



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.

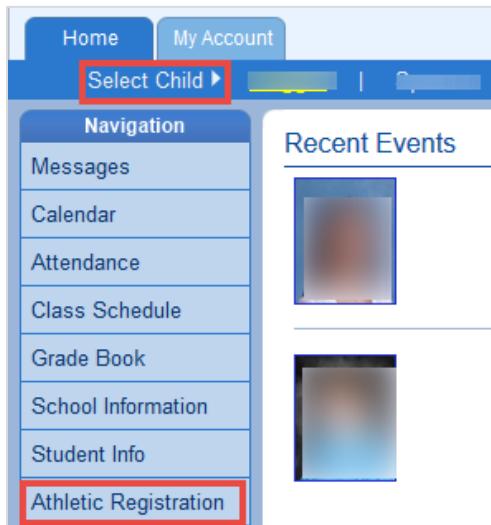


If you do not have a ParentVUE account or are unable to access your account after attempting to use the *Forgot Password* link, please contact the ParentVUE coordinator at your local school.

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

A screenshot of the ParentVUE login screen. The top bar is blue with the word 'Login' in white. Below the bar, there are two input fields: 'User Name:' and 'Password:', each with a corresponding text input box. Below the password field is a 'Login' button. At the bottom of the screen, there are two links in blue text: 'Forget your password? Click here.' and 'For support, or a list of ParentVUE coordinators, click here.'

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.

Announcement History: (click row to view)

DATE	ANNOUNCEMENT
02/26/2016	Click the Student Registration link, in the upper right corner of the screen, to begin an athletic registration for your 8th - 12th grade student.

CCSD Athletic Application built by CCSD SIS

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: [REDACTED]
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 Selections button after making the selections.

Student Athletic Registration Details

New Registration for Student ID: [REDACTED]
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)

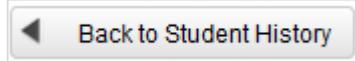
Save Selections

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

The screenshot shows a horizontal navigation bar with six tabs: 1 Register (green), 2 Consent, 3 Insurance, 4 Medical, 5 Documents, and 6 Final. Below the tabs, a green box contains the message: "You have started your registration successfully! Please go to the Consent tab to continue."

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.

Welcome to the Cobb County School District Athletic Registration Application

Student ID: [REDACTED] Birthdate: [REDACTED]
Student Name: [REDACTED] Age as of Sept. 1: [REDACTED]
School: [REDACTED] Homeroom Teacher: [REDACTED]
Family Phone: [REDACTED] Gender: Female

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
	148	2017	Allatoona High School	03/03/2016		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
ACKNOWLEDGEMENT OF RISK	Incomplete	
INSURANCE COVERAGE	Incomplete	
PHYSICAL EVALUATION AND MEDICAL TREATMENT	Incomplete	
REVIEW OF ATHLETIC HANDBOOK (including Board Policy IDF-R Athletic Code of Conduct)	Incomplete	
STUDENT/PARENT CONCUSSION AWARENESS	Incomplete	
TRANSPORTATION AND TRAVEL	Incomplete	
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 [Close](#)

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
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	X
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:43	INSURANCE COVERAGE	Accepted	X
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:43	PHYSICAL EVALUATION AND MEDICAL TREATMENT	Accepted	X
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	X
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:48	STUDENT/PARENT CONCUSSION AWARENESS	Accepted	X
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:49	TRANSPORTATION AND TRAVEL	Accepted	X
Read	<input checked="" type="checkbox"/> Agreed 03/03/16 10:52	WAIVER	Accepted	X

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.

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

Please choose one of the following statements regarding insurance coverage for Student for the current school year.

1. Student is adequately and currently covered by accident insurance that will cover injuries sustained while participating in inter-scholastic athletics, sports teams/clubs events.

2. 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.

NOTE: If your insurance changes at any time, it is your responsibility to notify your athletic director.

Insurance Company: * Required!

Holder's First Name: * Required!

Holder's Last Name: * Required!

