



- **HOW DO I GAIN ACCESS TO HEALTHY ROSTER?**
 - In order to gain access you need to provide your Athletic Trainer with the following information:
 - Athletes name
 - Athletes date of birth
 - Athletes grade and graduation year
 - Parent(s) name
 - Parent phone number
 - Parent email (reliable email)
 - PLEASE EMAIL INFORMATION DIRECTLY TO AMANDA at alevalley@linemountain.com

- **ONCE I HAVE AN EMAIL INVITE, HOW DO I LOGIN?**
 - You will get a personalized email sent from Healthy Roster.
 - This email will have a link and a personalized code
 - Click the link, this will take you to the website
 - Follow the prompts
 - Make a user name and password
 - When it asks for the code, put the personalized code in that was in the email from Healthy Roster
 - This code directly links you to your athlete, keeping your athlete's health information safe
 - Once you create a login, password and security questions you will be logged in and it will bring you directly to your athletes dashboard.

- **ONCE LOGGED IN, HOW DO I UPLOAD DOCUMENTS?**
 - Click on the documents tab
 - If you are on a desktop/laptop click "upload a new document"
 - If you are on your phone click the "+"(plus sign) in the top right hand corner of the screen
 - Select a document type from the scroll down box (see below for all the documents)
 - Electronically fill out, sign and submit.
 - Repeat for all documents
 - The documents that need to be filled out are as follows:
 - PIAA CIPPE Section 1 2022-23: Demographic information form.
 - PIAA CIPEE Section 2-5 2022-23: 3 forms in one: Parent certification, understanding risks associated with sport and acknowledgement of COVID.
 - PIAA CIPPE Section 6 2022-23: Health history form.

- PIAA CIPPE Section 7 2022-23: This form you will print and take with you to your doctors appointment to have signed clearing your athlete for participation. Then scan in to HR.
 - Geisinger HIPPA 2022-23: This form keeps your athletes medical information safe.
 - Line Mountain Code of Conduct 2022-23: This form makes sure you and your athlete sign off on following Line Mountain School Districts rules and regulations.

- HOW DO I FILL OUT THE RECERTIFICATION FORM FOR MY STUDENT-ATHLETE TO PLAY ANOTHER SPORT? (WINTER OR SPRING SEASON)
 - Login to Healthy Roster
 - Click on the documents tab
 - If you are on a desktop/laptop click “upload a new document”
 - If you are on your phone click the “+”(plus sign) in the top right hand corner of the screen
 - Select a document type from the scroll down box
 - Select PIAA CIPPE Section 8- This is the recertification form
 - It will automatically electronically pull up for you to fill out and sign
 - Fill out everything that has a red *
 - Sign and submit the form

- IF I HAVE QUESTIONS WHO DO I CONTACT?
 - Amanda LeValley
 - alevalley@linemountain.com
 - 570-758-2011 ext. 1505