

## PHYSICAL INSTRUCTIONS

**Before a student may participate in a sports at Bluffton, they must be cleared by a physician, and all appropriate forms must be signed and uploaded on PRIVIT <https://blufftonpirates-oh.e-ppe.com/index.jspa>.** If you have concerns you may call the PRIVIT help desk at 844-234-4357 (Mon-Fri 8am-5pm), or contact Alex Hanna [HannaA@blufftonschools.org](mailto:HannaA@blufftonschools.org) (419) 358-7941. **Physicals are good for one calendar year**, all forms must be completed and uploaded every year. After you have completed or updated the physical history, uploaded the "PRE-PARTICIPATION PHYSICAL EVALUATION", "CLEARANCE FORM," you and your athlete have read and signed the "acknowledgement of warning," the "St. Rita's Release," the "sudden cardiac arrest" form, the "OHSAA Eligibility Statement," and have joined a team your son/daughter will be able to participate in Athletics at Bluffton High School/Middle School. Below you will find step by step instructions for all of the above.

**STEP 1:** Go to <https://blufftonpirates-oh.e-ppe.com/index.jspa>

*If you registered last year, and must add new family members, skip to STEP 3, and if you have no new family members to add, skip to STEP 4.*

### STEP 2:

Click **Register**, this is to be done by the Parent, NOT the athlete, be sure it is a password you will be able to remember, or write it down somewhere safe

Enter your role as Parent/Guardian

You may watch the short introduction video. Click **continue** (blue button in the middle of the screen)

Click **Account Settings**

Click **manage E-SIGNATURE** (blue button towards the bottom of the page)

Click **CREATE NEW SIGNATURE** (blue button towards the bottom of the page)

*Use your mouse to create your signature in the box, it doesn't have to be perfect.*

Click **SAVE**

Click **Done** (dark box toward the bottom)

### STEP 3:

Click **Home** in Blue print towards the top of the page underneath "manage accounts"

Click **ADD MEMBER** (light gray writing on the left hand side underneath of your name)

Add your first child to your account

Click the **Enable** login box

Fill in your child's school email (last two digits of graduation year+1st four letters of last name+1st initial of first name

[@blufftonschools.org](mailto:blufftonschools.org))

Fill in your child's password (can be the same as your password to make things easier)

Click **ADD MEMBER** (blue box at the bottom)

*Add additional children in the same manner as above by clicking ADD MEMBER*

Once all children are added, start updating their records. To do this:

Click on your child's name (underneath your name on the left hand side)

**Note: Once you submit each step below, you will get a pop up box to sign. Click to sign, then click box to acknowledge, then click box to sign document. Click DONE to continue.**

*Note: You and your student athlete can complete this process together, or you can complete it separately. Your student will be able to sign each document under your account. Or your student will have to log in to their account using their school email and the password you decided to use and complete the same steps.*

### STEP 4: .

1. Click the **START** button in the Pre-Participation History box, **if this was completed in the past, just click update.**
  - a. Complete your student athlete's medical history, do not leave any box blank. If something doesn't pertain to your son/daughter type NA or none.
  - b. You and your student will need to submit and sign the Pre-Participation History.
  - c. After you have submitted/signed the Pre-Participation History, you will go to a "Manage Documents" Screen there your student/athlete will be able to sign the same document.

**NOTE: A copy of the student-athlete's physical history should be PRINTED and presented to the doctor during the physical**

2. Click the **START** button in the **Acknowledgment of Warning** box, **if this was completed in the past, just click update.**
  - a. You will need to read the Athletic Handbook, by clicking on the **here** link
  - b. Read the Student statement and the Parent statement
  - c. Click **Submit** when you are finished
  - d. After you have submitted/signed the Acknowledgement of warning, you will go to a "Manage Documents" Screen there your student/athlete will be able to sign the same document.
  - e. Click **DONE** after you, or you and your student, have signed the document.
3. Click the **START** button in the St. Rita's medical release box, **if this was completed in the past, just click update.**

- a. Read the release, and click **Submit** when you finish
- b. After you have submitted/signed the St. Rita's Medical Release, you will go to a "Manage Documents" Screen there your student/athlete will be able to sign the same document.
- c. Click **DONE** after you, or you and your student have signed the document
4. Click the **START** button in the **SUDDEN CARDIAC ARREST FORM** box, **if this was completed in the past, just click update.**
  - a. Both Parents and Athletes need to Click and read the Sudden Cardiac Arrest Awareness Parent Athlete Form
  - b. Both Parents and Athletes need to Click and read the Sudden Cardiac Arrest and Lindsey's Law Information
  - c. Both Parents and Athletes need to Click on the link to view the sudden Cardiac Arrest Video
  - d. Check the box under ACKNOWLEDGEMENT next to "I have thoroughly read and understand all the information on this page."
  - e. After you have submitted/signed the Sudden Cardiac Arrest Form, you will go to a "Manage Documents" screen their your student/athlete will be able to sign the same document
5. Click **START** in the **OHSAA eligibility statement** , **if this was completed in the past, just click update.**
  - a. Enter the upcoming grade in school, and submit and sign the eligibility statement
  - b. After you have submitted/signed the Eligibility statement you will go to a "Manage Documents" Screen there your student/athlete will be able to sign the same document.
6. Finally you will have Join a team. Click **UPDATE** in the join teams box, **if this was completed in the past, just click update.**
  - a. Check the **High School Athletics** box if your son/daughter will participate in High School athletics in the upcoming or current school year
  - b. Check the **Middle School Athletics** box if your son/daughter will participate in Middle School athletics in the upcoming or current school year

*Once you have completed the above steps for each child you should have a green "check" to indicate that you have signed each portion. If your child has a red "check" that means they still need to submit and sign each of the above documents. You will need to log out and your son or daughter will need to log in, using their email and password. In order to participate in athletics you and your student athlete will need to have signed each of the above documents.*

#### **STEP 5:**

**Print the Pre-Participation Form - you will need to bring this with you to the doctor during your physical**

- At the bottom of the page, click **PRINT DOCUMENTS** (blue box)
- Download and print the **Bluffton Physical Packet**
- Also print the **Pre-Participation History form**
- You will need to take the **physical examination form**, the **Clearance Form**, and the **Pre-Participation Physical History** to the Doctor

**Once the Doctor has cleared your son or daughter you will need to UPLOAD, BOTH the "Pre-participation Physical Examination Form" and the "Clearance Form"**

**Note: If you are a returning student you will need to "ARCHIVE" the clearance form and the physical examination for, by going to the "MANAGE DOCUMENTS" clicking on the three vertical dots on the right hand side and then clicking the "ARCHIVE" icon, before you can upload a new physical examination form and clearance form.**

- From your son or daughter's profile, select **Manage Documents** (blue button at bottom of screen)
- Click on the **UPLOAD DOCUMENT** button at the (blue button at the top right hand of the screen)
- Click **Choose file** to select your document from your smartphone, tablet, or computer.

Note: Clicking choose file from your mobile device or tablet will open your device's camera prompting you to choose a photo or take a picture. **If you take a picture of the documents, make sure the document fills the screen and you do not crop part of the document out.**

- Select Document Type, and select the name of document you are uploading
- If you are uploading the "PRE-PARTICIPATION PHYSICAL EVALUATION" page, choose **PHYSICAL FORM**, and click the blue button labeled **UPLOAD**
- If you are uploading the "CLEARANCE FORM" page, choose **CLEARANCE FORM**, the click the blue button labeled **UPLOAD**