



Guide for filling out Online Athletic Paperwork in PlanetHS

Getting Started:

You will need the following items to complete the online form for athletics:

- Physical Form
https://www.sdhc.k12.fl.us/docs/00/00/17/13/2018_19_EL02_Physical_Form.pdf
- NFHS Learn Certificates (these will be printed after completing the required athletic videos.) See appendix 1 for step-by-step instructions on how to complete videos
- District Purchased Insurance Card. This will be printed or saved after purchasing the required district athletic insurance from <https://www.hcpsathleticprotection.com/>
- Parent Government ID

PLANET HS: Download the PlanetHS app, or go to www.Planeths.com

1. From the main screen of PlanetHS click on sign up
2. Enter first name, last name, gender and birthday of the PARENT
3. Enter parent's email or phone number as username and password
4. Type in Pierce Middle School
5. Press sign up
6. Provide emergency contact information of the primary and secondary parent/guardian, alternate emergency contact info, insurance info and physician's information.
7. Press Update

LINKING ACCOUNTS (you must link the student account)

1. Press link account
2. Enter student's email or phone number then press send. The student will receive an invite to link accounts with yours and do the following:
 - Click A Student
 - Enter first name, last name, gender birthdate and HS graduation year
 - Enter student email address or phone number and password
 - Choose Pierce Middle School
 - Choose all sports student wishes to participate in
 - Click Sign Up

THE PARENTS AND STUDENT ACCOUNT SHOULD NOW BE LINKED

ATHLETIC FORMS

You must now fill out all the necessary forms. From the parent account, click on the 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.

1. **HCPS Application for Athletic Participation Middle Schools**
 - a. You must fill out all boxes that have a red asterisk
 - b. Put your initials in the box just under the student number
 - c. Click on each box in Participation Requirements section so that a check mark appears.
 - d. Click on the blue Sign & Submit Form button at the bottom
 - e. Choose Next Form from the pop-up screen
2. **Warning Agreement to Obey Instructions, Release, Assumption of Risk and Agreement to Hold Harmless**
 - a. 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.
 - b. Click on the blue Sign & Submit Form button at the bottom
 - c. Choose Next Form from the pop-up screen
3. **EL2 Pre-participation Physical Evaluation (Physical Assessment)**
 - a. This is where you will upload the actual physical form with doctor signature.
4. **EL3 Consent and Release from Liability Certificate**
 - a. 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.
 - b. Part G
 - i. If your family has health insurance, choose the first box and list the Company and Policy Number
 - ii. Choose the second box because you are required to purchase the district medical plan.
 - iii. Fill in Parent Name in all boxes that have a red asterisk to acknowledge you have read and understand the agreement.
 - iv. Put your initials in the box at the bottom
 - v. Click on the blue Sign & Submit Form button at the bottom.
 - vi. Choose Next Form from the pop-up screen
5. **Middle School Athletic Eligibility Form**
 - a. Put your initials in the box for Media Release and Insurance
 - b. 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.
 - c. Click on the blue Sign & Submit Form button at the bottom.
 - d. Choose Next Form from the pop-up screen.
6. **Medical Release Form**
 - a. Enter the Home, Business and Cell Phone numbers in the boxes provided. If one of these does not apply to you, put the same number in all the boxes.

- b. Choose part 1 (If you choose part 2, you must be present at every practice and game in case your child is injured).
 - c. Click on the blue Sign & Submit Form button at the bottom.
 - d. Choose Next Form from the pop-up screen.
7. NFHS Learn Certificates
 - a. This is where you will upload the video certificates you saved when you finished each video and the quiz. (See appendix 1 for more instructions)
8. Excess Student Accident Insurance Overview
 - a. Review the information about the required athletic insurance
 - b. Click on the blue Sign & Submit Form button at the bottom
 - c. Choose Next Form from the pop-up screen
9. District Purchase Insurance (Mandatory)
 - a. This is where you will upload the insurance card you saved when you purchased the required athletic insurance from www.hcpsathleticprotection.com
10. Parent Government ID

STUDENT APPROVAL NEEDED

1. Sign into PlanetHS with the student account
2. Click on athletic forms
3. The student must now go into the following forms and put their initials where indicated and click on the blue Sign & Submit Form button at the bottom:
 - a. HCPS Application for Athletic Participation in Middle Schools
 - b. Warning, Agreement to Obey Instructions, Release, Assumption of Risk, and Agreement to Hold Harmless
 - c. EL2 Preparticipation Physical Evaluation (History Form)
 - d. EL3 Consent and Release from Liability Certificate
 - e. 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://sdhc.k12.fl.us/doc/1451/concussionvideo>

You will see this on the screen:

1. Begin the login process for the Concussion in Sports video
 2. Begin the login process for the Sudden Cardiac Arrest video
 3. Begin the login process for the Heat Illness Prevention video
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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.
 4. Enter the STUDENT name, address, phone number, and Florida then press finish
 5. Check that you are a student the 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 2 video names and repeat until all 3 videos are in your shopping cart
 10. Press checkout. You should now see your order summary.
 11. Near the bottom you will see a box you have to check then press continue.
 12. You will now see your order receipt. You may access your courses now.

AT THE END OF EACH COURSE IS A QUIZ. MAKE SURE YOU TAKE THE QUIZZES AND SAVE THE CERTIFICATE.