



COBB COUNTY
SCHOOL DISTRICT

Athletic Registration
User Guide for Parents

March 2016

Table of Contents

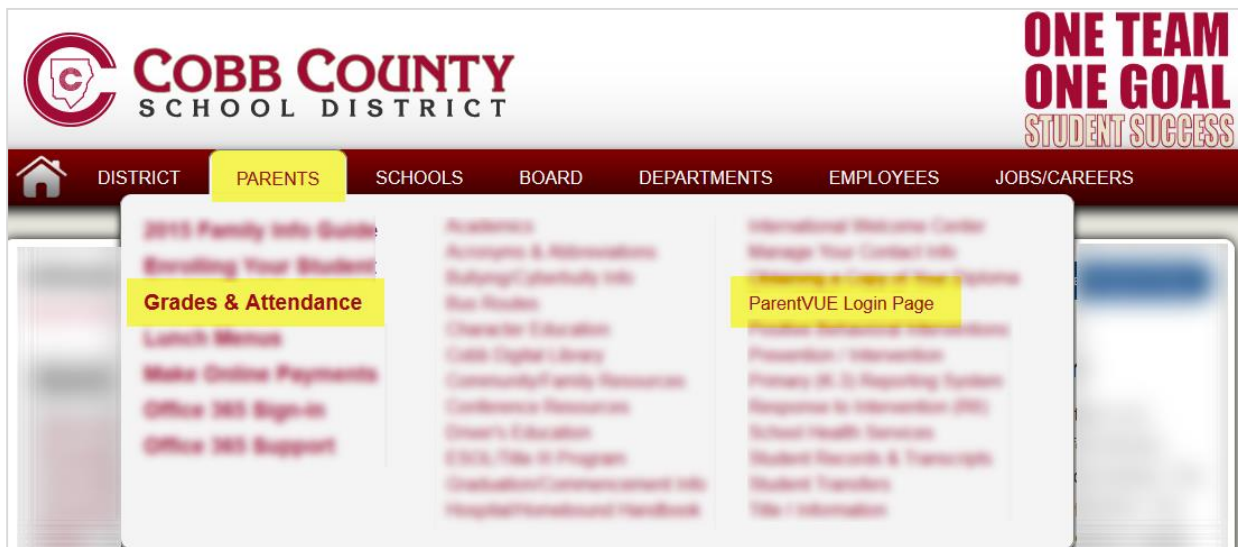
Athletic Registration	1
Accessing the Student Athletic Registration	1
Completing the Athletic Registration	2
Registration Tab	3
Saving a Registration before Completion	4
Consent Tab.....	5
Insurance Tab	7
Medical Tab	8
Documents Tab	10
Final Tab	11
After Application is Submitted	12

Athletic Registration

Use the Athletic Registration to submit the required consent, insurance, and medical information for your student’s athletic registration. Students must be in grades eight through twelve to register for athletics.

Accessing the Student Athletic Registration

To access the Athletic Registration Application, log into your ParentVUE account. Two links to the ParentVUE login are available from the Parents’ menu on the Cobb County School District’s home page (www.cobbk12.org). Mouse over Parents and click either Grades & Attendance or ParentVUE Login Page.

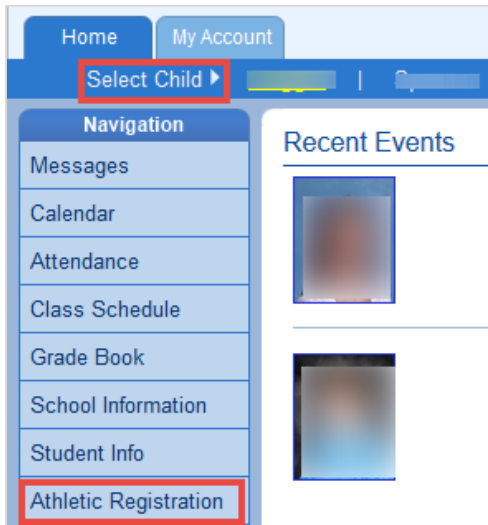


If you do not have a ParentVUE account or are unable to access your account after attempting to use the *Forgot Password* link, please contact the ParentVUE coordinator at your local school.

