



Dear Parent/Guardian,

The Athletic Department at Berkeley High School hosts the Pre-Participation Athletic Forms online at BIGTeams/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 HIPPA, 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/>

Parents/Guardians and students must be sure to create accounts using accurate information, including the school, their official name on school registration, DOB, and high school graduation year.

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

STEP ONE:

Go to <https://studentcentral.bigteams.com/> and at the bottom of the main page click:

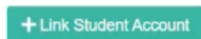


Note: If the student(s) are under 13 years of age, and they are creating an account, they must know their parent/guardian's email address or mobile phone number. **(COPPA COMPLIANCE)**

- **Create student(s) account and complete the requested information.**
- **Create Parents/Guardians account and complete the requested information.**
- **Ensure you select the school that your student is attending.**

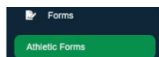
Note: Emergency Contact Section - parents are required to input as much information as possible, this will then automate information into forms, saving time and reduce duplicate work.

STEP TWO: Link the Parents/Guardians 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/Guardians can link to as many student accounts as they wish by repeating this linking invitation process.

STEP THREE: Complete Athletic Forms for your Student(s).



Students with accounts may begin completing digital forms immediately. Parents must be linked to their student(s) account to see the electronic version of the forms, otherwise, they will only see example PDF versions of them. You can complete forms or see their status at any time by clicking on the **ATHLETIC FORMS** button.

Athletes cannot participate in sports until all digital forms are completed and approved unless otherwise specified by the 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 the athlete is on the team. All athletes **MUST** participate in the programs try-outs for their sport.

For additional help, please refer to the account creation walkthrough video located on our Athletic Departments main webpage: Under our Spring Sports – Berkeley Soccer – Forms Page. If while logged in and you need additional assistance you can click on your User Icon in the top right and select “? Help Docs” for more assistance.



If additional assistance is needed please consult the documents found at PlanetHS or email schoolsupport@planeths.com. Questions regarding the content of form requirements, please contact the BHS Athletic Department.

GO STAGS!



***Quick Account Instructions for Account Creation Via Mobile Phone:

If you have not received a request to link accounts with your student(s); 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.)

Berkeley High School: via mobile phone send a **text to 69274** containing **S608** 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.)