



East Penn School District BigTeams Student Central

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. Click **Sign Up to Create New Account** and complete the four step account creation
 - Who is this account for? Select Parent/Guardian
 - In the box labeled “what School are you registering for?” Start typing “East Penn School District” and select East Penn School District - click next
 - Input PARENT Personal Information(name, gender, DOB) - click next
 - Input your username (Email) and Password that you create - click next
 - Record your username email and password that you created and keep it in a safe place for future use and log-ins
3. From the Linked Accounts page in **My Profile**, click “+ Link Student Account”
4. Search for your Student to see if they have already created an account.
 - NOTE: Check out the Self Help menu for “Account Linking Guide”
5. If your search was unsuccessful, click “here to create account if the account does not exist” and follow the next 5 steps
 1. Select 13 or older OR select not yet 13 - click next
 2. Enter student’s information (full name *no nicknames , HS graduation year, gender, DOB) school attending should say “East Penn School District” - click next
 3. Enter Student’s EAST PENN Email Account - In this step you are creating the student’s account...the email must be the student’s East Penn email address, contact phone number is optional - click next
 4. Select ALL of the sports of interest for the school year - click create
 5. In the account created window click close

6. Go to the menu on the left and select “Emergency Contact” and complete this section - at the end select update (note: all phone fields need a #, use the same # if you only have a cell #)

7. Go to the menu on the left and select “Forms” and click on “athletic forms” - verify the information, scroll down, ignore the add school text block and leave blank

- complete all forms as the parent (there are 12 forms, the links to the forms are located next to the words “incomplete”) Note: do not upload a photos or scan of sections 1,2,3,4,5 – these sections MUST be completed on-line within the portal system.
- you can print this particular section 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

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

8. After 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

9. Once your forms are approved, a notification will be sent to your listed email address and/or mobile number. Notification settings can be adjusted by going to **My Profile** followed by **Notifications**

*Note: call the athletic office if you have issues, DO NOT TRY TO CREATE ANOTHER ACCOUNT !!!