A list of ParentVUE coordinators can be found on the ParentVUE login screen.

A screenshot of the ParentVUE Login screen. The title "Login" is centered at the top in a blue header. Below the header are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. Below these fields is a "Login" button. Underneath the button, there are two lines of text: "Forget your password? Click here." and "For support, or a list of ParentVUE coordinators, click here." Both lines are in blue text.

After logging into ParentVUE, select the student who needs a registration. Then, click the Athletic Registration link in the Navigation menu.



Completing the Athletic Registration

Click the link, Athletic Registration that will display in the main window of ParentVUE.



The CCSD Athletic Registration Application will open. Click the Student Registration link located in the upper right corner of the screen.



To begin the registration process, click the button + **Start New Registration**.

Listed below is the Registration History for this student.
Click the row to edit or the button to start new registration. Only one registration is allowed per school year.

EDIT	REG.#	SCHOOLYEAR	SCHOOL APPLIED	REG. START DATE	SUBMITTED DATE	STATUS
No registrations to display.						

+ Start New Registration

Registration Tab

Select the desired school year, for the registration, by clicking the radial button next to the year.

Student Athletic Registration Details

New Registration for Student ID:

Please walk through each tab of the registration process. Each tab must be completed before final submission. [Back to Student History](#)

1 Register **2** Consent **3** Insurance **4** Medical **5** Documents **6** Final

To begin or edit your registration, please select the school year that you will want to apply for: (If you are planning on playing a sport after April 1, this would be "The Next School Year". You can only create one registration per year.)

SY 2015-16 (Current School Year) SY 2016-17 (Next School Year)

After selecting the year, an icon and name for each high school will display. Select the school that you wish to apply the registration by clicking the radial button next to the school name and icon. Only one school can be selected. Click the Save Selection button after making the selections.

Student Athletic Registration Details

New Registration for Student ID:









Please walk through each tab of the registration process. Each tab must be completed before final submission. [Back to Student History](#)









1 Register **2** Consent **3** Insurance **4** Medical **5** Documents **6** Final

To begin or edit your registration, please select the school year that you will want to apply for: (If you are planning on playing a sport after April 1, this would be "The Next School Year". You can only create one registration per year.)

SY 2015-16 (Current School Year) SY 2016-17 (Next School Year)

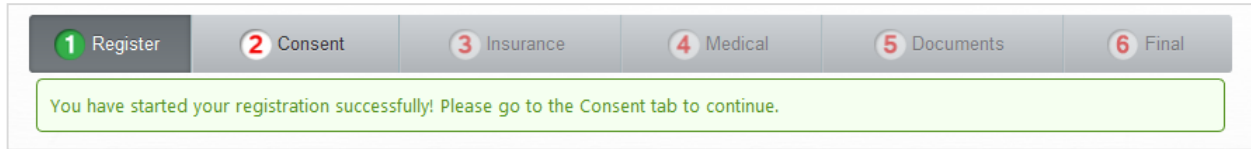
Please select the school that you wish to apply for (Only one school can be selected)

 **ALLATOONA**  **CAMPBELL**  **HARRISON**  **HILLGROVE**  **KELL**  **KENNESAW MOUNTAIN**  **LASSITER**  **MCRAE**

 **NORTH COBB**  **OSBORNE**  **PEBBLEBROOK**  **POPE**  **SOUTH COBB**  **SPRAWBERRY**  **WALTON**  **WHEELER**

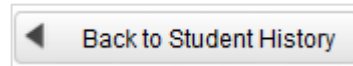
Save Selections

A successful message will display and step 1 will turn green, indicating the Register tab is complete.



Saving a Registration before Completion

After completing the Register tab, if you need to leave the Athletic Registration prior to the completion, click the Back to Student History button.



The system will save the completed steps and you can continue where you left off when you return to the application later. To continue an Athletic Registration already in progress, follow the steps above to open the Athletic Registration Application. Then, click the edit pencil for the registration that is In Progress.



