Uniformes, Equipo y Suministros para reconocer que ha leído y comprende el acuerdo. Ingrese el nombre del padre en el cuadro provisto.
 - Haga clic en botón azul **Sign & Submit Form.**
 - Elija **Next Form** en la pantalla emergente
- **Medical Release Form** –
 - Ingrese los números de teléfono de casa, negocio y celular en los cuadros provistos. Si uno de estos no se aplica a usted, ponga el número de teléfono que usa en todos los cuadros.
 - Elija **Part I** (vea la nota abajo)
 - Enumere las alergias o condiciones médicas que necesitamos saber sobre el estudiante en el cuadro provisto. Si ninguno, por favor indique **NONE**
 - **Nota:** Si elige la Parte II, debe estar presente en CADA práctica y juego de principio a fin, en caso de que su hijo se lesione.
 - Haga clic en botón azul **Sign & Submit Form.**
 - Elija **Next Form** en la pantalla emergente
- **NFHS Learn Certificates** –

Aquí es donde cargará los certificados de video que guardó cuando terminó cada video y la prueba. **(Consulte el Apéndice 1 para obtener instrucciones paso a paso)**

Es más fácil hacer este paso desde su teléfono para poder tomar una foto de los certificados.

- Clic en **Upload Document**
- Clic en **Choose File**
- Desde el teléfono, haga clic en **Take Photo or Video.** Desde la computadora, ubique el documento que guardó
- Clic en **Upload File.** Repita para los 3 certificados de video
- Elija **Next Form** en la pantalla emergente

- **[Excess Student Accident Insurance Overview](#)** –

- Revise la información sobre el seguro médico requerido
- Haga clic en botón azul **Sign & Submit Form.**
- Elija **Next Form** en la pantalla emergente

- **[District Purchased Insurance \(Mandatory\)](#)** –

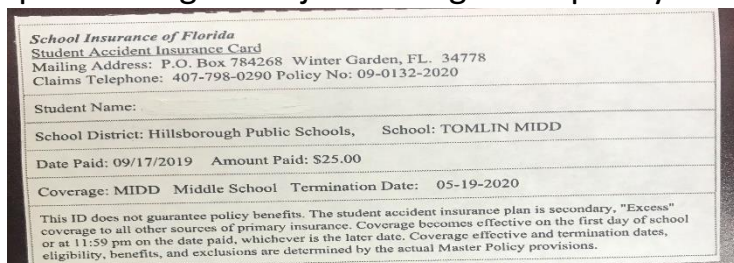
Aquí es donde cargará la tarjeta de seguro que guardó cuando compró el seguro medico requerido.

Usted compra el seguro en línea en:

<https://www.hcpsathleticprotection.com/>

Asegúrese de guardar copia de la tarjeta de seguro que se genera cuando compra el seguro.

- Clic en **Upload Document**
- Tome foto de la tarjeta de seguro o cargue el documento escaneado previamente que contenga la tarjeta de seguro. Aquí hay una muestra de cómo se ve la tarjeta.



- Clic en **Upload File**
- Haga clic en botón azul **Sign & Submit Form.**
- Elija **Next Form** en la pantalla emergente

- **[Parent Government ID](#)** –

Aquí es donde cargará la identificación del padre.

Es más fácil hacer este paso desde su teléfono para poder tomar una foto de la identificación.

- Clic en **Upload Document**
- Tome foto de la identificación o cargue un documento escaneado previamente que contenga la identificación.
- Clic en **Upload File**
- Haga clic en botón azul **Sign & Submit Form.**

- **Student Approvals Needed:** – Ahora el estudiante debe aprobar los formularios necesarios.
 - Iniciar sesión en PlanetHS con la cuenta de estudiante
 - Clic en **Athletic Forms**
 - El estudiante ahora debe ir a los siguientes formularios y poner **sus iniciales** donde se indica, luego hacer clic en el botón azul **Sign and Submit:**
 - ***HCPS Application for Athletic Participation Middle Schools***
 - ***Warning, Agreement to Obey Instructions, Release, Assumption of Risk, and Agreement to Hold Harmless***
 - ***EL2 – Preparticipation Physical Evaluation (History Form)***
 - ***EL3 – Consent and Release from Liability Certificate***
 - ***Middle School Athletic Eligibility Form***

Todos los pasos deben estar completos ahora. Cuando vean los formularios atléticos, debería ver que todos están completos o están pendientes de aprobación del personal. Una vez que el personal de la escuela apruebe los formularios, recibirá un aviso de aprobación por mensaje de texto o correo electrónico, según el que utilizó para crear la cuenta principal.

Apéndice 1:

Cómo mirar los videos atléticos requeridos

Vaya a : <https://www.sdhc.k12.fl.us/doc/1451/athletics/student-forms/concussionvideo/>

Verás esto en la pantalla:

[Begin the login process for the Concussion in Sports video](#)

[Begin the login process for the Sudden Cardiac Arrest video](#)

[Begin the login process for the Heat Illness Prevention video](#)

1. Elige uno de los videos
2. Clicen **register** en la esquina derecha. Si ya estas registrado, oprima **Sign in**.
3. Ingrese su dirección de correo electrónico, el nombre de usuario y la contraseña que desea usar, luego presione **next**
4. Ingrese el nombre del **ESTUDIANTE**, dirección, número de teléfono, Florida luego presione **finish**
5. Comprueba que eres estudiante y luego presiona **finish**
6. Oprime **continue** para llegar al primer video
7. Seleccione **Florida**, luego **order course**, luego **myself**, luego **continue**
8. Presione **continue shopping**
9. Escriba el **siguiente nombre de video** (de la lista arriba) en la barra de búsqueda y luego **view course**
10. Seleccione **Florida**, luego **order course**, luego **myself**, luego **continue**
11. Oprime **continue shopping**
12. Escriba el **siguiente nombre de video** (de la lista arriba) en la barra de búsqueda y luego **view course**
13. Seleccione **Florida**, luego **order course**, luego **myself**, luego **continue**
14. Ahora debería tener los 3 cursos enumerados anteriormente en su carrito de compras
15. Presione **Checkout**. Ahora debería ver el resumen de la orden.
16. Cerca de la parte inferior verá una casilla que debe **marcar (check)** y luego presione **continue**.
17. Ahora verá su recibo. En la primera frase, presione **click here** para acceder sus cursos.

Al final de cada curso hay una prueba. Asegúrese de tomar cada prueba y guardar el certificado.