



East Penn School District BigTeams Student Central

Parents - “Step-by-Step” instructions to add an additional Student-Athlete from same family (for grades 7-12)

1. Log into your BigTeams Student Central account that was created in the previous season: [East Penn Student-Athlete central](http://studentcentral.bigteams.com) (studentcentral.bigteams.com)
 - Note: call the athletic office if you have issues, **DO NOT TRY TO CREATE ANOTHER ACCOUNT !!!**
2. Click on “Athletic Forms”
3. Click on the tab “+ Add Student” and follow the directions
 - If your search was unsuccessful, click “here to create account if the account does not exist” and follow the next 5 steps
 - Select 13 or older OR select not yet 13 - click next
 - Enter student’s information (full name *no nicknames , HS graduation year, gender, DOB) school attending should say “East Penn School District” - click next
 - 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
 - Select sports of interest for the school year - click create
 - In the account created window click close
 - 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 #)
 - 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
 - i. complete all forms as the parent (there are 12 forms, the links to the forms are located next to the words “incomplete”)

- ii. you can print this particular section to take to the Doctor's office if needed
 - iii. 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
- 4. After signing the form/s 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
- 5. 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**

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