Consent Tab

The Consent tab consists of seven areas that the parent/guardian is required to read and agree to, individually for each area. Click the Read button to open the details for a consent area.

Student Athletic Registration Details

Registration Number: 147 Started: 3/3/2016 For: [redacted] StudentID: [redacted] School: Allatoona High School Year: 2016
Please walk through each tab of the registration process. Each tab must be completed before final submission. [Back to Student History](#)

1 Register 2 **Consent** 3 Insurance 4 Medical 5 Documents 6 Final

Registration Consent: Please read and accept each consent item. Once completed, you must eSign this step to continue.

	CONSENT TITLE	STATUS	CLEAR
<input type="button" value="Read"/>	ACKNOWLEDGEMENT OF RISK	Incomplete	×
<input type="button" value="Read"/>	INSURANCE COVERAGE	Incomplete	×
<input type="button" value="Read"/>	PHYSICAL EVALUATION AND MEDICAL TREATMENT	Incomplete	×
<input type="button" value="Read"/>	REVIEW OF ATHLETIC HANDBOOK (including Board Policy IDF-R Athletic Code of Conduct)	Incomplete	×
<input type="button" value="Read"/>	STUDENT/PARENT CONCUSSION AWARENESS	Incomplete	×
<input type="button" value="Read"/>	TRANSPORTATION AND TRAVEL	Incomplete	×
<input type="button" value="Read"/>	WAIVER	Incomplete	×

Read the details that display for the consent area. Then, click the box to agree.

Consent Details Information

Status: Incomplete You Must Agree

ACKNOWLEDGEMENT OF RISK

The details window will automatically close when the agreement box is checked, and the Accepted status will display on the screen for that consent area.

Registration Consent: Please read and accept each consent item. Once completed, you must eSign this step to continue.

	CONSENT TITLE	STATUS	CLEAR
<input type="button" value="Read"/> <input checked="" type="checkbox"/> Agreed 03/03/16 09:59	ACKNOWLEDGEMENT OF RISK	Accepted	×

Continue through the list of consent areas. Read and accept each area individually.

When all consent areas are in the accepted status, the electronic signature area will display on the screen.

Click the box to add a check mark indicating you are the legal guardian and you accept and agree to the terms listed. Then, type your **ParentVUE login** in the field provided.

Click the e-Sign button, which only becomes available after entering the ParentVUE login.

Registration Consent: Please read and accept each consent item. Once completed, you must eSign this step to continue.

	CONSENT TITLE	STATUS	CLEAR
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 09:59 ACKNOWLEDGEMENT OF RISK	Accepted	✘
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:43 INSURANCE COVERAGE	Accepted	✘
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:43 PHYSICAL EVALUATION AND MEDICAL TREATMENT	Accepted	✘
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:46 REVIEW OF ATHLETIC HANDBOOK (including Board Policy IDF-R Athletic Code of Conduct)	Accepted	✘
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:48 STUDENT/PARENT CONCUSSION AWARENESS	Accepted	✘
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:49 TRANSPORTATION AND TRAVEL	Accepted	✘
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:52 WAIVER	Accepted	✘

ELECTRONIC SIGNATURE: By e-signing this, Parent/Guardian and Student hereby agree to/give consent for participation in inter-scholastic athletics, sports teams/clubs and events for Cobb County School District of the below-indicated Student. You acknowledge that you have carefully reviewed and agree to all terms of athletic participation, including the voluntary waiver, verify that all information contained herein is accurate, and understand that any false information may result in Student's ineligibility for athletic participation.

I am the legal guardian of this athlete or 18 years old, and I fully accept and agree to the terms of participation as outlined in the consent documents.

[Type your ParentVue login to e-sign]

(Note: e-Signature must match your ParentVUE login)

A successful message will display and step 2 will turn green indicating the Consent tab is complete.

Be sure to click the button to Print Consent Awareness and keep a copy for your records.

Note: Upon completion of the registration, you will have the opportunity to print the entire Athletic Registration from the Final tab.

