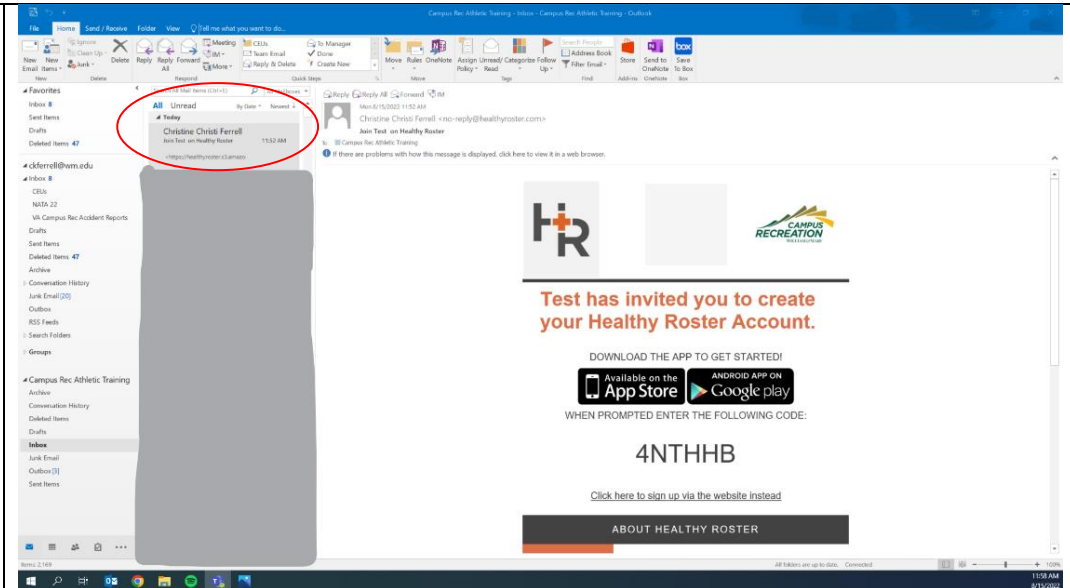


How to Join Healthy Roster (Desktop)

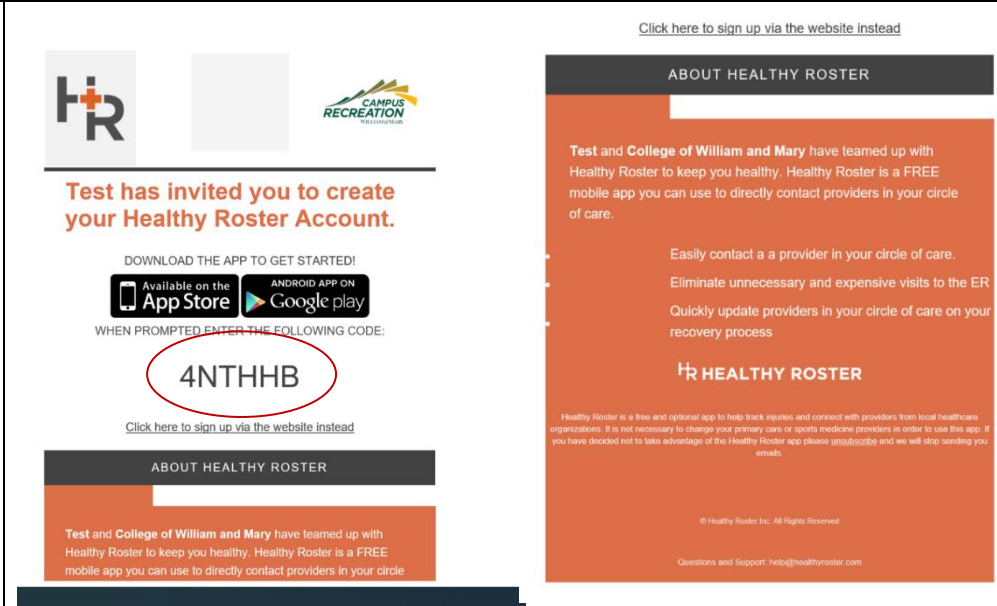
1. You will receive an email from one of the campus recreation athletic trainers.

- If you do not receive an email from the campus recreation ATs by 8/22/2022, please fill out [this form](#)
- If you are under the age of 18, please fill out [this form](#) so we can send both you and your parent or guardian an invite to Healthy Roster



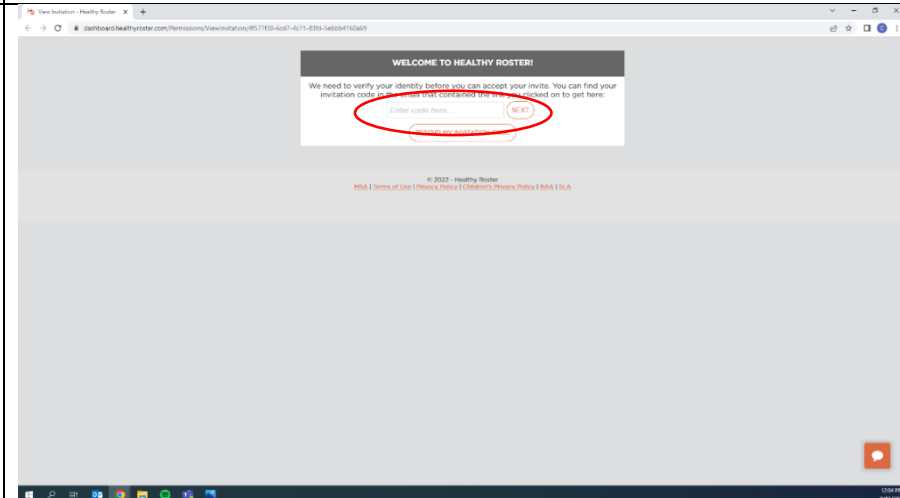
2. The email will look like the one pictured on the right and will include a registration code

- Click on the hyperlink titled "Click here to sign up via the website instead" to register on a desktop or internet browser
- Please note, the link in your email is account specific, so you must use this link to set up your account

