

# ArbiterAthlete™

Dear Parent/ Guardian,

The Athletic Department at Lewis-Palmer Consolidated School District now hosts their Pre-Participation Athletic Forms online with ArbiterAthlete. This digital platform will allow you, and your student(s), to complete and access athletic forms via computer, tablet, or mobile phone. It is HIPAA, COPPA and FERPA compliant. A link to the privacy policy is located at the bottom of the Sign in page at [www.arbiterathlete.com](http://www.arbiterathlete.com).

## **Parent and student must create separate accounts, using different emails and/or mobile numbers.**

*Important: Students must be sure to create accounts using accurate information, including their Official Name from school registration, DOB, high school graduation year and school.*

*You can click SELF HELP on the right of the screen for walkthroughs of the account creation, account linking, and athletic forms functionality.*

**STEP 1.** Go to [www.arbiterathlete.com](http://www.arbiterathlete.com) and click on the  button in the top right of the screen.

- OR - With a smartphone, follow the Quick Account Instructions on the second page of this letter.

*Note: if students are under 13, and they create an account, they must know their parent/guardian's email address or mobile phone number. (COPPA COMPLIANCE)*

- Choose the type of account you wish to create.
- Complete the requested information.
- Be sure when choosing your school that you choose the school the student is attending.

**STEP 2.** Link the Parent account to the Student(s) account. 

You will be led through this process after creating an account. If you do not link accounts at the time of account creation, you can always click the **LINK ACCOUNT** button at any time to complete or initiate the linking process. Parents can link to as many student accounts as they wish by repeating the linking invitation process.

**STEP 3.** Complete Athletic Forms as Advised. 

Students with accounts may begin completing digital forms immediately. Parents must be linked to a student account to see the electronic version of the forms. If they are not linked, they will only see example PDF versions of the forms. You can complete forms or see their status at any time by clicking on the **ATHLETIC FORMS** button.

For additional help please refer to the one-page help-guide below, access the complete online forms tips located in the light green bar at the top of the Athletic Forms page in your account or use the light blue self help button located on the right-hand side of your screen.

Athletes cannot participate in sports until digital forms are complete and approved unless otherwise specified by your school. Forms will be valid for the entire school year for which they are filled out, with the exception of the physical exam provided by your physician which will reflect the policy set in place by your athletic department. *Completing and having your Pre-Participation Registration Forms accepted by your school does NOT guarantee you have made the team.*

If you need assistance with ArbiterAthlete or need more information, please email [schoolsupport@arbiterathlete.com](mailto:schoolsupport@arbiterathlete.com). If you have questions regarding the content of form requirements, please contact your school Athletic Director.

Thank you!

Lewis-Palmer Consolidated School District Athletic Department

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**\*Quick Account Instructions for account creation via mobile phone:** If you have not received a request to link accounts with your student; please use the code that corresponds to the school your student attends. If you have multiple students at different campuses, use the code that corresponds to your oldest student. Once you send the code you will immediately receive a text back with a hyperlink to create your account. (Msg & Data rates may apply.)

7/23/2018

ArbiterAthlete

## ArbiterAthlete™ Quick Account Creation

### To create an account for online Pre-Participation, use your smart phone.

Text **S41482** to **69274.**

Text HELP to 69274 for more information. Text STOP to 69274 to opt out. Msg & Data rates may apply.  
The wireless carriers are not liable for delayed or undelivered messages. Number of messages vary per user.

<p>1. <b>Create Accounts</b></p>	<ul style="list-style-type: none"> <li>Both a parent and student are required to create separate accounts.</li> <li>Go to <a href="http://arbiterathlete.com">arbiterathlete.com</a></li> <li>If your school has provided their <i>Quick Account Code (reference Kick Off Letter)</i>, TEXT the code to 69274 to create your parent &amp; student account.</li> </ul> <p><i>*Creation of accounts can be done on all devices with internet connection: Computers, Smart Phones, Tablets, iPads, etc.</i></p> <ul style="list-style-type: none"> <li><u>Home School selection</u>- this is the school that you/your student attends/studies. Do NOT select the school district in which your school resides.</li> <li><u>My student plays for both the Middle School and High School?!</u> If your student plays on both a middle and high school team, upon account creation, select the home school in which your <i>STUDENT STUDIES</i>. You will be able to select the secondary school within the Additional Schools section after creating your account.</li> </ul>
<p>2. <b>Link Parent &amp; Student Accounts</b></p>	<p>Once logged in, you will be prompted to link the parent and student account. Enter the email address to send an invitation to the parent/student. The invited person clicks on the link via email or text message to finish the linking process. The invited person can also login and accept the link request, via the prompt after logging in.</p> <p><b>Why do I have to link accounts?</b> Forms required by your school, often require both a parent and student signature to mark the form as completed. For the PlanetHS system to know what student and parent will be viewing and signing the proper forms, a linked parent/student account is required.</p>
<p>3. <b>Athletic Forms button</b></p>	<p>Click the <b>Athletic Forms button</b> to move to the Pre-Participation Forms Overview Page and complete the required digital forms.</p>
<p>4. <b>Select the Sports you will participate</b></p>	<p>In the <b>Sports Interest</b> section, check the sports you will be participating.</p>
<p>5. <b>Additional Schools (if Applicable)</b></p>	<p>If you/your student participate in sports at multiple schools, add the additional schools here. If you/your student do not play for multiple schools, leave this section blank.</p>
<p>6. <b>Complete &amp; Sign Digital Forms</b></p>	<p>Click on each form link, complete each form, and click the <i>Sign &amp; Submit</i> button. <b>Both the parent and student must complete this step.</b> Your school/district chooses which forms require the student, parent, or student AND parent signatures.</p>
	<p><b>Parents will only see example forms until the parent and student accounts are linked.</b> Once the accounts are linked, the parent example forms will convert to web-forms for completion. *The student will always see the webforms to complete and sign, even before the accounts are linked. This gives the ability for students to send a parent linked account request and to upload the physical exam signed by the physician during group physicals.</p>
	<p><b>Upload Buttons</b> are shown when you are required to upload a document instead of completing the web-form. For example, the physical exam form your physician completes or a birth certificate. These forms can be uploaded by either the parent or student but require the parents signature.</p>
<p>7. <b>Accepted Forms Notification</b></p>	<p>When your school has accepted all forms, a notification will be sent to you stating all forms have been accepted. You will be notified via email and/or text message (if you have selected the text message option during account creation), if a form has been denied by your school. You will be given the reason for denial and link to review and resubmit your changes back to the school.</p>