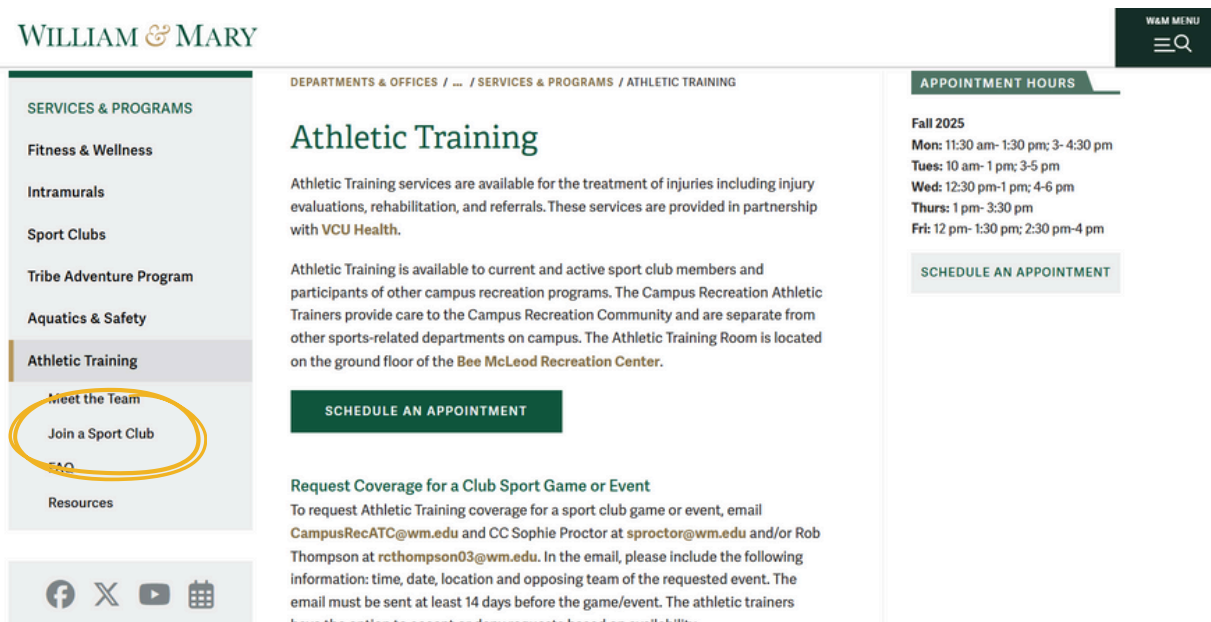


HOW TO JOIN HEALTHY ROSTER (DESKTOP)

To join Healthy Roster on your Desktop, please use the following instructions:

Navigate to the “Join a Sport Club” section, within the Campus Recreation Athletic Training Webpage:



WILLIAM & MARY

DEPARTMENTS & OFFICES / ... / SERVICES & PROGRAMS / ATHLETIC TRAINING

Athletic Training

Athletic Training services are available for the treatment of injuries including injury evaluations, rehabilitation, and referrals. These services are provided in partnership with VCU Health.

Athletic Training is available to current and active sport club members and participants of other campus recreation programs. The Campus Recreation Athletic Trainers provide care to the Campus Recreation Community and are separate from other sports-related departments on campus. The Athletic Training Room is located on the ground floor of the Bee McLeod Recreation Center.

[SCHEDULE AN APPOINTMENT](#)