Policy Number: * Required!

Save Insurance Policy

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.

I wish to purchase Student Accident Insurance provided by TW Lord for Cobb County School District.

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.

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

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			
<input type="button" value="View"/>	History Form	<input type="checkbox"/>			
<input type="button" value="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						
<p>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.</p> <table border="1"> <thead> <tr> <th>DOCUMENT</th> <th>COMPLETE</th> </tr> </thead> <tbody> <tr> <td>View History Form</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>View Supplemental History Form</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>ELECTRONIC SIGNATURE:</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input type="text" value="Type your ParentVue login to e-sign"/> e-Sign</p> <p>(Note: e-Signature must match your ParentVUE login)</p>						DOCUMENT	COMPLETE	View History Form	<input checked="" type="checkbox"/>	View Supplemental History Form	<input checked="" type="checkbox"/>
DOCUMENT	COMPLETE										
View History Form	<input checked="" type="checkbox"/>										
View Supplemental History Form	<input checked="" type="checkbox"/>										

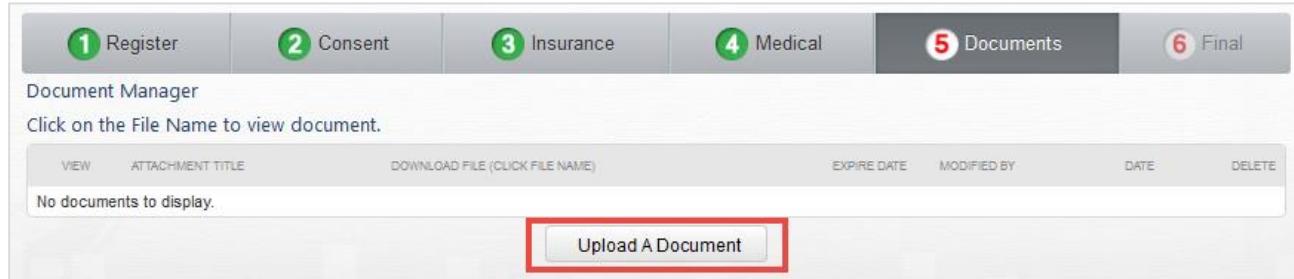
After e-signing, a successful message will display and step 4 will turn green indicating that the Medical tab is complete.

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								
<p>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.</p> <p>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.</p> <table border="1"> <thead> <tr> <th>DOCUMENT</th> <th>COMPLETE</th> </tr> </thead> <tbody> <tr> <td>View History Form</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>View Supplemental History Form</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>View Physical Form</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>ELECTRONIC SIGNATURE:</p> <p><input checked="" type="checkbox"/> 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.</p> <p>e-Sign</p> <p>(Note: e-Signature must match your ParentVUE login)</p>						DOCUMENT	COMPLETE	View History Form	<input checked="" type="checkbox"/>	View Supplemental History Form	<input checked="" type="checkbox"/>	View Physical Form	<input checked="" type="checkbox"/>
DOCUMENT	COMPLETE												
View History Form	<input checked="" type="checkbox"/>												
View Supplemental History Form	<input checked="" type="checkbox"/>												
View Physical Form	<input checked="" type="checkbox"/>												

