

Use these directions if you completed paperwork for the 2024-2025 school year & you have a Healthy Roster account

Healthy Roster - For Existing Users (Must Be Completed to Participate in Sports)

Healthy Roster is your school's athletic trainers HIPAA compliant Electronic Medical Records platform. We use this system to track injuries, document treatments, and most importantly, ease in communicating effectively with coaches, parents, and athletes. Think of it like a patient portal, extremely secure, and a one-stop shop for all your needs relating to your student athlete's injury. We have taken this one step further, where now all required pre-participation forms can be found and completed here as well. Follow the steps outlined below:

Step Task #1: A parent or legal guardian must login to Healthy Roster, via the app, or website:

<https://dashboard.healthyroster.com>

- If you have forgotten your email or password used, you'll need to trouble shoot through the Healthy Roster website, **NOT** your school's athletic trainer/staff.

Step Task #2:

Complete Required Paperwork (These will need to be filled out every school year) -

- Select your student athlete's name
- Select Documents

*if your documents are **NOT yet highlighted as "expiring"** but you are ready to upload new documents:

- Select ADD (Orange Box in Right Hand Corner) & follow steps below:
 - Select CCPS Assumption of Risk
 - Select Fill Online, your signature and your student-athlete's signature will be required for this document. Select submit when finished.
 - Select Health Related Education Forms
 - Select Fill Online, your signature and your student-athlete's signature will be required for this document. Select submit when finished.
 - Select VCU Health Registration Form
 - Select Fill Online, please have insurance cards available to complete this form. Select submit when finished.
 - Select VHSL Sportsmanship Form
 - Select Fill Online, your student athlete's signature will be required for this document. Select submit when finished

*If your documents are highlighted as **"expiring" or "expired"**, you will select the three dots to the right of each document, select "Add New Version" and fill online for each required document.

Step Task #3 : Upload the COMPLETED physical form (It is important all pages are scanned as ONE document).

- Select your student-athlete's Name
- Select Documents
 - if your physical is **not yet** "expiring", select ADD & follow steps
 - if your physical is highlighted as **"expiring" or "expired"**, select the three dots to the right of VHSL Physical & select "Add New Version"
- Locate VHSL Physical and upload the template to confirm you have the correct document.
- Select Upload File
 - If a scanner and uploading the document as ONE on a computer is not available, PLEASE download the app and complete with the following instructions:
 - Select Upload Form
 - Select Scan Document with Camera
 - Scan and select Keep Scan - scan until you have scanned all pages.
 - Click Save (there will be a number indicating how many scanned pages)
- This document will need to be reviewed and accepted by Midlothian Staff; you will receive an email if something is missing