



East Penn School District BigTeams Student Central

Parents - “Step-by-Step” instructions to submit PIAA Re-Certification Forms (for grades 7-12)

1. Log into your BigTeams Student Central account that was created in the previous season: [East Penn Student-Athlete central \(studentcentral.bigteams.com\)](http://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. Ensure the boxes are checked for all of the sport he/she will be participating in this school year
 4. Scroll down to the list of forms and click on “Section 7: Re-Certification by Parent/Guardian (Winter)” – fill out this form
 - Fill in text box age of student
 - Make sure all appropriate sport boxes are checked (keep all previous seasons checked – do not uncheck any)
 - Make necessary changes to your info
 - Fill out Supplemental Health history
 - Initial where appropriate
 - Sign and submit
 5. Dependent upon the answers in section #7 will determine if further action is needed (If section #8 is needed, go to the Emmaus Athletic/Activity website to print a hard copy of section #8)
 6. 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
- *Note: if you have more than one child participating, you can add them by selecting “+ Add Student”
7. 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 !!!**