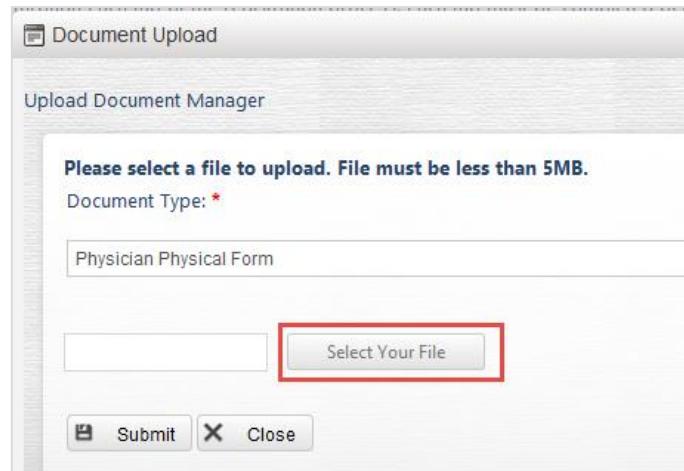
Documents Tab

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



The screenshot shows a navigation bar with tabs: 1 Register, 2 Consent, 3 Insurance, 4 Medical, 5 Documents (which is selected and highlighted in red), and 6 Final. Below the navigation bar is a section titled 'Document Manager' with the sub-instruction 'Click on the File Name to view document.' A table header row includes columns for 'VIEW', 'ATTACHMENT TITLE', 'DOWNLOAD FILE (CLICK FILE NAME)', 'EXPIRE DATE', 'MODIFIED BY', 'DATE', and 'DELETE'. A message 'No documents to display.' is shown below the table. At the bottom is a large 'Upload A Document' button, which is also highlighted with a red box.

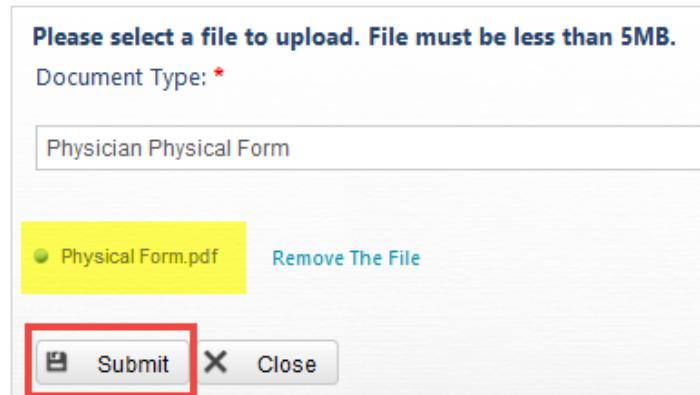
When the Document Manager Window displays, click the Select Your File button to navigate to your file's location.



The screenshot shows a 'Document Upload' window titled 'Upload Document Manager'. It contains a message 'Please select a file to upload. File must be less than 5MB.' and a 'Document Type:' field with the value 'Physician Physical Form'. Below these is a file input field and a 'Select Your File' button, which is highlighted with a red box. At the bottom are 'Submit' and 'Close' buttons.

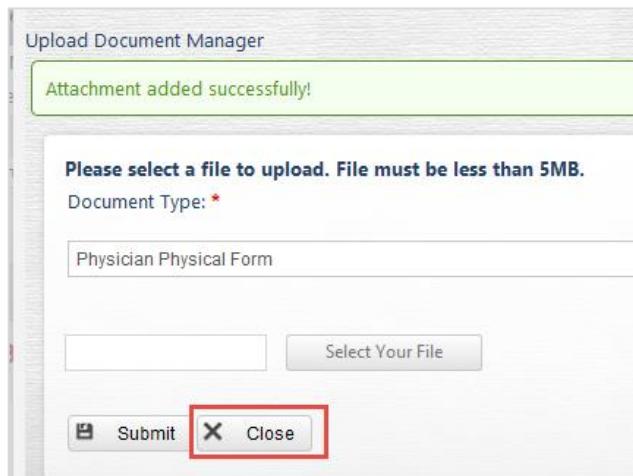
After uploading the physical form, click the Submit button.

