



1st Year Student Athletes: Augustana Athletics - Privit Registration Instruction

NOTE: These instructions are only for **1ST YEAR STUDENT ATHLETES** that are required to receive a physical exam by a licensed physician or family doctor prior to participation. You will need to have a physician sign a completed Physical Examination Form that you will be required to upload into your profile under **UPLOAD DOUCMENTS**.



If you have any questions or issues during registration, please contact Privit's Support Desk at 1-844-234-4357 Monday to Friday 8:00 AM -5:00 PM EST

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To get started, click on this website augustanaathletics.privitprofile.ca or enter it into your browser (Note: there is no www.)

RETURNING STUDENT ATHLETES – Click LOG IN and use the same email address and password from last season.

NEW STUDENT ATHLETES -Click REGISTRATION to create an account with Privit. Make sure you select your role as Student Athlete.

- You will need to verify your email address and primary phone number when registering

- After verifying your information, click on the blue the Home tab. This will direct you towards the Home page.



Augustana Athletics

4901-46 Avenue
Camrose, AB T4V 2R3
<http://www.govikings.ca/>

GET HELP

LANGUAGE

YOUR TICKET TO PLAY

Focused on the health and safety of individuals participating in organized activities or sports, PRIVIT has transformed the paper process used for collecting personal health information from individuals prior to participation.

Student Athletes: Select Register to create an account. Make sure you select your role as Student/Athlete.

1st, 2nd, 3rd, of Transfer Student Athletes
- REGISTRATION INSTRUCTIONS



- JOEL SCHNARR
ADMINISTRATOR
- ELLIE SCHNARR
STUDENT ATHLETE
- JAMES SCHNARR
STUDENT ATHLETE
- ADD STUDENT
ATHLETE

Ellie Schnarr

Student Athlete

PRIVIT PROFILE ID

PRINT DOCUMENTS

SUBMISSION INCOMPLETE
CLICK HERE FOR DETAILS

Clearance Status

PENDING

Ellie Schnarr Information

| | |
|--------------------------------------|--------|
| GENERAL INFORMATION INCOMPLETE | |
| SIGN DOCUMENTS | SIGN |
| UPLOAD DOCUMENTS CCES Certificate | UPLOAD |

3 From the Home page, scroll down to the UPDATE tab beside JOINED TEAMS and check the box beside the team you participate on, click DONE

Ellie Schnarr Information

| | |
|---|----------|
| GENERAL INFORMATION | COMPLETE |
| JOINED TEAMS You have not yet joined any teams of Augustana Athletics. | UPDATE |
| COMPLETE PERSONAL DETAILS 100% | UPDATE |
| COMPLETE E-PPE QUESTIONNAIRE 100% | UPDATE |

PENDING i

Ellie Schnarr Information

| | |
|---|-----------------|
| GENERAL INFORMATION | COMPLETE |
| JOINED TEAMS Basketball (2023-24) | UPDATE |
| COMPLETE PERSONAL DETAILS 100% | UPDATE |
| COMPLETE E-PPE QUESTIONNAIRE 100% | UPDATE |
| CONSENT TO DISCLOSE INCOMPLETE | START |

5 From the Home page, click the START or UPDATE tab beside the E-PPE QUESTIONNAIRE. Update or provide your medical history information. Complete all 15 sections then SAVE & EXIT. Make sure it is indicating 100% complete on the Home page. *Returning student athletes, make sure to update any medical information that may have changed since the beginning of last season.

| | |
|---|---------------|
| PERSONAL DETAILS 100% | UPDATE |
| COMPLETE E-PPE QUESTIONNAIRE 100% | UPDATE |
| CONSENT TO DISCLOSE INCOMPLETE | START |

| | |
|--|--------|
| Basketball (2023-24) | UPDATE |
| COMPLETE PERSONAL DETAILS 100% | UPDATE |
| COMPLETE E-PPE QUESTIONNAIRE 100% | UPDATE |
| CONSENT TO DISCLOSE INCOMPLETE | START |
| ATHLETE CODE OF CONDUCT INCOMPLETE | START |
| CCAA WAVIER FORM INCOMPLETE | START |

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RETURNING STUDENT ATHLETES – Your e-signature will appear. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page. On the Home page under this form, there will be a green check mark indicating Signed by Student/Athlete. If you didn't create an e-signature last season, refer to the instructions below for New Student Athletes.

NEW STUDENT ATHLETES - New Student Athletes: Follow the instructions and use the Enrollment key to create a CCES log in. Review all the information. Once you are finished, click SUBMIT. Then click the blue SIGN tab. A new message will appear, click the blue tab "Create New Signature". You can use the cursor on a computer or with your finger on a tablet device to create an electronic signature. Click SAVE and then DONE to return to the Home page. On the Home page underneath or beside the form click on SIGN and a new screen will open with your e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page. On the Home page under this form, there will be a green check mark indicating Signed by Student/Athlete.