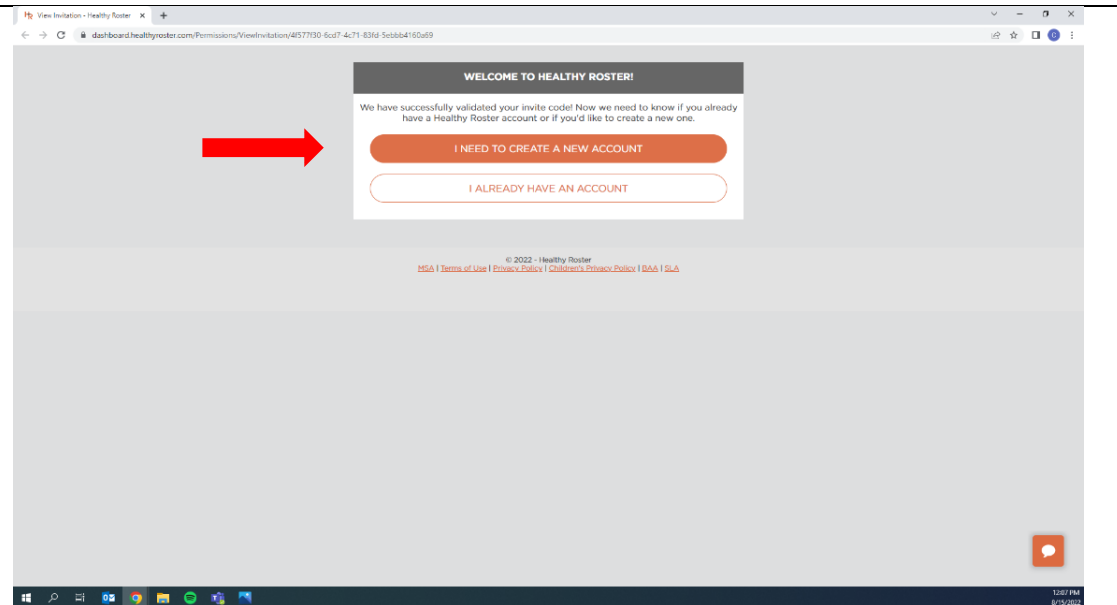


3. After clicking the hyperlink titled "Click here to sign up via the website instead", you will be brought to the invitation code webpage.

- Enter your registration code in the text box and click "Next"
- If you have lost your invitation code, click "resend my invitation code" and input the code you receive via email



4. You will then be brought the welcome page. Click “I Need to Create a New Account”



5. Next, you will be brought to the “Create New Account Page”
- Your first name, last name, and email will be auto-populated
 - Choose a password and confirm the password
 - Enter a cell phone number (optional)
 - Once you have entered in the information listed above, click “Register”

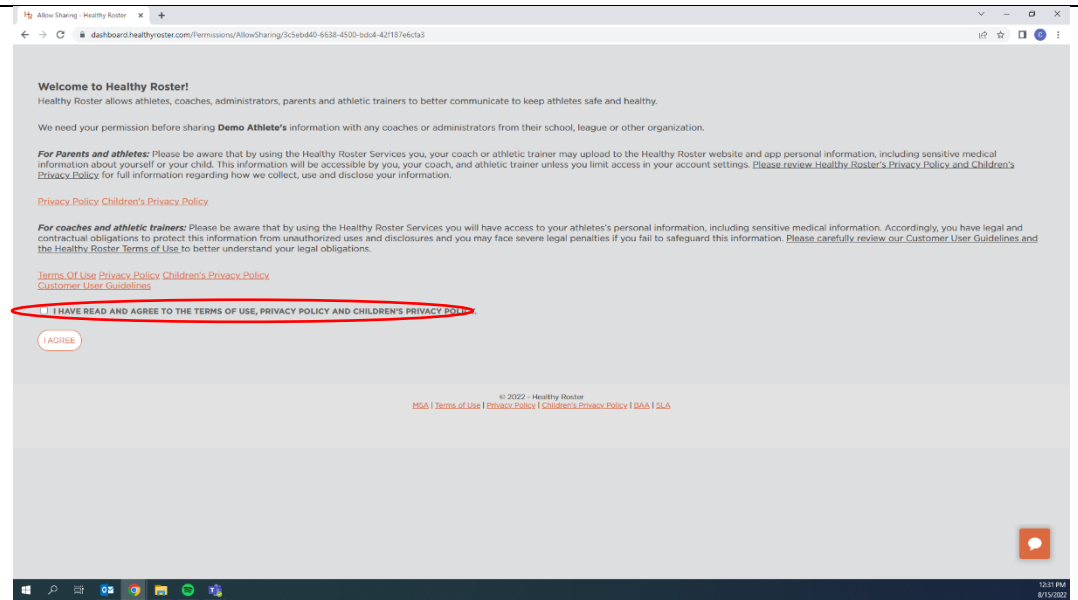
A screenshot of the 'CREATE A NEW ACCOUNT' page. The form fields are pre-filled with the following information: FIRST NAME: Demo, LAST NAME: Athlete, EMAIL: campusroster@wm.edu (with a note: 'You can change your email address after creating your account'), PASSWORD: (with a note: 'At least 8 characters'), CONFIRM PASSWORD: (empty), HOME PHONE: (US flag) (201) 555-0123, CELL PHONE: (US flag) (201) 555-0123, WORK PHONE: (US flag) (201) 555-0123, TIME ZONE: America/New York. At the bottom, there is a 'REGISTER' button. A small blue notification box at the bottom right says 'Create your new account' with a link to 'Start by creating a new account. If you already have a Healthy Roster account you can log in here.' The footer includes '© 2022 - Healthy Roster' and links for 'MSA | Terms of Use | Privacy Policy | Children's Privacy Policy | BAA | SLA'.

6. After clicking “Register” you will be brought to the security question page.
- Choose and answer the 3 security questions (please note: answers are case sensitive)
 - Once you have answered all 3 questions, click “Save Answers”

A screenshot of the 'PLEASE ANSWER A FEW QUESTIONS TO HELP PROTECT YOUR ACCOUNT' page. The page has a light gray background. It contains three sets of questions, each with a dropdown menu for the question and a text input field for the answer. The questions are labeled 'SECURITY QUESTION 1', 'SECURITY QUESTION 2', and 'SECURITY QUESTION 3'. The answers are labeled 'ANSWER 1', 'ANSWER 2', and 'ANSWER 3'. At the bottom, there is a 'SAVE ANSWERS' button. The footer includes '© 2022 - Healthy Roster' and links for 'MSA | Terms of Use | Privacy Policy | Children's Privacy Policy | BAA | SLA'.

