



Dear Parent/ Guardian,

The Athletic Department at **Utica Community Schools** will now require all Pre-Participation Athletic Forms to be completed online with PlanethS. 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 [www.planeths.com](http://www.planeths.com). Please see below and also links for complete instructions.

1. **Parent and student must EACH create separate accounts, using different emails and/or mobile numbers**
2. **Link the two accounts**
3. **Begin completing and uploading forms**
4. **Go to link for PaySchools to submit payments once tryouts are complete**

*Important: Students must create accounts using accurate information, including their Official Name from school registration, Date of Birth, high school graduation year and school.*

*You can watch You Tube video's for walkthroughs of account creation, account linking, and athletic forms functionality.*

**STEP 1.** Go to [www.planeths.com](http://www.planeths.com) and click on the yellow login button in the top right of the screen .

Once on the Login page, click on

- **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. **"A Student" or "A Parent"**
- Complete the requested information.
- Be sure when choosing your school that you choose the school the student is attending. **"Utica High School, Shelby Twp, MI"**

**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.

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 their student completed. If accounts are not linked, they will only see example versions of the forms. You can complete forms or see their status at any time by clicking on the **ATHLETIC FORMS** button.

**STEP 4.** Payment information

Go to the PaySchools link to submit participation fees after tryouts are completed. Please email [Cheryl.Jurewicz@uticak12.org](mailto:Cheryl.Jurewicz@uticak12.org) if you have payment questions.

For additional help please refer to the one-page help-guide below, access the complete online form tips located in the light green bar at the top of the Athletic Forms page in your account or use the light blue self-help button located on the right-hand side 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 PlanethS or need more information, please consult the help documents found here <https://bigteams.force.com/support/s/> or email Cheryl.Jurewicz@uticak12.org. If you have questions regarding the content of form requirements, please contact your school Athletic Director, Karyn.Holmes@uticak12.org

Thank you

Utica Community Schools Athletic Department



## Instructions for creating an account using your mobile phone:

**\*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.*)

- **Utica High School:** via mobile phone send a text to 69274 containing **S44195** 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).*