



Dear Parent/ Guardian,

The Athletic Department at **Kodiak Middle School** now hosts their Pre-Participation Athletic Forms online with BigTeams. This digital platform will allow you, and your student(s), to complete and access athletic forms via computer, tablet, or mobile phone. It is HIPAA, COPPA and FERPA compliant. A link to the privacy policy is located at the bottom of the Sign in page at <https://studentcentral.bigteams.com/>.

Parent and student must create separate accounts, using different emails and/or mobile numbers.

Important: Students must be sure to create accounts using accurate information, including their Official Name from school registration, DOB, high school graduation year and school.

*You can click **SELF HELP** on the right of the screen for walkthroughs of the account creation, account linking, and athletic forms functionality.*

STEP 1. Go to <https://studentcentral.bigteams.com/> once on the Login page, click on Sign Up to Create New Account

- **OR** - With a smartphone, follow the Quick Account Instructions on the second page of this letter.

Note: if students are under 13, and they create an account, they must know their parent/guardian's email address or mobile phone number. (COPPA COMPLIANCE)

- Choose the type of account you wish to create.
- Complete the requested information.
- Be sure when choosing your school that you choose the school the student is attending.

Link Account

STEP 2. Link the Parent account to the Student(s) account.

You will be led through this process after creating an account. If you do not link accounts at the time of account creation, you can always click the **LINK ACCOUNT** button at any time to complete or initiate the linking process. Parents can link to as many student accounts as they wish by repeating the linking invitation process.

STEP 3. Complete Athletic Forms as Advised.

Athletic Forms

Students with accounts may begin completing digital forms immediately. Parents must be linked to a student account to see the electronic version of the forms. If they are not linked, they will only see example PDF versions of the forms. You can complete forms or see their status at any time by clicking on the **ATHLETIC FORMS** button.

For additional help please refer to the one-page help-guide below, access the complete online forms tips located in the light green bar at the top of the Athletic Forms page in your account or use the green self help button located on the top of your screen.

Athletes cannot participate in sports until digital forms are complete and approved unless otherwise specified by your school. Forms will be valid for the entire school year for which they are filled out, with the exception of the physical exam provided by your physician which will reflect the policy set in place by your athletic department. *Completing and having your Pre-Participation Registration Forms accepted by your school does NOT guarantee you have made the team.*

If you need assistance with BigTeams or need more information, please consult the help documents found here <https://bigteams.force.com/support/s/> or email schoolsupport@planeths.com. If you have questions regarding the content of form requirements, please contact your school Athletic Director.

Thank you

Kodiak Middle School Athletic Department



***Quick Account Instructions for account creation via mobile phone:** If you have not received a request to link accounts with your student; please use the code that corresponds to the school your student attends. If you have multiple students at different campuses, use the code that corresponds to your oldest student. Once you send the code you will immediately receive a text back with a hyperlink to create your account. *(Msg & Data rates may apply.)*

Kodiak Middle School: via mobile phone send a text to 69274 containing **S45617** in the message.

(Text HELP to 69274 for more information. Text STOP to 69274 to opt out. Msg & Data rates may apply. The wireless carriers are not liable for delayed or undelivered messages. Number of messages vary per user).



BigTeams Student Central Parents – Create Your Student Account Help Guide

1. Go to <https://studentcentral.bigteams.com/>
2. Click **Sign Up to Create New Account** and complete the four step account creation
 - Who is this account for? Select Parent/Guardian
 - What School are you registering for? Input the name of the school that your oldest participating student attends
 - Input your Personal Information for your Parent/Guardian account
 - Input Username (Email) and Password
3. From the Linked Accounts page in **My Profile**, click "+ **Link Student Account**"
4. Search for your Student to see if they have already created an account.
 - NOTE: Check out the Self Help menu for "Account Linking Guide"
5. If your student does not have an account, click the hyperlink for "If your student does NOT have an account OR is not yet 13 years old, click HERE" and complete the five steps for creating the student account
6. Once created, be sure to input your **EMERGENCY CONTACT** information (Left Navigation under My Profile), and then complete the form requirements by clicking **FORMS** and then **ATHLETIC FORMS**
7. After signing the forms as a Parent, navigate back to My Profile followed by Linked Accounts, and have your student(s) use the Sign In As button to complete any "Awaiting Athlete Signature" requirements
 - NOTE: Check out the Self Help menu for "(Returning) Student/Parent "Sign In As" Feature" help guide
8. Once your forms are approved, a notification will be sent to your listed email address and/or mobile number. Notification settings can be adjusted by going to **My Profile** followed by **Notifications**