

Instructions for PriVit online site:

(You must have a copy of your student's 'physical' and 'medical insurance' scanned and ready to upload)

- Go to main AHS High School website and click on 'extracurricular'. Select **Athletics** and then click 'continue'. Scroll half way down the page and find the 'click here' for PriVit (under Participation Forms).
- Click "Register" - register **parent** details. Tick to agree to terms. Click "Sign up".
- Welcome message and information about PriVit - click "continue".
- Click "Add family" member and register student. Click "**Enable Login**" (as you will need this later on for e-signature).
- You should now see your student's name listed with a list of documents that need to be completed. Click on student name if you do not see the list of document.
- Start with **Personal Details** – click "update" to start. Complete all fields. Save and exit. Personal Details should turn Green and say 100% complete.
- For tryouts, you will only need to complete the physical upload. Follow instructions at the end of each document and submit e-signature of parent AND student.
- Once all documents are completed and signed go to "Joined Teams" and choose your team – the password is provided by coach
- Click 'Manage Documents'. Click 'Upload Document' and click on "Select Document Type". Here you will need to upload a copy of your student's Physical AND copy of medical insurance. Click 'Upload'.
BE SURE TO INCLUDE THE ENTIRE PHYSICAL AS MANDATED BY THE GHSA. THIS ITEMS MUST BE SCANNED AS ONE DOCUMENT and uploaded to the **student athlete account**.

Be sure not to upload to the parent account as we do not have access to parental account information.

Things to Remember:

1. The only document you need to complete for PRIVIT for tryouts is a completed physical—no other forms need to be filled out.
2. Please do not call the school with questions—they cannot help you. Please use the number at the top of this form if you have questions.
3. Please Please Please do not wait until the last minute to complete this process—it can be very confusing and difficult and if your forms are not in by the due date you are not eligible for tryouts.