Request Coverage for a Club Sport Game or Event

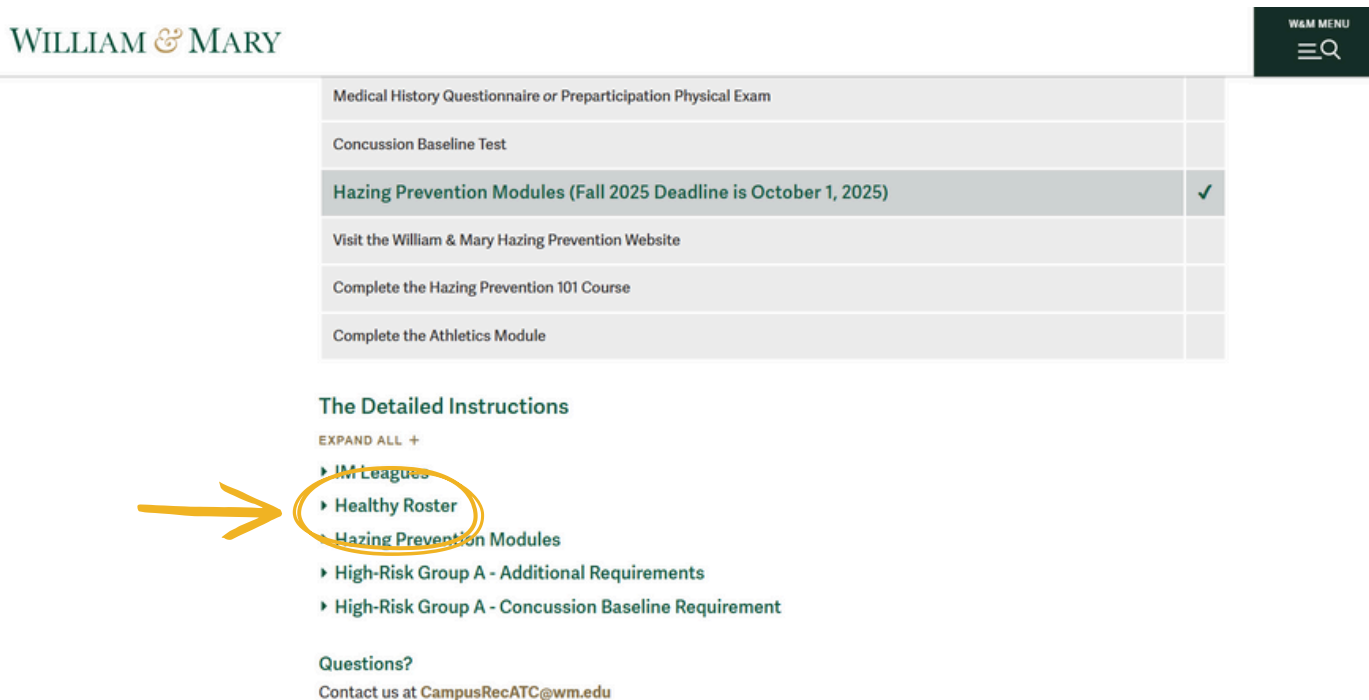
To request Athletic Training coverage for a sport club game or event, email CampusRecATC@wm.edu and CC Sophie Proctor at sproctor@wm.edu and/or Rob Thompson at rcthompson03@wm.edu. In the email, please include the following information: time, date, location and opposing team of the requested event. The email must be sent at least 14 days before the game/event. The athletic trainers have the option to accept or deny requests based on availability.

APPOINTMENT HOURS

Fall 2025
 Mon: 11:30 am- 1:30 pm; 3- 4:30 pm
 Tues: 10 am- 1 pm; 3-5 pm
 Wed: 12:30 pm-1 pm; 4-6 pm
 Thurs: 1 pm- 3:30 pm
 Fri: 12 pm- 1:30 pm; 2:30 pm-4 pm

[SCHEDULE AN APPOINTMENT](#)

Find the “Healthy Roster” drop down towards the bottom of the page



WILLIAM & MARY

W&M MENU

Medical History Questionnaire or Preparticipation Physical Exam	
Concussion Baseline Test	
Hazing Prevention Modules (Fall 2025 Deadline is October 1, 2025)	✓
Visit the William & Mary Hazing Prevention Website	
Complete the Hazing Prevention 101 Course	
Complete the Athletics Module	

The Detailed Instructions

EXPAND ALL +

- ▶ IM Leagues
- ▶ **Healthy Roster**
- ▶ Hazing Prevention Modules
- ▶ High-Risk Group A - Additional Requirements
- ▶ High-Risk Group A - Concussion Baseline Requirement