1 Register 2 Consent 3 Insurance 4 Medical 5 Documents 6 Final

You have completed the Consent tab successfully! Please go to the Insurance tab.

Insurance Tab

On the Insurance tab, the parent/guardian should choose the appropriate radial button to indicate if the student currently has adequate accident insurance or wishes to purchase accident insurance from the vendor provided through the Cobb County School District.

The screenshot shows a navigation bar with six tabs: 1 Register, 2 Consent, 3 Insurance, 4 Medical, 5 Documents, and 6 Final. The '3 Insurance' tab is highlighted. Below the navigation bar is a yellow instruction box that reads: "Please choose one of the following statements regarding insurance coverage for Student for the current school year." Below this are two radio button options: "Student is adequately and currently covered by accident insurance that will cover injuries sustained while participating in inter-scholastic athletics, sports teams/clubs events." and "I wish to purchase Student Accident Insurance provided by TW Lord for Cobb County School District."

If the student currently has insurance, complete all the required fields, providing information about the student’s policy. Then, click the Save Insurance Policy button.

The screenshot shows a form with a note: "NOTE: If your insurance changes at any time, it is your responsibility to notify your athletic director." Below the note are four input fields: "Insurance Company: * Required!" with a placeholder "[Company Name]", "Company Phone Number: * Required!" with a placeholder "() -", "Holder's First Name: * Required!" with a placeholder "[First Name]", and "Holder's Last Name: * Required!" with a placeholder "[Last Name]". Below these is a "Policy Number: * Required!" field with a placeholder "[Policy Number]". At the bottom left, there is a button labeled "Save Insurance Policy" which is highlighted with a red border.

If the parent/guardian selects the option to purchase insurance from the vendor provided by CCSD, the contact information for the insurance company will display.

The screenshot shows the selected radio button option: "I wish to purchase Student Accident Insurance provided by TW Lord for Cobb County School District." Below this is a red-bordered box containing a note: "NOTE: It is now your responsibility to purchase the Student Accident Insurance by contacting TW Lord and Associates Tel: 770-427-2461, Toll-free: 800-633-2360".

After completing the required fields for the student’s insurance policy, or if the option to purchase a policy is selected, step 3 will turn green indicating that the Insurance tab is complete.

The screenshot shows the navigation bar where the '3 Insurance' tab is now highlighted in green, indicating it is complete. Below the navigation bar is a green-bordered box with the message: "You have completed the Insurance tab successfully! Please go to the Medical tab."

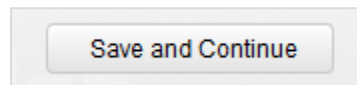
Medical Tab

There are two forms on the Medical tab, a History Form and a Supplemental History Form. The parent/guardian should click the View buttons to complete each form separately.

Note: A blank physical form, required for the student's medical exam, will be available to print after completing the History and Supplemental History Forms and after e-signing the Medical Tab.

1 Register	2 Consent	3 Insurance	4 Medical	5 Documents	6 Final
Please view and fill out the forms below and e-Sign. A blank physical form, required for the exam, will be available to print after completing the Health and Supplemental History Forms and after e-signing the Medical Tab. The exam form must be signed by an M.D., D.O., or by a Physician's Assistant, or an Advanced Practice Nurse who has been delegated that task by an M.D., or D.O.					
DOCUMENT		COMPLETE			
View	History Form	<input type="checkbox"/>			
View	Supplemental History Form	<input type="checkbox"/>			

While completing either form, if you need to save and return later, scroll to the bottom of the screen. Click the Save and Continue button.



Follow the steps, listed earlier in this document, to open an Athletic Registration that is In Progress.

Upon returning to the form, all questions left unanswered will display in red font.

3. Have you ever spent the night in a hospital?	<input type="radio"/> Yes <input type="radio"/> No
4. Have you ever had surgery?	<input type="radio"/> Yes <input type="radio"/> No
HEART HEALTH QUESTIONS ABOUT YOU	
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?	<input type="radio"/> Yes <input type="radio"/> No

After both forms are complete, the parent/guardian will see the electronic signature option on the screen.

