

Dear Parent/ Guardians,

The Athletic Department at **New Hanover County School District** now hosts their Pre-participation Athletic Forms online with ArbiterAthlete, powered by PlanetHS, a software company committed to keeping your student(s) safe. This digital platform will allow you, and your student(s), to complete and access athletic forms via computer, tablet, or mobile phone. It is HIPPA, COPPA and FERPA compliant.

Before forms can be completed by parent and student, please follow these steps:

1. **Both parent and student must create accounts, using different emails and/or phone numbers.** Accounts may be created either via smart phone quick code*, or by clicking “not yet registered” on www.arbiterathlete.com . *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. Note: Some school/ district names may look similar, so please be careful to select the correct one.*
2. **Link Parent and Student accounts** - Once a parent/guardian and student has registered, with separate emails and/ or phone numbers, **the accounts must be linked**. You will be led through this process after creating an account, or login and click the “Link Account” button. Students may create accounts and begin completing digital forms. If a parent is not linked to a student, they will only see PDF versions of the form, not the digital versions. *Note: if students are under 13, and they create an account, they must know their parent/ guardian’s email address or mobile phone number.*
3. **Complete Athletic Forms as Advised** - Please refer to the one-page help-guide below for more assistance or use the tips located at the top of the Athletic Forms page in your account.

Athletes cannot participate in sports until digital forms are complete, 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.

If you need assistance with ArbiterAthlete, or need more information, please email schoolsupport@planeths.com. If you have questions regarding content of form requirements, please contact your school.

Thank you!

New Hanover County Athletic Department

ArbiterAthlete™

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***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.)*

New Hanover High School: via mobile phone send a text to 69274 containing **S3169** in the message. You will instantly receive a text inviting you to create an account.

Emsley Laney High School: via mobile phone send a text to 69274 containing **S3167** in the message. You will instantly receive a text inviting you to create an account.

Eugene Ashley High School: via mobile phone send a text to 69274 containing **S3166** in the message. You will instantly receive a text inviting you to create an account.

John T Hoggard High School: via mobile phone send a text to 69274 containing **S3168** in the message. You will instantly receive a text inviting you to create an account.

(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).

1. Create Accounts	<ul style="list-style-type: none"> Both a parent and student are required to create separate accounts. Go to arbiterathlete.com If your school has provided their <i>Quick Account Code</i>, TEXT the code to 69274 to create your parent & student account. <p><i>*Creation of accounts can be done on all devices with internet connection: Computers, Smart Phones, Tablets, iPads, etc.</i></p>
	<ul style="list-style-type: none"> <u>Home School selection</u>- this is the school that you/your student attends/studies. Do NOT select the school district in which your school resides. <u>My student plays for both the Middle School and High School?!</u> If your student plays on both a middle and high school team, upon account creation, select the home school in which your <i>STUDENT STUDIES</i>. You will be able to select the secondary school within the Additional Schools section after creating your account.
2. Link Parent & Student Accounts	Once logged in, you will be prompted to link the parent and student account. Enter the email address to send an invitation to the parent/student. The invited person clicks on the link via email or text message to finish the linking process. The invited person can also login and accept the link request, via the prompt after logging in.
	Why do I have to link accounts? Forms required by your school, often require both a parent and student signature to mark the form as completed. For the PlanetHS system to know what student and parent will be viewing and signing the proper forms, a linked parent/student account is required.
3. Athletic Forms button	Click the Athletic Forms button to move to the Pre-Participation Forms Overview Page and complete the required digital forms.
4. Select the Sports you will participate	In the Sports Interest section, check the sports you will be participating.
5. Additional Schools (If Applicable)	If you/your student participate in sports at multiple schools, add the additional schools here. If you/your student do not play for multiple schools, leave this section blank.
6. Complete & Sign Digital Forms	Click on each form link, complete each form, and click the <i>Sign & Submit</i> button. Both the parent and student must complete this step. Your school/district chooses which forms require the student, parent, or student AND parent signatures.
	Parents will only see example forms until the parent and student accounts are linked. Once the accounts are linked, the parent example forms will convert to web-forms for completion. *The student will always see the web forms to complete and sign, even before the accounts are linked. This gives the ability for students to send a parent linked account request and to upload the physical exam signed by the physician during group physicals.
	Upload Buttons are shown when you are required to upload a document instead of completing the web-form. For example, the physical exam form your physician completes or a birth certificate. These forms can be uploaded by either the parent or student but require the parents signature.
7. Accepted Forms Notification	When your school has accepted all forms, 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 denied by your school. You will be given the reason for denial and link to review and resubmit your changes back to the school.