HOME / manage your signature / create your signature

CREATE YOUR E-SIGNATURE

Name*

Julia Schnarr

Signature Image File No file chosen

Accepted signature image types are jpeg and png
Signature image is limited to a height of 100 pixels/0.33 inches and width of 400 pixels/1.33 inches



8 From the Home page, click the START tab beside the forms listed below. Complete all the required information within each required form and apply the corresponding e-signatures to the documents. Required forms will appear on the Home screen depending on the team you're joined to.

| | |
|--|--|
| ATHLETE CODE OF CONDUCT INCOMPLETE |  |
| CCA WAVIER FORM INCOMPLETE | <input type="button" value="START"/> |
| CCA CONSENT FORM INCOMPLETE | <input type="button" value="START"/> |
| CCES E-LEARNING INCOMPLETE | <input type="button" value="START"/> |
| CATT ONLINE COURSE INCOMPLETE | <input type="button" value="START"/> |

9 Signed Documents - Privit Profile Medical History Summary (Student/Athlete esignature required)

| | |
|---|--------------------------------------|
| CCES E-LEARNING INCOMPLETE | <input type="button" value="START"/> |
| CATT ONLINE COURSE INCOMPLETE | <input type="button" value="START"/> |

UPLOAD DOCUMENTS

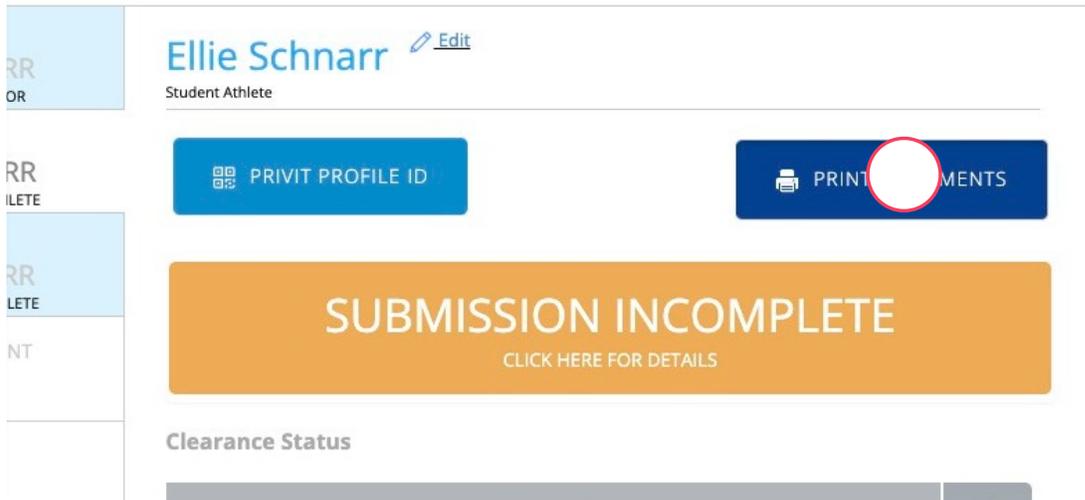
 CCES Certificate

UPLOAD

Student Athlete Account

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TWO documents need to be printed out for the player to bring with them to their required medical examination for a physician to sign. From the Home page, select the PRINT DOCUMENTS tab. A page of printout forms will open. The 2 documents you need to print out are the “Privit Profile Medical History Summary” and the “Physical Examination Form”. Click download beside both and print the documents out.



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Your Physical Examination Form (Signed) and both the CCES E-Learning Certificate and the CATT Certificate are required to be uploaded into your account. You will receive a copy of the certificate via email from both the upon completion.

Before uploading it, you will need to save a copy of the certificates on to your computer OR take a photo of the form with your tablet or smartphone device or scan the. If you're using a smartphone or tablet to upload, please open the internet browser on your mobile device and type in the Augustan Athletics Privit website augustanaathletics.privitprofile.ca (NOTE no www.) then log in to your account.

1. From your Home page, scroll down to UPLOAD DOCUMENTS and click on

| | |
|---|--------------------|
| CCES E-LEARNING INCOMPLETE | START |
| CATT ONLINE COURSE INCOMPLETE | START |
| SIGN DOCUMENTS | SIGN |
| UPLOAD DOCUMENTS CCES Certificate | U P L O A D |

Student Athlete Account

| | |
|---|---|
| PRINT DOCUMENTS  | MANAGE DOCUMENTS  |
| ATHLETE SIGNATURES  | INCIDENTS  |

Important**: After the required e-signatures have been applied to the necessary forms and all the forms have been uploaded, the Completion Status bar will turn green and indicate Submission Complete. If the status bar is still orange and indicating Submission Incomplete, hover your cursor to see what still needs to be completed. A staff member within the organization will update the “Pending” or “Needs Update” Clearance Status after your player’s profile has been cleared.