

**PRIVIT<sup>®</sup>**



**CBC will begin using the  
Online Privit program for Health Forms for the  
Fall of 2017**

# Help Manual



## YOUR TICKET TO PLAY

The Missouri State High School Activities Association is initiating a new digital standard for the pre-participation physical exam process, called Privit Profile™. Privit Profile™ includes the MSHSAA's comprehensive health history questionnaire in a format that is easy to use, legible, and accessible to help mitigate injury risks related to sports. The system facilitates the management of the pre-participation physical exam process and provides coaches, athletic trainers and medical personnel the information they need to react quickly to health situations.



LOG IN REGISTER

If you have not created an account then when you get to CBC's Privit website click Register. The process is easy but there are a few things to pay close attention to as you go through the process.



## CREATE YOUR ACCOUNT

Home / Create Your Account

CREATE YOUR ACCOUNT

First Name\*

Middle Initial

Last Name\*

Email Address\*

Enter your role\*  ⓘ

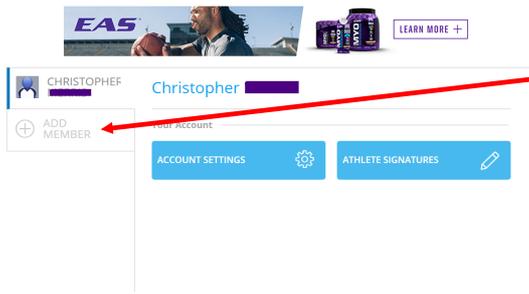
Password\*  ⓘ

Confirm Password\*

I have read and agree to the Terms of Use.

SIGN UP CANCEL

Create an account for your family. You will have the option of adding multiple children on the account.



Before you get here it will likely have told you to create a signature using the mouse or stylus on your computer.

Once you get to this screen you can add a child/athlete by clicking add member.

ADD MEMBER

First Name\*

Middle Initial

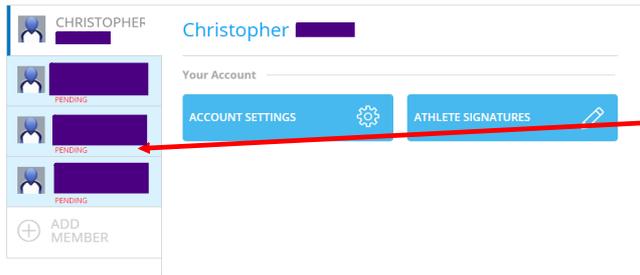
Last Name\*

Date of Birth\*

Gender\*  Male  
 Female  
 Enable Login

Complete the information and click Add member.

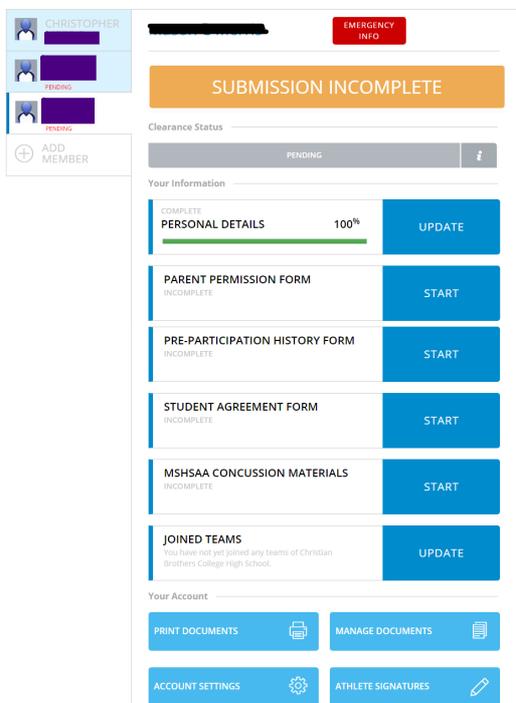
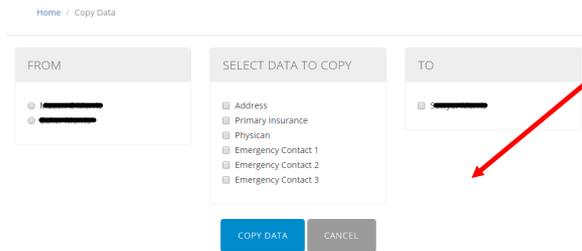
As we start this I would suggest not allowing a child Login access.



Once you come to this page you will see all the family members added to the account.

Initially, you will click on the first athlete created and come to the next page.

If you are creating a 2nd or 3rd member you will have come to a page where you will be able to copy data from previous members to new ones to save time.



At this point the Privit system becomes relatively intuitive and you likely will not need any instructions.

Complete each section for each Athlete in your family.

After you complete the Pre participation history you will be asked to use your electronic signature and you will also need to have your child use their electronic signature. You will also be asked to upload the MSHSAA form signed by your doctor.

ACTIVE ARCHIVED **UPLOAD DOCUMENT**

DOCUMENT TYPE	UPLOADED BY	SIGNED ON	MORE
parentpermission.pdf MSHSAA PARENT PERMISSION	Christopher Merris 05/01/2017	Christopher [REDACTED] 05/01/2017	⋮
ppe.pdf PRE-PARTICIPATION HISTORY FORM	Christopher Merris 05/04/2017	Christopher [REDACTED] 05/04/2017 Sign Document	⋮

**DONE** **ARCHIVE ALL**

After the Document is signed this is where you will upload your MSHSAA physical form filled out by your physician.

**UPLOAD DOCUMENT**

Document\*

Document Type\*

Comment

**UPLOAD** **CANCEL**

From here you can upload an image or scan of your MSHSAA physical.

**PRE-PARTICIPATION HISTORY FORM**

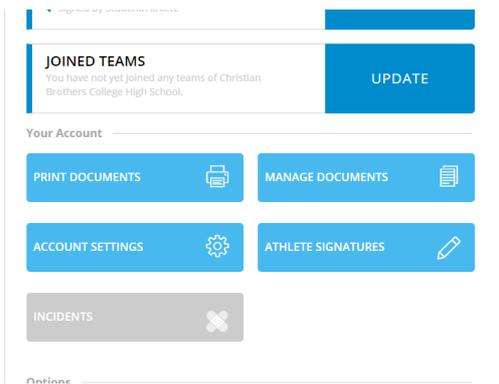
✓ Signed by Parent/Guardian

✗ Student/Athlete [click here to sign](#)

**UPDATE**

After uploading your document you will need to have your Athlete sign.

Any time you see a Red X that means something is not complete and could affect the participation eligibility of your child.



Even though you listed sports on the Pre Participation Questionnaire you will need to "join" specific teams by clicking here.

If you need to update, modify or add a document you can do so by clicking manage documents.

This will allow you to update documents if you set up the profile prior to having your physical exam.

Questions: Please contact the CBC Nurse: Dana Merris @ 314-985-6032 [merrisd@cbchs.org](mailto:merrisd@cbchs.org) or CBC Athletic Director Dr. Rocky Streb @ 314-985-6047 [strebr@cbchs.org](mailto:strebr@cbchs.org)