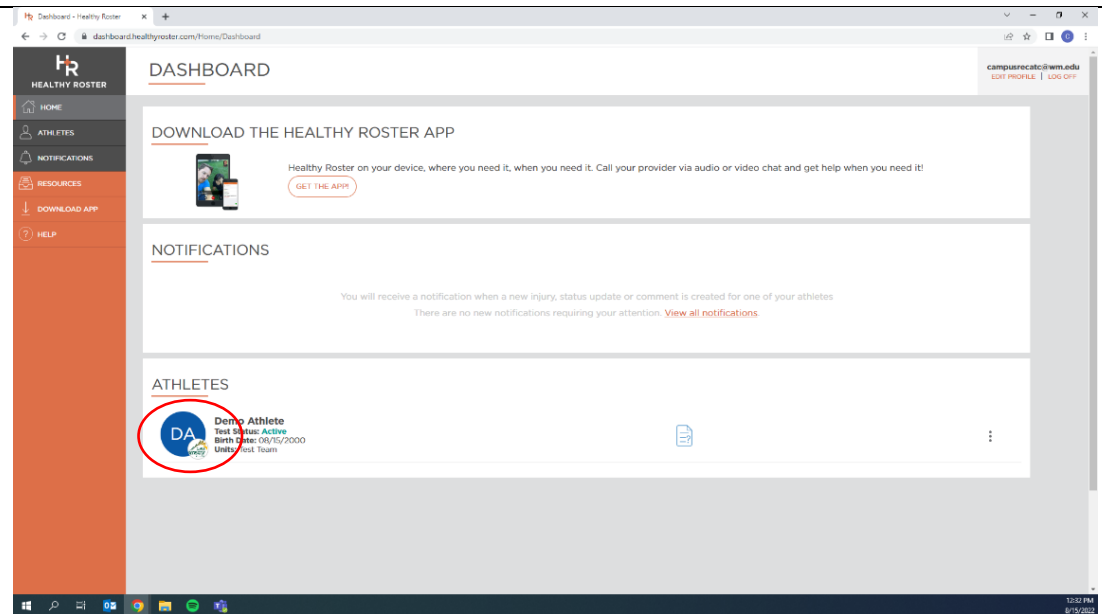
7. Next, you will be brought to the “Welcome Page/Terms and Conditions”

- a. Check the checkbox next to “I Have Read and Agree to the Terms of Use, Privacy Policy, and Children’s Privacy Policy”
- b. Click “I Agree”



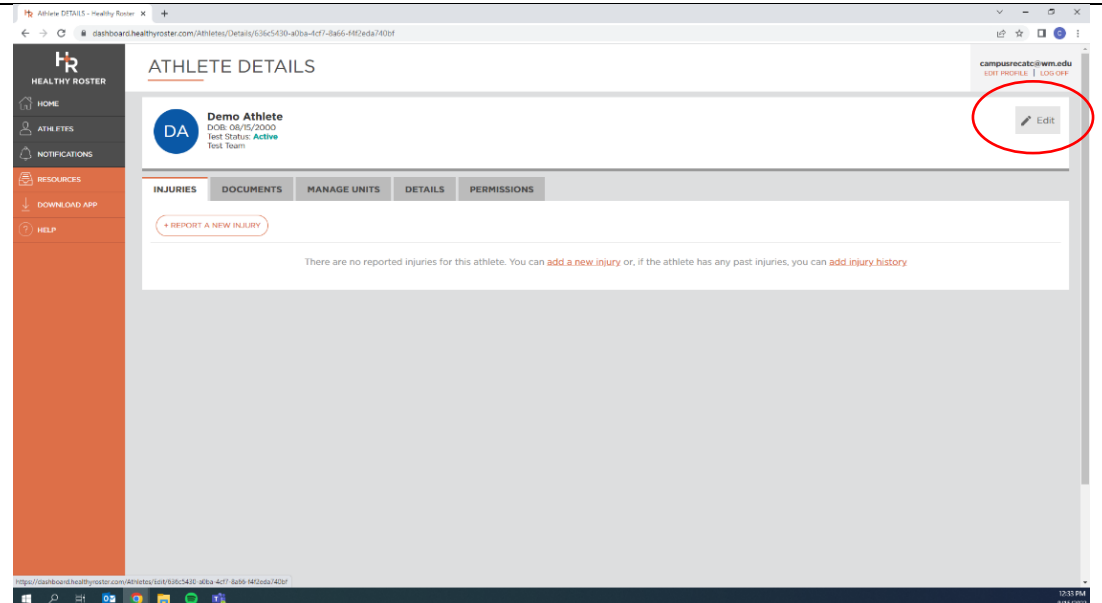
8. You will then be brought to the “Home/Dashboard”.

- a. Click on the circle with your initials under the “Athlete” section towards the bottom of the home screen/dashboard



9. You will be brought to the “Athlete Details” page.

- a. Click on the “Edit” button at the right side of the white ribbon.



10. You will now be in the “Edit Athlete” page.
- Your first name, last name, email, and date of birth should be auto-filled
 - Fill out as many fields in this section as you like
 - Graduation year is required**
 - Emergency Contact 1 is strongly encouraged**
 - Click “Save Athlete” at the bottom of the screen when you are done inputting your information
 - You have now fully set up your account! Return to the home page to complete your documents (see next page) or log out if no documents are required (Healthy Roster documents are only required for M Rugby, W Rugby, Ice Hockey, and M Lax)

The screenshot shows the 'Edit Athlete' page in the Healthy Roster dashboard. The page is divided into several sections: 'Athlete Details', 'Emergency Contact 1', 'Emergency Contact 2', 'Graduation Year', 'Emergency Medical', 'Primary Emergency Contact', 'Emergency Medical', 'Emergency Medical', 'Emergency Medical', and 'Emergency Medical'. The 'Athlete Details' section includes fields for First Name, Last Name, Email, Date of Birth, Gender, and Graduation Year. The 'Emergency Contact 1' and 'Emergency Contact 2' sections include fields for First Name, Last Name, Email, and Phone. The 'Save Athlete' button is circled in red at the bottom of the form.

