



BIGTEAMS STUDENT/PARENT ATHLETIC FORMS REGISTRATION GUIDE

This guide is intended for students and parents that have not yet logged into BigTeams for registration purposes.

<p>1. <u>Get Started</u></p>	<p>Go to: https://studentcentral.bigteams.com/ and follow the next 2-5 steps as a student and as a parent in order to complete registration.</p> <p><u>STUDENT</u> Two options: 1) Your school has already created an account for you. Attempt to sign in with your school email address and first time password: bigteams 2) Your school has not created an account for you. Click "Sign Up To Create New Account" and proceed through 5 step account creation process.</p> <p><u>PARENT</u> Click "Sign Up To Create New Account" and proceed through 5 step account creation process.</p> <p>NOTE: Your login email address will need to be unique to your account and cannot be re-used. If you are a parent and also a staff member, you will need two accounts with two unique logins, one for being a parent and one for being a staff member.</p>
<p>2. <u>Account Linking</u> (My Profile -> Linked Accounts)</p>	<p><u>STUDENT SEND INVITATION</u> Students should send linking invitation to their parent using the search "+ Link Parent Account" search options. If no results found, input parent's preferred email address or mobile number, and click Send Request. Proceed to Athletic Forms after sending linking request or wait to complete the form requirements with your linked parent after they accept the invite.</p> <p><u>PARENT RECEIVE INVITATION</u> The invitation will show within the parent profile. The linking invitation is emailed/texted to the intended parent but does not require action in order to accept the invite. Simply sign in with the email address/phone number that your student invited you by going to your Linked Accounts section. Once linked with student proceed to next step.</p>
<p>3. <u>EMERGENCY CONTACT</u> (My Profile -> Emergency Contact)</p>	<p><u>*PARENT ONLY*</u> Your school utilizes the Emergency Contact section to build reports for game/events. Be sure to input as much information as possible, clicking UPDATE at the bottom when complete. Relevant information will also carry over to digital forms saving you time when completing registration for your student(s).</p> <p>Once complete click Forms followed by Athletic Forms.</p>
<p>4. <u>Complete Digital Forms</u> (Forms -> Athletic Forms)</p>	<p><u>STUDENT</u> Students can begin completing forms while logged into their own account by clicking Forms and then Athletic Forms. Students can also wait for their parents to accept the linking request before getting started. In the Linked Accounts section for parent accounts there is a "Sign In As" feature that will allow students to sign their forms while logged into the parent account.</p> <p><u>PARENT</u> Once linked with your student(s), click Forms followed by Athletic Forms. From there, scroll down to your first student's form requirements. Once complete, all forms will either show a status of Complete, Pending Staff Approval, or Awaiting Athlete Signature. . Need to help your student? Return to your Linked Accounts page after clicking My Profile to assist your student with their signature requirements.</p>
<p>5. <u>Approved Notification</u></p>	<p>When all forms are complete/approved by your school, a notification will be sent to you stating all forms have been accepted. You will be notified via email and/or text message (if you have selected the text message option during account creation), if a form has been declined by your school. You will be sent a notification, in which you will be given the reason for denial and a link to review and resubmit your changes back to the school.</p> <p>**NEED ADDITIONAL ASSISTANCE?** Check out Self Help on site or visit our help website at: https://bigteams.my.site.com/support/s</p>