



Pre-Participation Forms Getting Started Guide
(Those who have Coach Permissions)

<p>1. Log in to your account</p>	<ul style="list-style-type: none"> Go to www.planeths.com If you did not receive a welcome email from info@planeths.com with your login credentials, log in with your email address and password given to you by your Athletic Director or Athletic Trainer. If you have neither, request that your Athletic Director or Athletic Trainer invite you via the Coach Management System.
<p>2. Click the Athletic Forms button</p>	<p>Once logged in, click the Athletic Forms tab. If you do not see the Athletic Forms button, your Athletic Director or Athletic Trainer needs to assign you permissions.</p>
<p>3. Filter by your team</p>	<p>To view the PPE forms for the athletes on your team, click the Sports filter and select the sport you wish to view. You must have head coach permissions to that team to view the forms.</p>
<p>4. Review form status for your team</p>	<p>Review the grid view to quickly see if each of your athletes has completed their digital Pre-Participation paper work and are eligible to play.</p>
<p>5. Review contents of forms</p>	<ul style="list-style-type: none"> Click on an athlete's name and then the form you wish to review If you are unable to click on a form to review its contents, the student has not added your team to the sports interest section of their main forms page.
<p>6. How do I obtain access to contents of forms for students not on my team</p>	<p>Click the person icon next to the student's name. This will send an email to the Athletic Director, Athletic Secretary, and Athletic Trainer at your school, where they can add the student to your team with a click of a button in their email.</p>
<p>7. How do I know if all forms are completed for an athlete?</p>	<p>When all the forms for the athlete have a black check mark in each column and a status of complete, all forms have been completed and accepted by your school. You can see the status of each form and who the form is awaiting on to be completed</p>
<p>8. What is the red check mark for?</p>	<ul style="list-style-type: none"> If you see a red check mark in the Exam Form column, this means the exam form is within 30 days of expiring. An automatic email/text will go out to the parent, student, AD, AS, & Trainer 30, 7, and 1 day before the exam expires. As the coach, you will receive a notification, email and/or text message based on preferences chosen during account creation, when a student's exam form is expiring. You will only receive expiration notices for student's following your team.
<p>9. What is the red calendar icon for?</p>	<p>The red calendar notates the Exam Form has expired.</p>