How to Fill Out Healthy Roster Documents

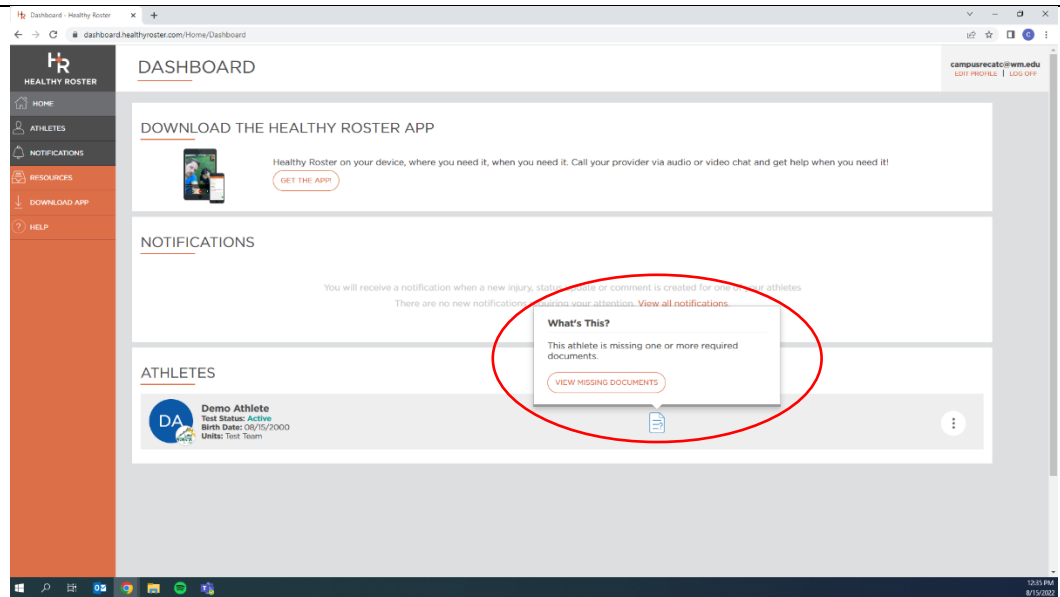
1. High Risk Group A (M Rugby, W Rugby, Ice Hockey, & M Lax) participants are required to complete 4 documents in Healthy Roster (listed below) before they will be allowed to practice or compete
 - a. Insurance Information Form
 - b. VCU Health PHI Form
 - c. W&M PHI Form
 - d. W&M Medical History Questionnaire OR Pre-participation Physical Exam

The instructions below apply to completing documents on both the Healthy Roster desktop version and the app (however the pictures reference the desktop version of Healthy Roster)

Please Note: You must also complete your IM Leagues forms (Sport Specific Waiver and Anti-Hazing & Athlete Form) before you will be allowed to practice. The Anti-Hazing & Athlete Form contain the Consent to Treat and Concussion Education & Reporting Form, which are also required athletic training documents.

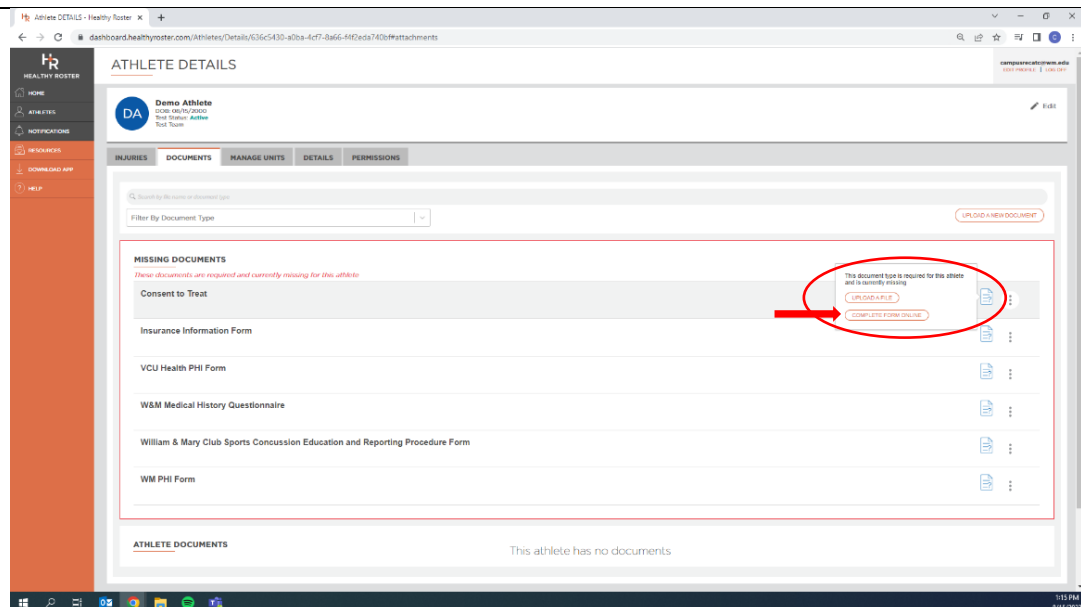
2. To complete these forms, hover over the paper icon with a question mark on it in the “Athletes” section of the home page. Click on “View Missing Documents”

- a. If you are under the age of 18, your guardian(s) should have access to Healthy Roster and are required to sign your documents. The documents will be completed following the same steps in these instructions, but will have an additional signature and date line for your guardian.
 - i. If your guardian does not have access to Healthy Roster, please fill out [this form](#)



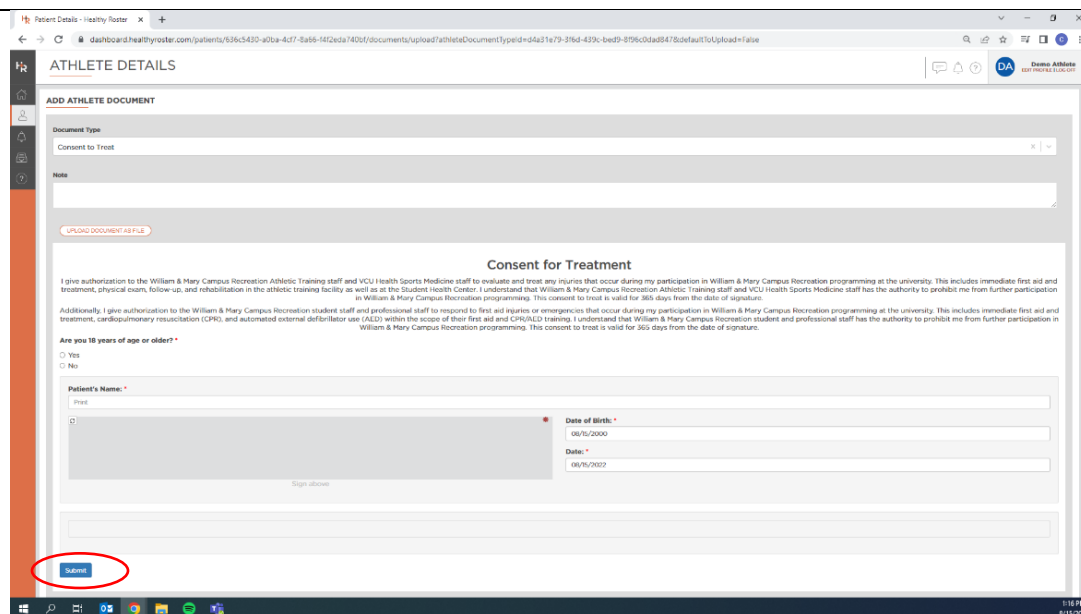
3. The missing documents section will list out the documents that have been assigned to you.

