

## Instructions for creating your PlanetHS account for the first time

1. Log into planetHS.com. Click “Sign Up”
2. Completing forms on a computer is often easier as mobile has a difficult time saving.
3. Both the parent and student must create an account (make sure WILSON HALL is selected as the school). Note: accounts must be created using separate emails/phone numbers
4. Once both accounts are created, “link” the accounts together.
5. Make sure that you have selected sports. This helps with sorting into team rosters and is required to register on Wilson Hall’s database.
6. Complete and sign all 6 documents from each of the accounts. (You will not be able to complete paperwork unless you sign in from both accounts)
  - a. Pre-Participation Health Assessment Form
  - b. Student-Parent Concussion Awareness Form
  - c. Agreement of Participation
  - d. Warning of Inherent Risk Minor Waiver/Release
  - e. Football Warning
  - f. If you have your Athletic Physical completed for the upcoming year, you may upload that and we can approve for the 2024-2025 year. The easiest way to upload the Dr. Physical is to log on to PlanetHS with your cell phone, click on Athletic Forms, then the page “Pre-Participation Physical Evaluation Form”. Select “Upload Document”. Then “Choose File” and Take a Photo with your cell phone and upload the picture to planetHS.
7. All documents will either say “completed” or “pending staff approval” once you are done signing from both accounts.

If you run into any issues along the way, please contact Coach Rip Ripley at [coachripriley@gmail.com](mailto:coachripriley@gmail.com) or by phone at 843-327-5186.