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

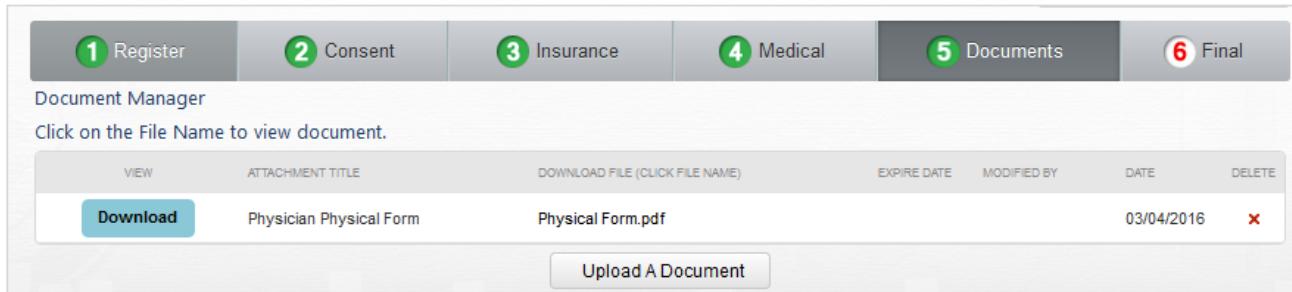


The screenshot shows the same 'Document Upload' window as the previous screenshot. It now displays a preview of the uploaded file: 'Physical Form.pdf' with a yellow background. To the right of the file name are 'Remove The File' and 'Submit' buttons, and a 'Close' button. The 'Submit' button is highlighted with a red box.

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.

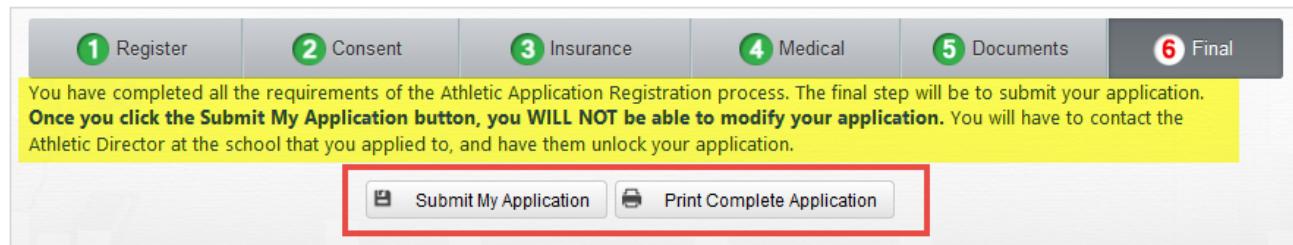


Final Tab

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.

The screenshot shows a horizontal navigation bar with six tabs: 1 Register, 2 Consent, 3 Insurance, 4 Medical, 5 Documents, and 6 Final. The 'Final' tab is highlighted with a green circle and the number 6. Below the tabs, a message states: '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.' A green box at the bottom contains the message: 'Your application was submitted successfully! The Athletic Director will now review your application.' At the bottom are two buttons: 'Submit My Application' and '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.

The screenshot shows a table of registration history. The columns are: EDIT, REG.#, SCHOOLYEAR, SCHOOL APPLIED, REG. START DATE, SUBMITTED DATE, and STATUS. A single row is shown: EDIT (pencil icon), REG.# (147), SCHOOLYEAR (2016), SCHOOL APPLIED (Allatoona High School), REG. START DATE (03/03/2016), SUBMITTED DATE (03/04/2016), and STATUS (Submitted Waiting Outcome). A 'Start New Registration' button is in the top right.

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.

The screenshot shows a table of registration history. The columns are: EDIT, REG.#, SCHOOLYEAR, SCHOOL APPLIED, REG. START DATE, SUBMITTED DATE, and STATUS. A single row is shown: EDIT (pencil icon), REG.# (147), SCHOOLYEAR (2016), SCHOOL APPLIED (Allatoona High School), REG. START DATE (03/03/2016), SUBMITTED DATE (03/04/2016), and STATUS (Needs More Information). A 'Start New Registration' button is in the top right.

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

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

The screenshot shows a horizontal navigation bar with six tabs: 1 Register, 2 Consent, 3 Insurance, 4 Medical, 5 Documents, and 6 Final. The 'Final' tab is highlighted with a green circle and the number 6. A yellow box at the top contains the message: 'Important Message: Please upload a new physical form that has been fully completed. Thank you.' At the bottom are the same six tabs.

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