- a. To fill out a document, hover over the paper with a question mark icon and click “Complete Form Online”



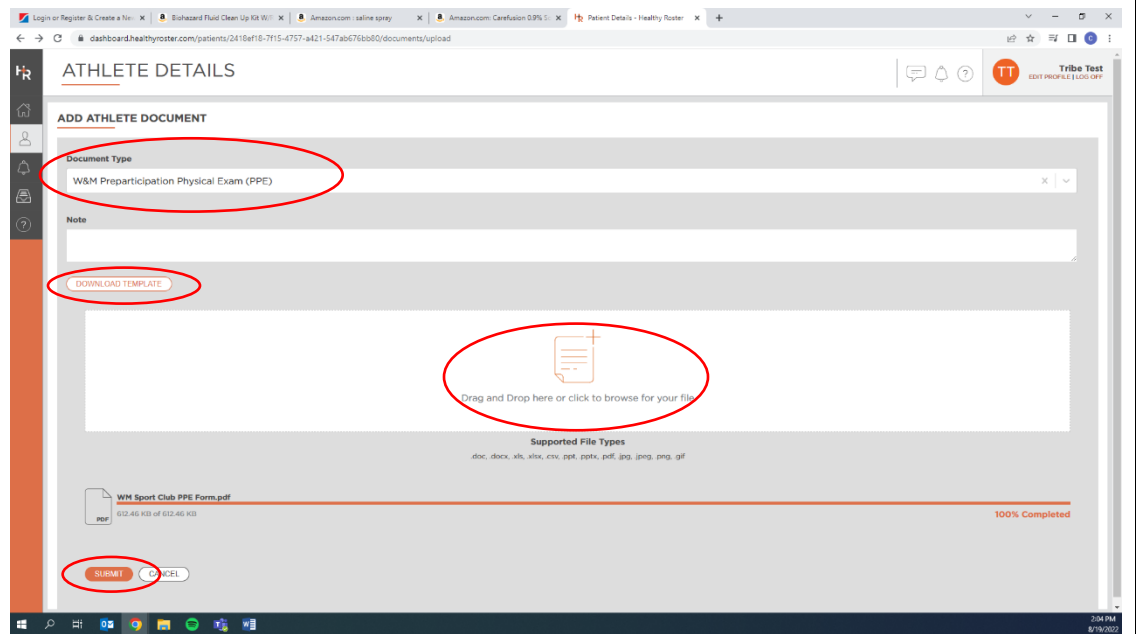
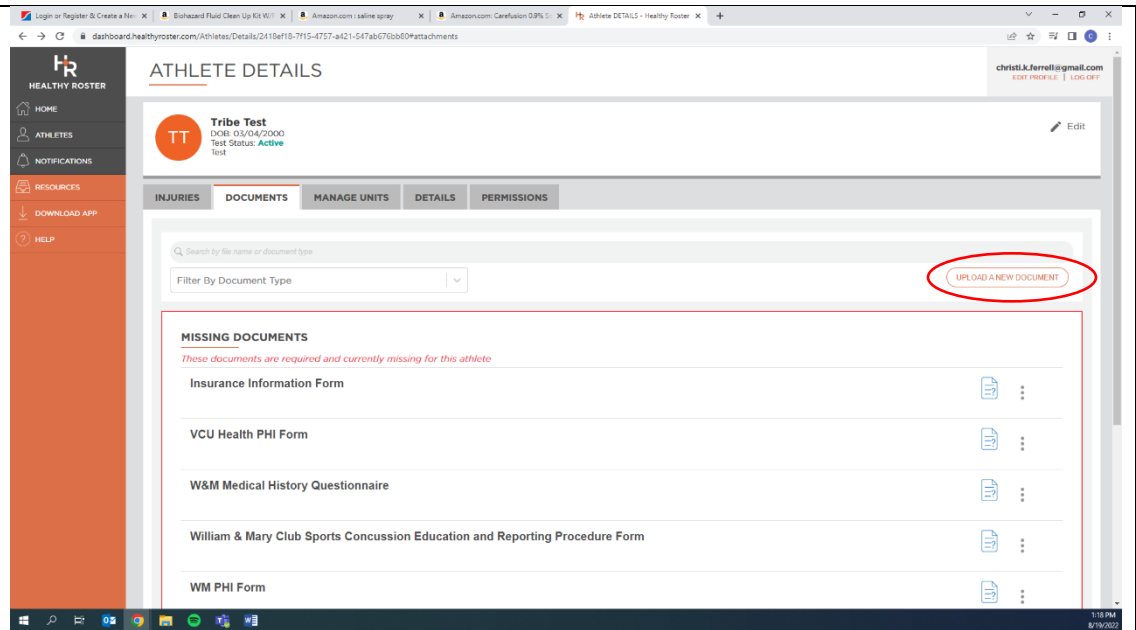
4. Once you click “Complete Form Online”, the document will be opened for you. Read the document and fill out the information.

- a. See the picture for an example of what an open document looks like
- b. Once finished with completing the information, click “Submit” at the bottom of the page

