



East Penn School District BigTeams Student Central

THIS IS FOR Student-Athletes with accounts already created in previous school year/s

Parents - “Step-by-Step” instructions to submit PIAA Physical and other Student-Athlete paperwork (for grades 7-12)

1. Go to: [East Penn Student-Athlete central](http://studentcentral.bigteams.com) (studentcentral.bigteams.com)
2. Contact Big Teams directly with any log in issues (support@bigteams.com)

DO NOT CREATE ANOTHER ACCOUNT FOR YOUR STUDENT

3. Go to the menu on the left and select “Forms” and click on “athletic forms”
 - Select the student you want to complete forms for
 - Confirm that the school year showing is the NEXT year
 - Review information and edit account and emergency contact information as needed.
 - Select ALL of the sports your student is participating/trying out for the entire school year
 - Add School box – leave this blank
 - Complete all forms as the parent (there are 12 forms, the links to the forms are located next to the words “incomplete”)
 - Note section #5 - electronically complete section #5 - you can print section #5 to take to the Doctor’s office if needed
 - Note section #6 - this is where you will upload the PIAA Comprehensive Physical section #6 signed by the medical provider. Make sure the exam date is after May 1st, one of the cleared boxes is checked, and the Doctor signed the form. Please scan or take a clear, well lit photo of the form on a flat surface.

*Note: if you have more than one child participating, you can add them by selecting “+ Add Student”

4. After completing and signing the forms as a Parent, navigate back to My Profile followed by Linked Accounts, and have your student(s) use the Sign In As button to complete any “Awaiting Athlete Signature” requirements

- NOTE: Check out the Self Help menu for “(Returning) Student/Parent “Sign In As” Feature” help guide

5. If you are adding a new athlete participating this school year to your account click “Add Student on Forms Page in your account. Go to “Click Here to Create an Account” and follow the prompts

6. Once your forms are approved, a notification will be sent to your listed email address and/or mobile number.

7. Notification settings can be adjusted by going to **My Profile** followed by **Notifications**.

*Again... Contact Big Teams directly with any log in issues (support@bigteams.com)

DO NOT TRY TO CREATE ANOTHER ACCOUNT !!!