Click the box to add a check mark acknowledging the information is correct. Then, type your **ParentVUE login** in the field provided.

Click the e-Sign button, which only becomes available after entering the ParentVUE login.

1 Register 2 Consent 3 Insurance 4 Medical 5 Documents 6 Final

Please view and fill out the forms below and eSign. The exam must be signed by an M.D., D.O., or by a Physician's Assistant, or an Advance Practice Nurse who has been delegated that task by an M.D., or D.O.

DOCUMENT	COMPLETE
View History Form	✓
View Supplemental History Form	✓

ELECTRONIC SIGNATURE:

By e-signing this, Parent/Guardian and Student hereby state that, to the best of my knowledge my answers to the above questions are complete and correct.

[Type your ParentVue login to e-sign] e-Sign

(Note: e-Signature must match your ParentVUE login)

After e-signing, a successful message will display and step 4 will turn green indicating that the Medical tab is complete.

IMPORTANT: Please print all forms, including the blank Physical Form that will be available after e-signing the Medical tab. **Take the blank Physical Form to the student's physical exam.** It must be signed by an M.D., D.O., or by a Physician's Assistant, or an Advanced Practice Nurse who has been delegated that task by an M.D., or D.O.

1 Register 2 Consent 3 Insurance 4 Medical 5 Documents 6 Final

You have completed the Medical tab successfully! Print the forms listed below and take with you for the Student Physical. Once the physical is complete, return to the Documents tab.

Please view and fill out the forms below and e-Sign. A blank physical form, required for the exam, will be available to print after completing the Health and Supplemental History Forms and after e-signing the Medical Tab. The exam form must be signed by an M.D., D.O., or by a Physician's Assistant, or an Advanced Practice Nurse who has been delegated that task by an M.D., or D.O.

DOCUMENT	COMPLETE	
View History Form	✓	Print Completed Form
View Supplemental History Form	✓	Print Completed Form
Physical Form	✓	Print Blank Form

ELECTRONIC SIGNATURE:

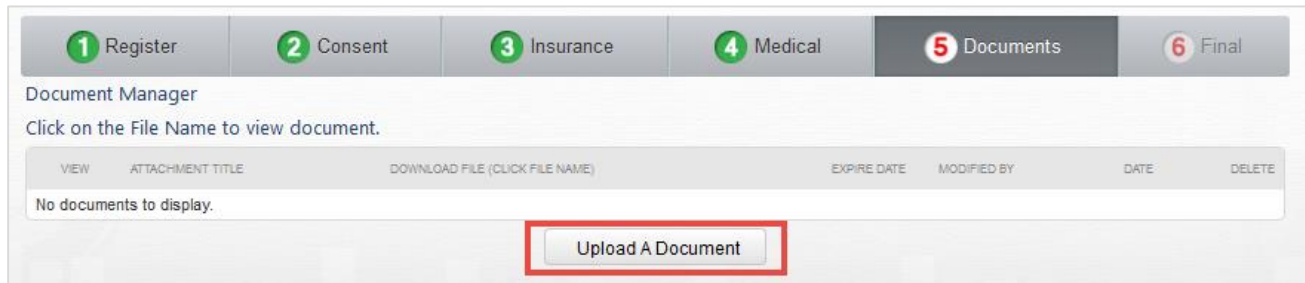
By e-signing this, Parent/Guardian and Student hereby state that, to the best of my knowledge my answers to the above questions are complete and correct.

