

To complete and digitally sign web-forms, follow the steps below:

1. Ensure both student and parent have created and linked accounts.
2. Once both student and parent accounts are linked, web-forms and upload forms will become active to complete.
3. Click on the form you wish to complete and digitally sign.
 - a. Forms will differ from school to school, below is an example set of forms

Student3 Webforms Form Requirements

[Preparticipation Physical Evaluation - History Form](#) - Incomplete

[Preparticipation Physical Evaluation - Physical Examination Form](#) - Incomplete

[Parent's Permission & Acknowledgement of Risk for Son or Daughter to Participate in Athletics](#) - Incomplete

[Athlete/Parent Concussion Statement](#) - Incomplete

[Steadman Hawkins Sports Medicine Services Consent and Authorization](#) - Incomplete

4. Accurately answer all questions. If you have not responded to or missed a question, the system will highlight the specific question(s) that are required before the form will be saved.
5. Once all required responses are complete, click the *Sign & Submit* button at the bottom of the page. This will complete your digital signature for that specific form. A digital time stamp will now appear on the form to show you have completed and digitally signed that specific form.

I HEREBY STATE THAT, TO THE BEST OF MY KNOWLEDGE, MY ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT.

My clicking on the Sign & Submit Form button below is my signature and indicates that to the best of my knowledge, my answers and information provided to the above questions are complete and correct. I understand that the information that I have provided on this form may be used for analytical and research purposes. I consent to the access and use of this data by the Greenville County Schools, PlanetHS, LLC, Greenville Health System and the SC Center for Effectiveness Research in Orthopaedics.

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SIGN & SUBMIT FORM

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To complete Upload Only forms, follow the steps below:

1. Ensure both student and parent have created and linked accounts.
2. Once both student and parent accounts are linked, web-forms and upload forms will become active to complete.
3. Click on the form you wish to complete and digitally sign.
 - a. Forms will differ from school to school, below is an example set of forms

Student3 Webforms Form Requirements

[Preparticipation Physical Evaluation - History Form](#) - Incomplete 

[Preparticipation Physical Evaluation - Physical Examination Form](#) - Incomplete

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4. Scan or photograph the entire form (in a single scan or photograph), making sure the final image is legible.
5. Click the *Upload* button
6. Search for the scan or photograph of the form on your computer or smart phone and select it for upload.
7. Fill in the approval or signature dates
8. Click the *Upload* button to complete the upload

READY TO SUBMIT?

You can submit paper pre-participation forms in two ways.

1. Scan or photograph the entire form (in a single scan or photograph), making sure the final image is legible.
 - o Click the Upload Button below.
 - o Search for the scan or photograph of the form on your computer and select it for upload.
 - o Fill in the Approval dates.
 - o Click the upload document button to complete the upload.

OR

2. Turn the signed paper copy of the completed form over to the Athletic Director at your school. 

UPLOAD DOCUMENT

Upload Only Example

Pre-Participation Physical Evaluation- Physical Examination Form

The Physical Examination Form cannot be completed as a web-form. This form should be printed, completed by your physician, hand signed by both the student and the parent, scanned or photographed, then uploaded to the appropriate form on PlanetHS.

To **print** the physical examination form, follow the steps below:

1. Click on the *Pre-Participation Physical Evaluation- Physical Examination Form* link.
2. Click on the Print Document button.
3. Print a copy of this form to bring to your physician.
4. This form is to be completed by a physician and then uploaded to PlanetHS. Reference directions for Upload Only forms in the previous section.

Preparticipation Physical Evaluation - Physical Examination Form

All required questions are notated with an asterisk (*).

1. Click the Print Document button to generate a blank copy of the form. If the form has been completed by the parent/student, clicking the Print Document button will generate a completed copy of the form to print.
2. Print the form, if a physical copy of the form is required for your file.

PRINT DOCUMENT

READY TO SUBMIT?

You can submit paper pre-participation forms in two ways.

1. Scan or photograph the entire form (in a single scan or photograph), making sure the final image is legible.
 - o Click the Upload Button below.
 - o Search for the scan or photograph of the form on your computer and select it for upload.
 - o Fill in the approval date for both parent and student as they appear on the form
 - o Click the upload document button to complete the upload.

UPLOAD DOCUMENT

5. The Physical Examination form will only need to be uploaded and digitally signed by either the parent or the student since both the parent and student have to physically sign the paper form before it is scanned and uploaded to PlanetHS.

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