

Required Forms for MSHSAA Athletics/Activities Online Process – PRIVIT

To get your student all setup, follow these instructions:

- Go to this website: <https://capitalcitycavaliers.e-ppe.com>
 - If you created an account last year you will use the same username and password for the Cavaliers site.
- Click "REGISTER"
 - **Parents are the ones who need to register**
 - Once the parent fills out the necessary information, it will take you to your profile
- Click "ADD MEMBER"
 - You need to add any children you have participating on a team by creating a profile for each of them under the parent.
 - Once you click "Add member", type in the required information. Do this for each child.
- Click on the newly created student
- On this screen, under the section that says "JOINED TEAMS", click "UPDATE"
- On this screen, add your child into all of the sports/activities they wish to be a part of at CCHS/TJ. This will need to be done every year.
- After selecting all sports/activities, click "DONE" at the bottom of the screen
- Now, on your child's profile, multiple things are available for you to complete and or update every year.
 - Personal Details
 - Pre-Participation History Form
 - Parent Permission Form
 - Student Agreement Form
 - Participation Policy
 - Drug Testing Consent (High School Only)
 - Completed Physical - will need to upload (Some activities are not required to have a physical).
 - Physicals are good for 2 years. (ie 7/24/19 active through 7/23/21)

For the activities that do not require a physical – The system will show your child's profile as "INCOMPLETE", because you have not uploaded a physical. That is normal, as long as your activity does not require a physical.

Parents: PRIVIT: Health Profiles is an app for you to download to your smart phone. This app will allow you to upload your student's physical if you do not have access to a scanner.

The following PRIVIT link will provide additional assistance.

<https://support.privit.com/hc/en-us/articles/201956667-Welcome-Parents-and-Athletes>

There is a phone number on the bottom of the page to reach a help desk if there are additional questions.

You can reach school staff members at the following email:

Capital City High School: Kim Brundage (kim.brundage@jcschools.us), Robert Ndessokia (robert.ndessokia@jcschools.us).

Thomas Jefferson Middle School: Kim Pike (kim.pike@jcschools.us), Kevin Steinmetz (kevin.steinmetz@jcschools.us)