[Type your ParentVue login to e-sign] e-Sign

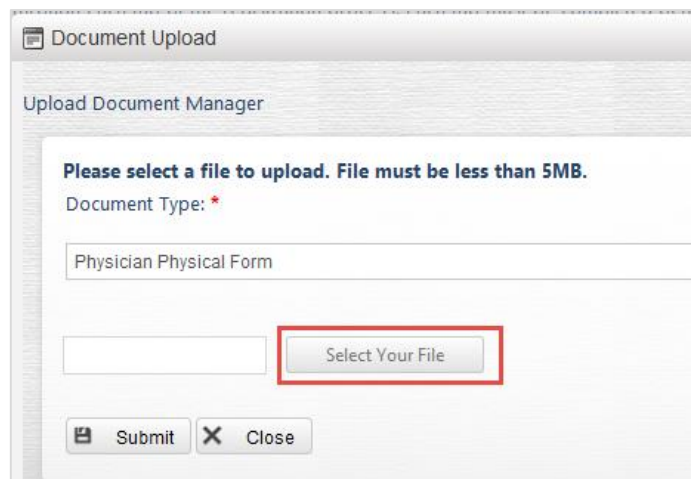
(Note: e-Signature must match your ParentVUE login)

Documents Tab

Please click the Upload A Document button to add the completed and signed Physician’s Physical Form to the Athletic Registration.

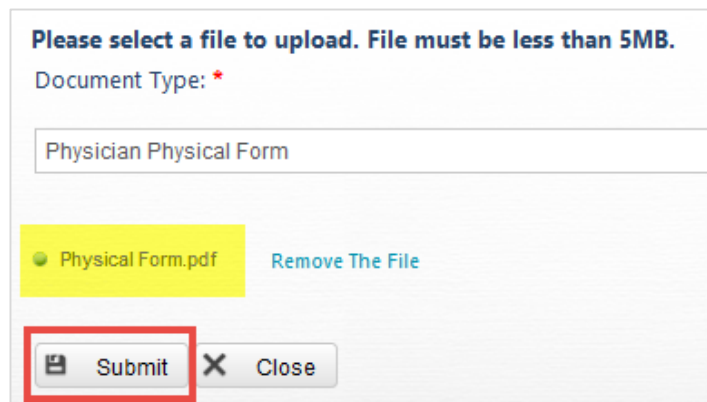


When the Document Manager Window displays, click the Select Your File button to navigate to your file’s location.

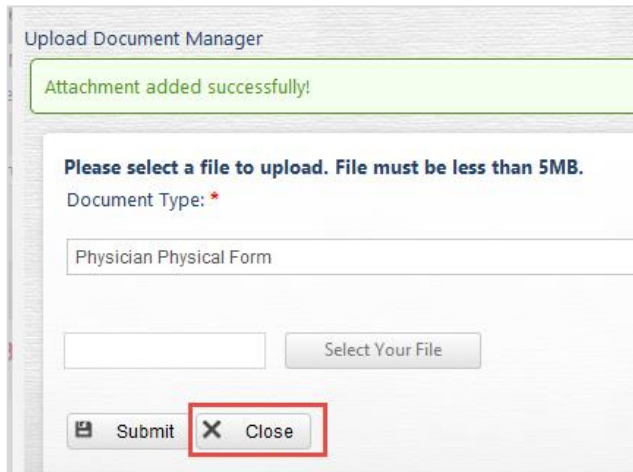


After uploading the physical form, click the Submit button.

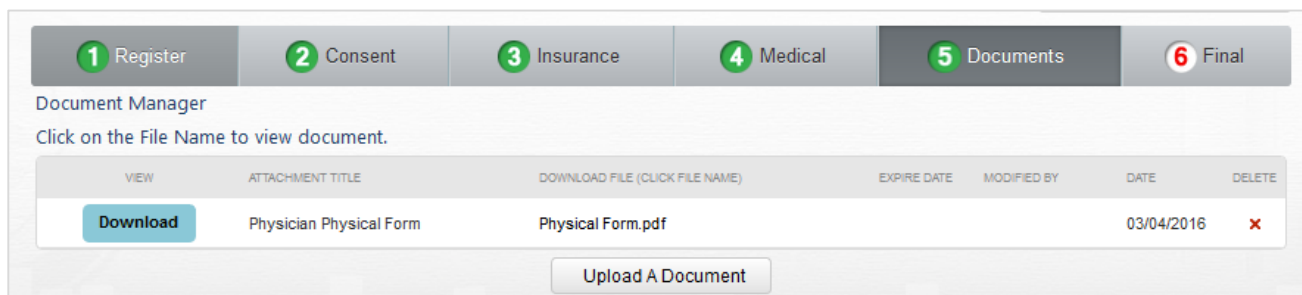
Note: If the Close button is clicked before the Submit button, the Document Manager Window will close without uploading the file.