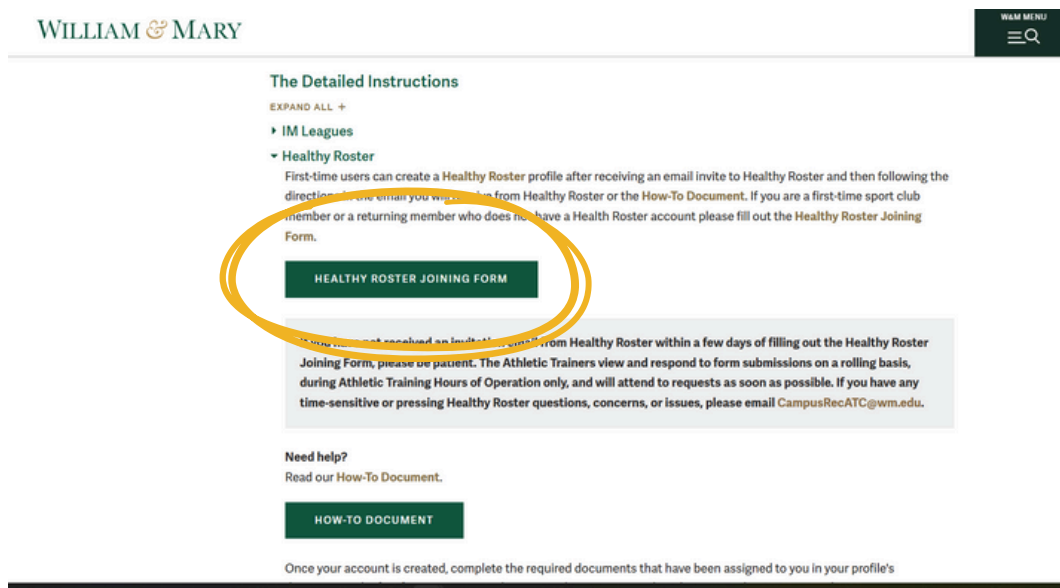
Questions?

Contact us at CampusRecATC@wm.edu

HOW TO JOIN HEALTHY ROSTER (DESKTOP)

Fill out the **“Healthy Roster Joining Form”** and an Athletic Trainer will manually add you into your requested teams within a few business days.

Note: Please use your W&M Email Address when filling this form out and creating your account



WILLIAM & MARY

W&M MENU

The Detailed Instructions

EXPAND ALL +

- IM Leagues
- Healthy Roster

First-time users can create a Healthy Roster profile after receiving an email invite to Healthy Roster and then following the directions in the email you were sent from Healthy Roster or the How-To Document. If you are a first-time sport club member or a returning member who does not have a Healthy Roster account please fill out the Healthy Roster Joining Form.

HEALTHY ROSTER JOINING FORM

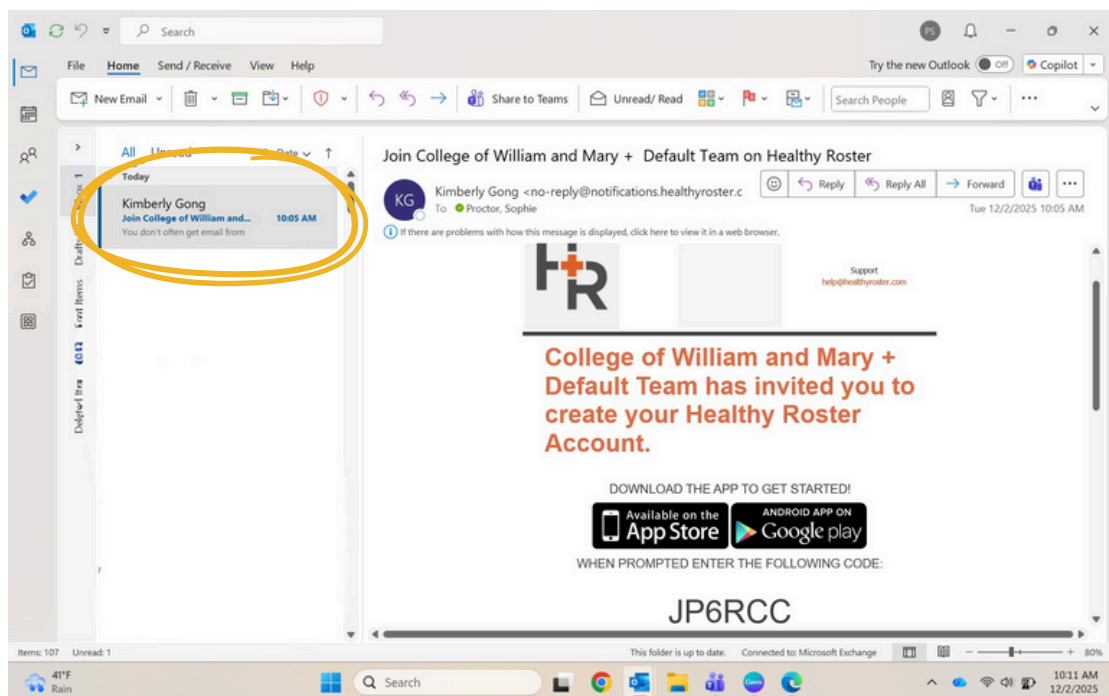
If you have not received an invite to Healthy Roster within a few days of filling out the Healthy Roster Joining Form, please be patient. The Athletic Trainers view and respond to form submissions on a rolling basis, during Athletic Training Hours of Operation only, and will attend to requests as soon as possible. If you have any time-sensitive or pressing Healthy Roster questions, concerns, or issues, please email CampusRecATC@wm.edu.

