



As found on the Locust Grove High School Athletics Page:

<https://schoolwires.henry.k12.ga.us/domain/5393>

WELCOME TO THE HOME OF THE WILDCATS

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Parent Directions for PlanetHS Sports Physical Platform

Henry County Schools is rolling out a new system to streamline their athletic programs documentation filing. Parents and students will now be able to access to their physicals as well as all coaches. This will make it easier at the time of tryouts since the physical will already be on file. No more lost papers and immediate access from any electronic device. You can download the App to your smart devices. Please take a few minutes and follow the steps below to set up your account.

1. Go to <http://www.planeths.com> Student and parent need to create an account which will eventually link to one another. All forms will need to be filled out by both student and parent. If the answers do not match an error message will occur and they need to be fixed. Parents can set up both accounts to ensure questions are answered identically.
2. Once parents sign up they click on Athletic forms on the top right of the screen. They will then go through each step. There are videos available if help is needed. The forms have not changed they are just online now to make it more streamline.
3. All forms are good for a season and parents can choose as many sports as their child is going to participate in when they are creating their account. The only forms that need to be scanned and uploaded are the signature pages from the doctor. There is one on the actual physical and the other is the clearance form.

If you have any questions, please contact your students coach.

****All 2017-18 Sports Physicals
MUST be submitted using this
online service per Locust Grove High
School and Henry County Schools.****

*In addition to the info below, you **will need to take paper forms to the doctor/clinic** for completion, and then upload the completed forms to the PlanetHS platform (you may upload pictures of the completed forms but submit originals to your coach). Parent & Player should sit together to complete the registration, linking, and uploading process on planeths.com to ensure answers match and the process is completed successfully.*

- 1.) Search for and select Locust Grove High School
- 2.) Select "Athletic Forms," then "Athletic Participation"
- 3.) Expand "What do I need to do to complete the Online Forms?"
- 4.) Follow the steps listed (shown below).

LOCUST GROVE HIGH

Parent's Athletic Pre-Participation

As a parent/legal guardian of an athlete within the school district, this Athletic Pre-Participation section is where you manage and complete the required forms enabling your athlete to participate in sports.

WHAT DO I NEED TO DO TO COMPLETE THE ONLINE FORMS?

CREATE/LOGIN TO ACCOUNTS

1-2 MINUTES

3 TIPS

- Parent & student create their own accounts, choosing the school in which you/your student studies as the home school.
- Already have an account- login with the email and password you selected upon account creation.
- Both the parent AND student's participation is required to complete the steps below. A person attempting to complete the steps below, for both the parent and student, will create significant issues that will prohibit the completion of the Pre-Participation Registration process.

LINK ACCOUNTS

2-3 MINUTES

4 TIPS

- Parent & student accounts must be linked to enable Student's ability to complete forms.
- [Link Student Account](#)
[Approve link request](#)
- Your student may have already sent you a link request.

LINK STUDENT ACCOUNT

HOW-TO VIDEO

SELECT SPORTS TO PARTICIPATE

< 1 MINUTE

2 TIPS

- Check each box for the sport(s) you/your athlete is interested in participating.
- [Need Help? Watch the Selecting Sports Help Video](#)

COMPLETE PRE-PARTICIPATION REGISTRATION FORMS

1-5 MINUTE PER/FORM

5 TIPS

- To complete the forms scroll down the page to the Pre-Participation Registration Forms section.
- **Web-forms** - complete all fields within the web-form, digitally sign and submit each form
- **Upload Only** - forms in which can only be uploaded. IE. Birth Certificate, Physical Exam from Physician
- *The number and type of forms/documents required vary by Organization/District/School. (The average being 6 forms)
- [Need Help? Review the Completing Forms Help Guide](#)

PARENT & STUDENT DIGITALLY SIGN FORMS

< 1 MINUTE PER/FORM

4 TIPS

- The party that completes the form first, for example the parent, will have the ability to digitally sign each form upon completion. The second person, the student, will be sent an email and/or text message alerting them their signature is required on that form. A link back to this form is provided within the email.
- One also has the ability to login to their PlanethS account and click on the form that is marked as pending
- **Web-forms** - most web-forms require both the student and parent signature.
- **Upload Only** - these forms only require one person to upload. The second signature is not required.
- [Need Help? Review the Completing Forms Help Guide](#)

FORM REVIEW AND ACCEPTANCE BY SCHOOL FACULTY/STAFF

2 TIPS

- The designated person for your school, Athletic Director or Secretary, will review your submitted forms and approve or decline the forms.
- **Declined Forms** - if a form is declined by the school, the form will be set back to pending your review and both the parent and student will receive an email with the reason for declining the specific form.
 - Update information on the web-form or Upload the correct legible form and digitally sign the form(s) for re-submission to the school for approval.

HELPFUL TIPS!

2 TIPS

- [Getting Started Quick Guide](#)
- [Parent-Student Manual](#)
- [How to Link Accounts Video](#)
- [Selecting Sports Help Video](#)
- [Completing Forms Help Guide](#)