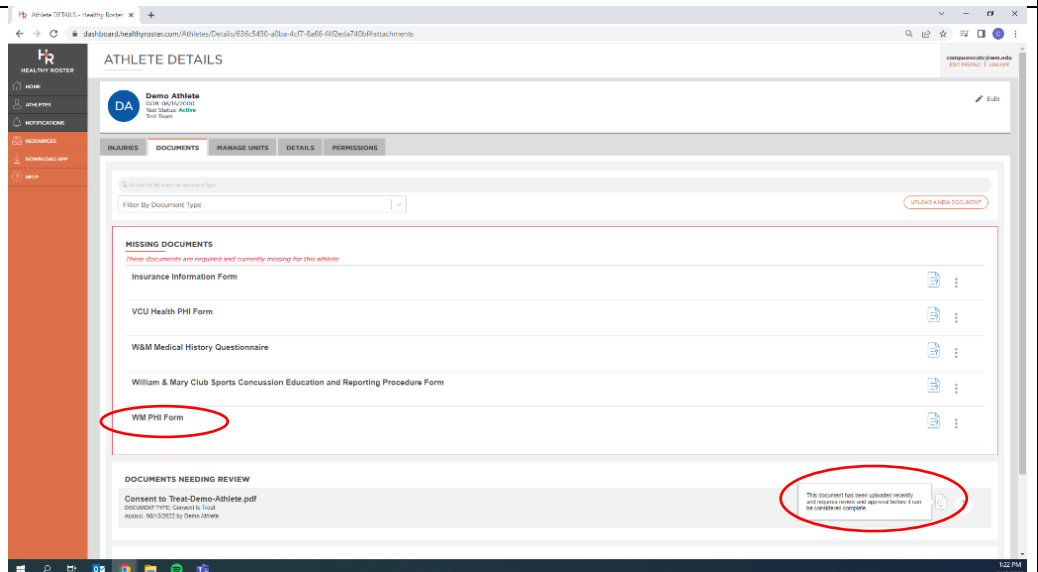


5. Repeat the above steps for all of the documents listed in your “Missing Documents” section

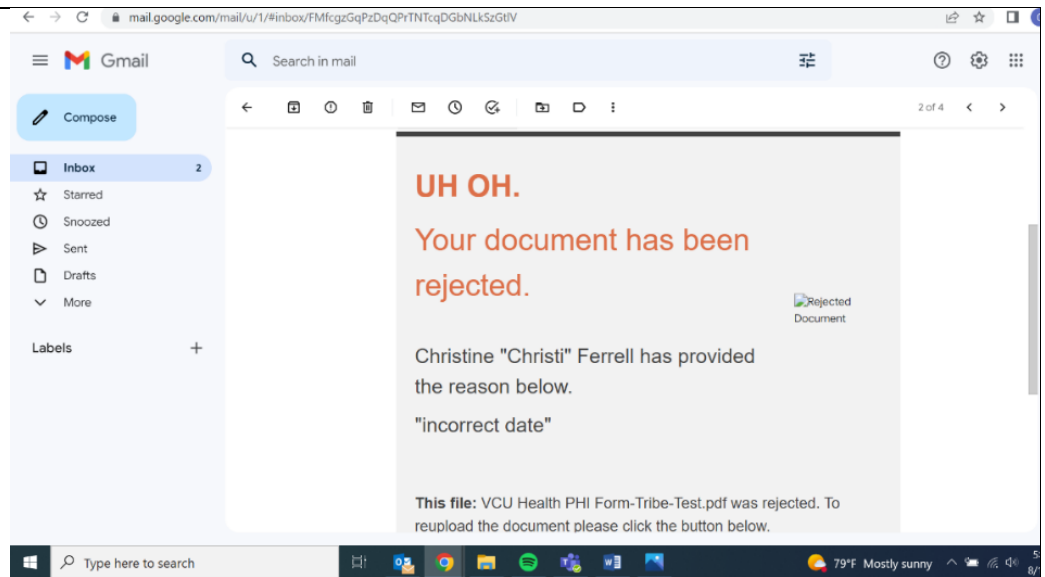
6. If you complete a Pre-Participation Physical Exam (instead of the Medical History Questionnaire), you can upload the paper that you and your physician filled out
- Click on "Upload Documents"
 - Select "W&M Preparticipation Physical Exam (PPE)" from the dropdown options
 - If you need to download the a blank PPE to take to the doctor, click on "Download Template"
 - To upload your completed PPE, click on "Drag and Drop Here or Click to Browse for your Files" and select the file you would like to upload
 - Click submit once your file has been uploaded



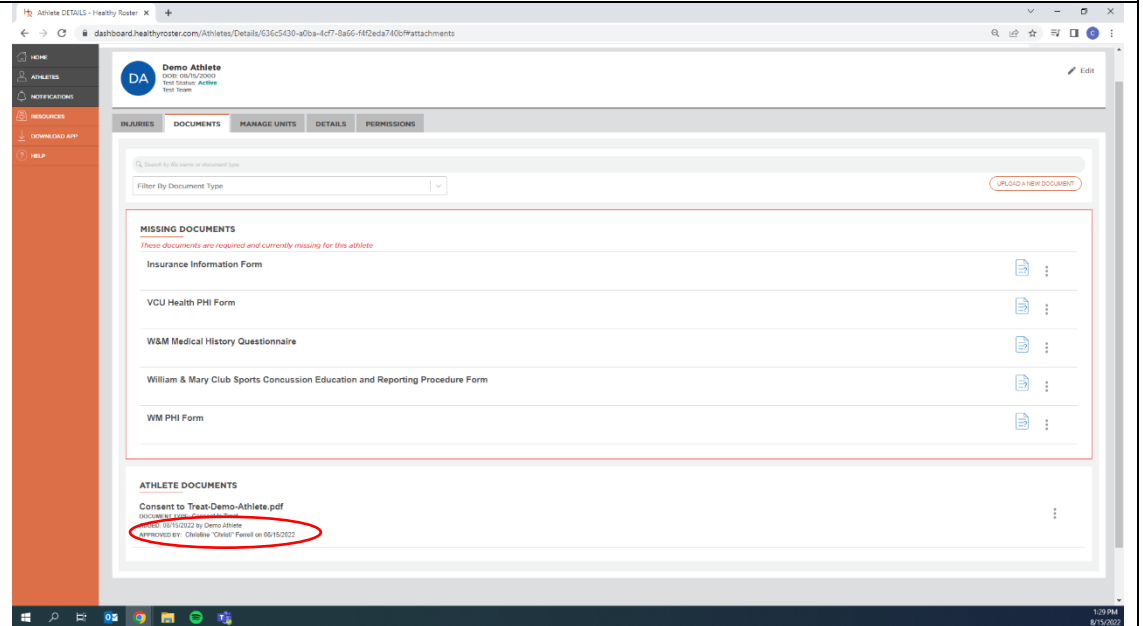
7. Once your document(s) have been submitted, you will see them under the "Documents Needing Review" section.
- This means that your document has been submitted and must be reviewed by the ATs before the document is approved.



