



Welcome to the London Gymnastics Academy Privit Health Profile,

As a parent/guardian of a gymnast, you are required to provide health information and sign off on forms prior to participation. This involves registering an account yourself through the LGA's Privit account then adding your gymnast into your account to complete their required information. The instructions below will guide you through creating a profile online. Follow the 7 steps below to complete your gymnast's information.

Contact Privit's Support Desk at **1- 844- 234- HELP (4357)** available **Monday – Friday** 8:00 AM - 5:00 PM EST if you have any questions during registration.

Before you start, make sure to have the following information on hand:

- Email and Password (if you created an account last season)
- Medical History (immunizations, allergies, medications, previous injuries)
- Primary Health Insurance (Provincial Health Card #)

Click on this website link lga.privitprofile.ca or enter it into your browser (Note: there is no www.)

Step 1: If created an account last year click LOG IN and use the same email and password. If you are registering for the first time, click REGISTRATION to create an account with Privit. As a Parent/Guardian for a gymnast under the age of 18, you will select your role as Parent/Guardian.

- You will then be directed towards the [Home](#) page. On the left underneath your name click on "Add Member". A new page will open where you can complete your gymnast's information. You will then be taken to a page that says Copy Data. Select the grey "Cancel" tab at the bottom and you'll be taken back to the [Home](#) page.
- Be sure that your gymnast's name is below your name on the [Home](#) page. Select their name and a new [Home](#) page will appear with information to complete for the athlete.

Step 2: From the Home page, scroll down to the UPDATE tab beside **JOINED TEAMS** and select the team your gymnast will participate on, then click Done

Step 3: Click the START tab beside the **PERSONAL DETAILS** section to provide demographic information. (Section 2 Primary Insurance, select "Provincial Health Card #) Once all 4 sections are complete click SAVE & EXIT. From the Home page, **make sure it is indicating 100% complete in order to access the E-PPE questionnaire.**

Step 4: Click the START tab beside the **E-PPE QUESTIONNAIRE** section to provide medical history details of your gymnast. Complete all 5 sections then SAVE & EXIT. **Make sure it is indicating 100% complete on the Home page.** *Be sure to check the box at the bottom that states *"I have thoroughly read all questions on this page and answered them to the best of my knowledge."*

Step 5: Click the START tab beside **CODE OF CONDUCT**. Fill out any required information that isn't already prepopulated into the form. Once completed, click SUBMIT. Then click the blue SIGN tab. A new message will appear, click the blue tab "Create New Signature".

- As the Parent/Guardian you will create your own signature. You can use the cursor on a computer or with your finger on a tablet device to create an e-signature. Click SAVE and then DONE to return to the Home page. From the Home page underneath or beside the form click on SIGN and a new screen will open with your e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page.

On the Home page under this form, it will now indicate *Gymnast click here to sign*. Click there and repeat the same process to create and apply your Gymnast's e-signature. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Gymnast*.

Step 6: Click the START tab beside **MEDICAL DATA FORM** and complete any required information. Once everything is filled out, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. On the Home page under this form, there will be a green check mark indicating *Signed by Parent/Guardian*

Step 7: Click the START tab beside **COMPETITIVE GYM WAIVER**. Once you've reviewed and acknowledge that you understand specific policies, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. On the Home page under this form, there will be a green check mark indicating *Signed by Parent/Guardian*

On the Home page, the completion status bar should be green and indicating SUBMISSION COMPLETE after Step 7 is properly completed. This means you are finished registration. If the completion status bar is still orange and indicating SUBMISSION INCOMPLETE, click on the status bar and it will indicate what still needs to be completed. The grey clearance status bar at the top of the Home page will continue to show "PENDING" until you are cleared by a LGA Coordinator.