When the Submit button is clicked, a successful message will display. Click the Close button to return to the Documents tab.



Step 5 will turn green indicating that the Documents tab is complete.

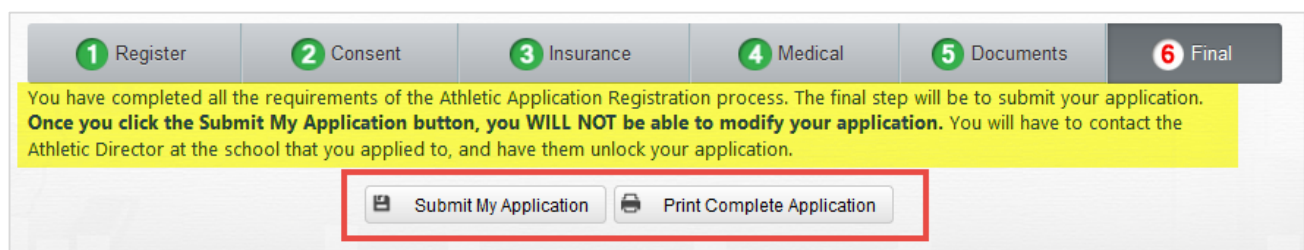


Final Tab

On the Final tab, the parent/guardian can print the entire, complete application.

Click the Submit My Application when all requirements are complete. Once you click the Submit My Application button, you will NOT be able to modify your application.

You will be able to print the complete application at any time, even after the application is submitted and awaiting approval or after approval.



After submitting the application, a successful message will display and step 6 will turn green indicating that the Final tab is complete. The Athletic Director will review the application.

1 Register 2 Consent 3 Insurance 4 Medical 5 Documents 6 Final

You have completed all the requirements of the Athletic Application Registration process. The final step will be to submit your application. **Once you click the Submit My Application button, you WILL NOT be able to modify your application.** You will have to contact the Athletic Director at the school that you applied to, and have them unlock your application.

Your application was submitted successfully! The Athletic Director will now review your application.

Submit My Application Print Complete Application

After Application is Submitted

After submitting the Athletic Registration Application, if you return to the system, the status displays as Submitted Waiting Outcome.

Listed below is the Registration History for this student.
Click the row to edit or the button to start new registration. Only one registration is allowed per school year. + Start New Registration

EDIT	REG.#	SCHOOLYEAR	SCHOOL APPLIED	REG. START DATE	SUBMITTED DATE	STATUS
	147	2016	Allatoona High School	03/03/2016	03/04/2016	Submitted Waiting Outcome

If the Athletic Director returns the application to the parent/guardian for more information, the status displays as Needs More Information.

Click the Edit pencil to open the registration and look for a message from the Athletic Director.

Listed below is the Registration History for this student.
Click the row to edit or the button to start new registration. Only one registration is allowed per school year. + Start New Registration

EDIT	REG.#	SCHOOLYEAR	SCHOOL APPLIED	REG. START DATE	SUBMITTED DATE	STATUS
	147	2016	Allatoona High School	03/03/2016		Needs More Information

A message from the Athletic Director will display on the main screen.


Important Message: Please upload a new physical form that has been fully completed. Thank you

1 Register 2 Consent 3 Insurance 4 Medical 5 Documents 6 Final

When the Athletic Director approves and clears the application, the status displays as cleared.

Listed below is the Registration History for this student.
Click the row to edit or the button to start new registration. Only one registration is allowed per school year.

[+ Start New Registration](#)

EDIT	REG.#	SCHOOLYEAR	SCHOOL APPLIED	REG. START DATE	SUBMITTED DATE	STATUS
	147	2016	Allatoona High School	03/03/2016	03/04/2016	Cleared