8. If there is an error on your form, the ATs will reject your document.
- a. You will receive an email notification with an explanation of why the document was rejected. The document will move back to your “Missing Documents” section for you to complete and submit again

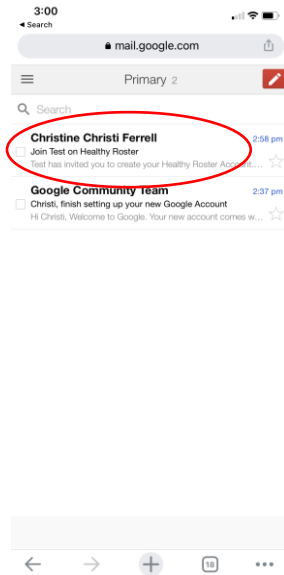


9. Once your document has been accepted by the ATs, it will be under the “Athlete Documents” section and will say “Approved by _____ on _____”

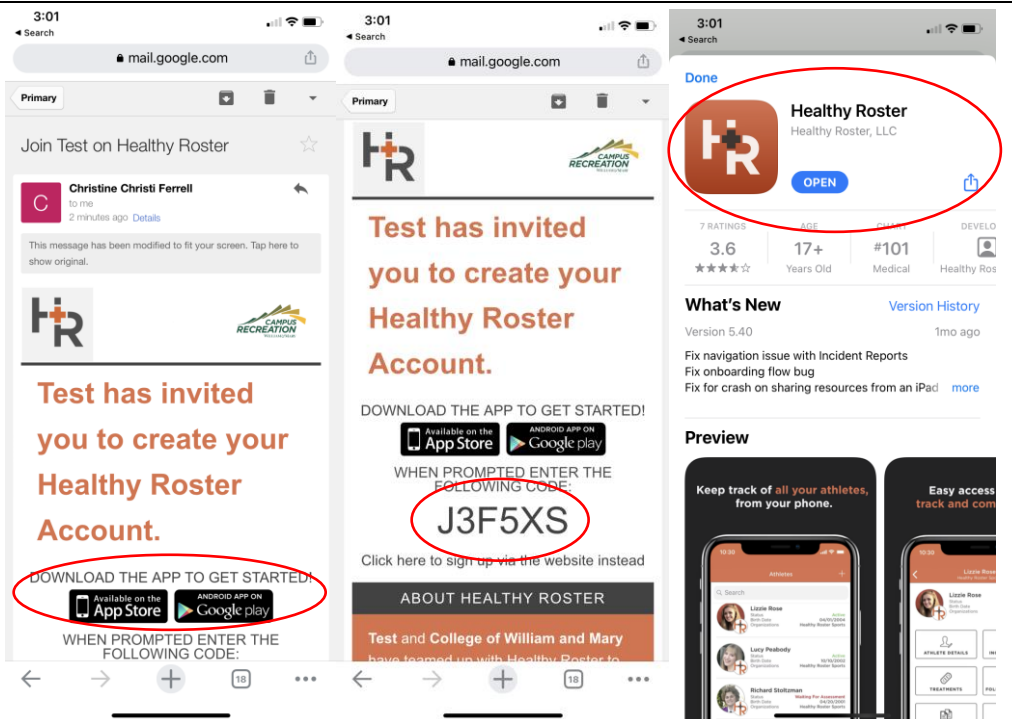


How to Join Healthy Roster (App)

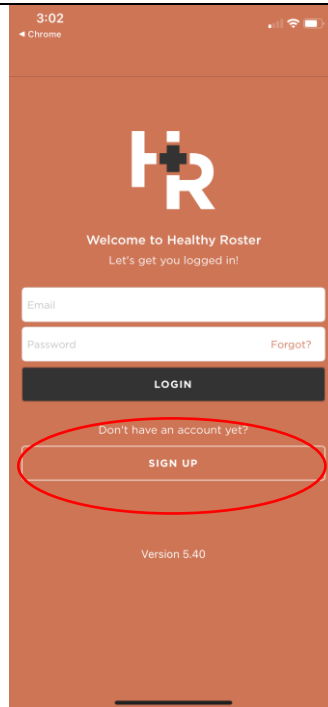
1. You will receive an email from one of the campus recreation athletic trainers.
 - d. If you do not receive an email from the campus recreation ATs by 8/22/2022, please fill out [this form](#)
 - e. If you are under the age of 18, please fill out [this form](#) so we can send both you and your parent or guardian an invite to Healthy Roster



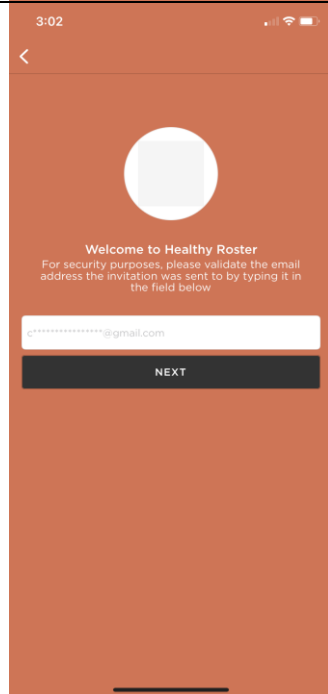
2. The email will look like the one pictured on the right and will include a registration code
 - a. Click on the icon to download the Healthy Roster app
 - b. Then open the app to continue registering



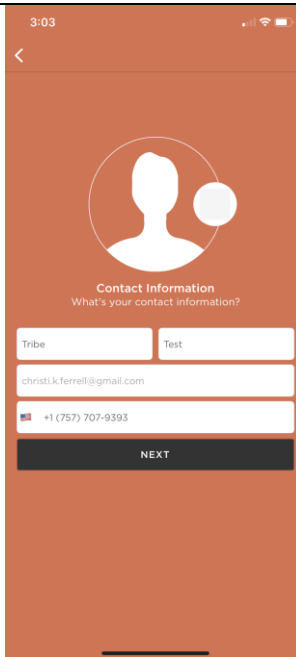
3. Once you open the app, click on the “Sign Up” button under the text that says “Don’t have any account yet?”



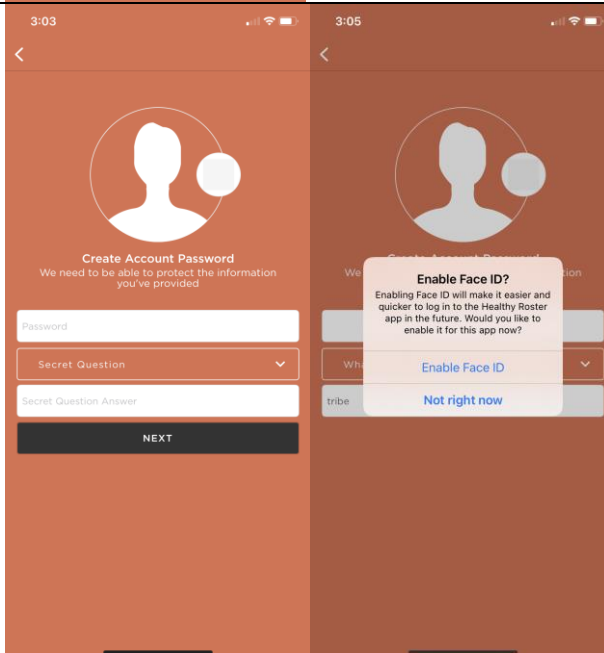
4. You will then be prompted to confirm your email
- a. Make sure to use your W&M outlook email address
 - b. After typing you email address, click “Next”



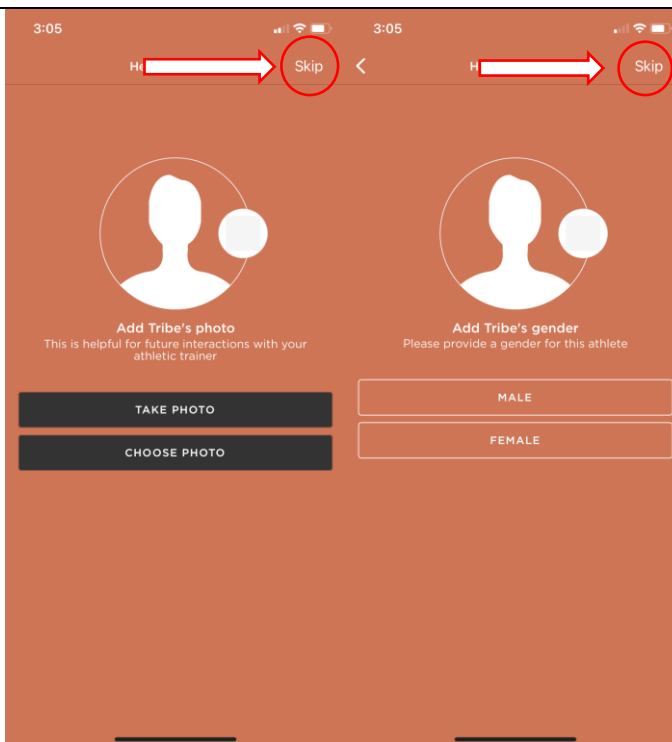
5. You will then be brought to the “Contact Information” page
- Your first name, last name, and W&M email should be auto filled
 - If these are incorrect, you will be able to edit them later
 - You can add your phone number if you would like, but it is not required
 - Click “Next” to move on to the next page



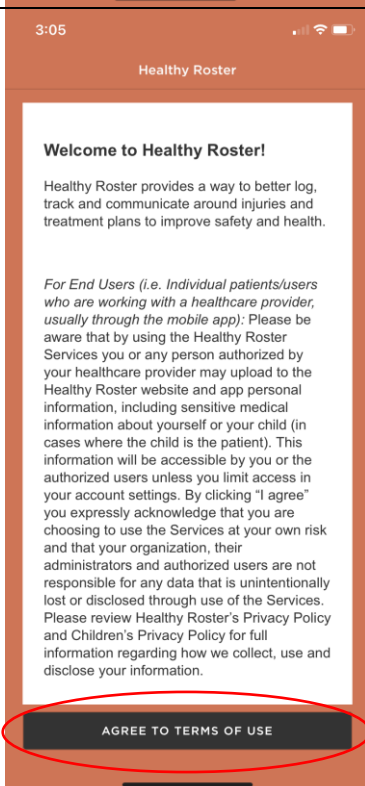
6. Next, you will be asked to choose a password and a security (or “secret”) question
- After typing in your answers, click “Next”
 - After clicking next (for iPhones) you will be asked if you want to enable Face ID. Chose whichever you prefer



7. You will then be prompted to add a photo and select your gender.
- Both of these are optional, click “Skip” in the top right corner if you prefer to not upload a photo or gender
 - Please Note: Healthy Roster only offers “Male” and “Female” as gender identities. The ATs have requested Healthy Roster to expand their gender identity options to be more inclusive.

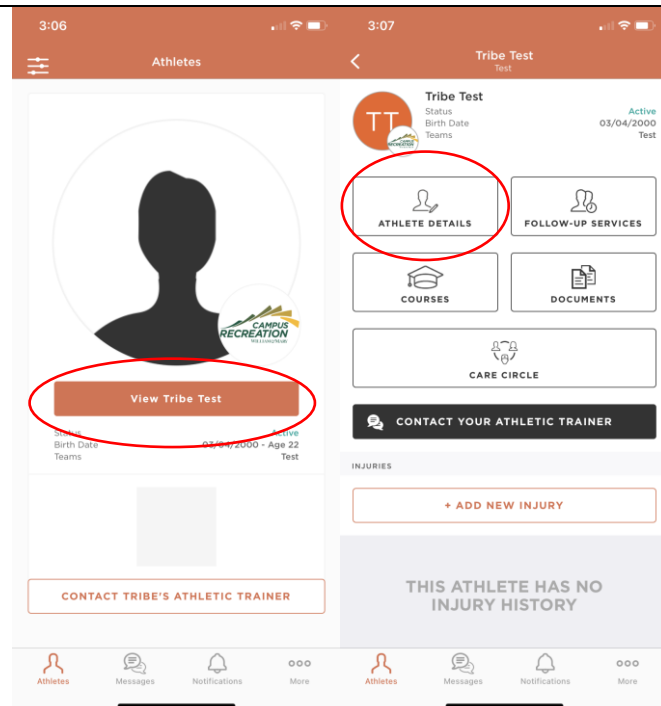


8. Next, you will be brought to the Welcome/Terms and Conditions page
- After reading the terms, click “Agree to Terms of Use” to move on to the next page



9. You will then be brought to the “Home” page.

- Click “View (your name)”
- On the next page, click “Athlete Details”



10. Next, you will be brought to the “Athlete Details” page.

- Your first name, last name, email, and date of birth should be auto-filled
- Fill out as many fields in this section as you like
 - Graduation year is required
 - An emergency contact is strongly suggested and can be added on Healthy Roster’s desktop version
- Click “Save Athlete” at the bottom of the screen when you are done inputting your information
- You have now completed your account! Return to the home page to complete your documents (see the section on completing documents in this pdf) or log out if no documents are required (Healthy Roster documents are only required for M Rugby, W Rugby, Ice Hockey, and M Lax)

A screenshot of the 'Athlete Details' page for 'Tribe Test'. The page has a header with the time 3:07. Below the header, there are input fields for 'First Name' (filled with 'Tribe'), 'Last Name' (filled with 'Test'), 'Preferred Name', and 'Unique ID'. There are also dropdown menus for 'DATE OF BIRTH' (filled with '03/04/2000'), 'GENDER', and 'GRADUATION YEAR' (marked with a yellow star). Below these are fields for 'PHONE' (filled with '+1 (757) 707-9393'), 'PRIMARY INSURANCE COMPANY', 'PRIMARY INSURANCE MEMBER ID', 'SECONDARY INSURANCE COMPANY', and 'SECONDARY INSURANCE MEMBER ID'. At the bottom, there is a 'SAVE CHANGES' button and a bottom navigation bar with icons for Athletes, Messages, Notifications, and More.