Need help?
Read our How-To Document.

HOW-TO DOCUMENT

Once your account is created, complete the required documents that have been assigned to you in your profile's

Once you've been added into Healthy Roster, **you'll receive an email from one of the Athletic Trainers**



Join College of William and Mary + Default Team on Healthy Roster

Kimberly Gong <no-reply@notifications.healthyroster.c>
To: Proctor, Sophie
Tue 12/2/2025 10:05 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

College of William and Mary + Default Team has invited you to create your Healthy Roster Account.

DOWNLOAD THE APP TO GET STARTED!

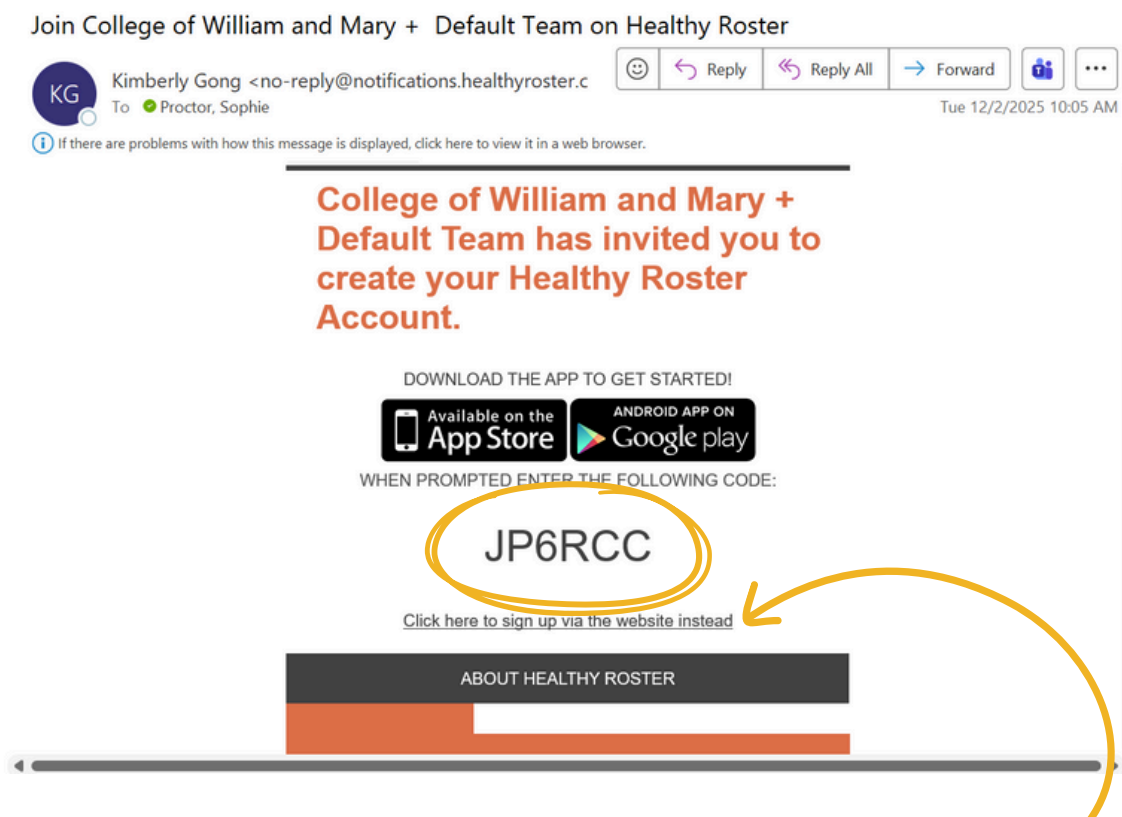
Available on the App Store | ANDROID APP ON Google play

WHEN PROMPTED ENTER THE FOLLOWING CODE:

JP6RCC

HOW TO JOIN HEALTHY ROSTER (DESKTOP)

The email will look like this and **will include your invitation code.**



Please click the hyperlink labeled “Click here to sign up via the website instead”

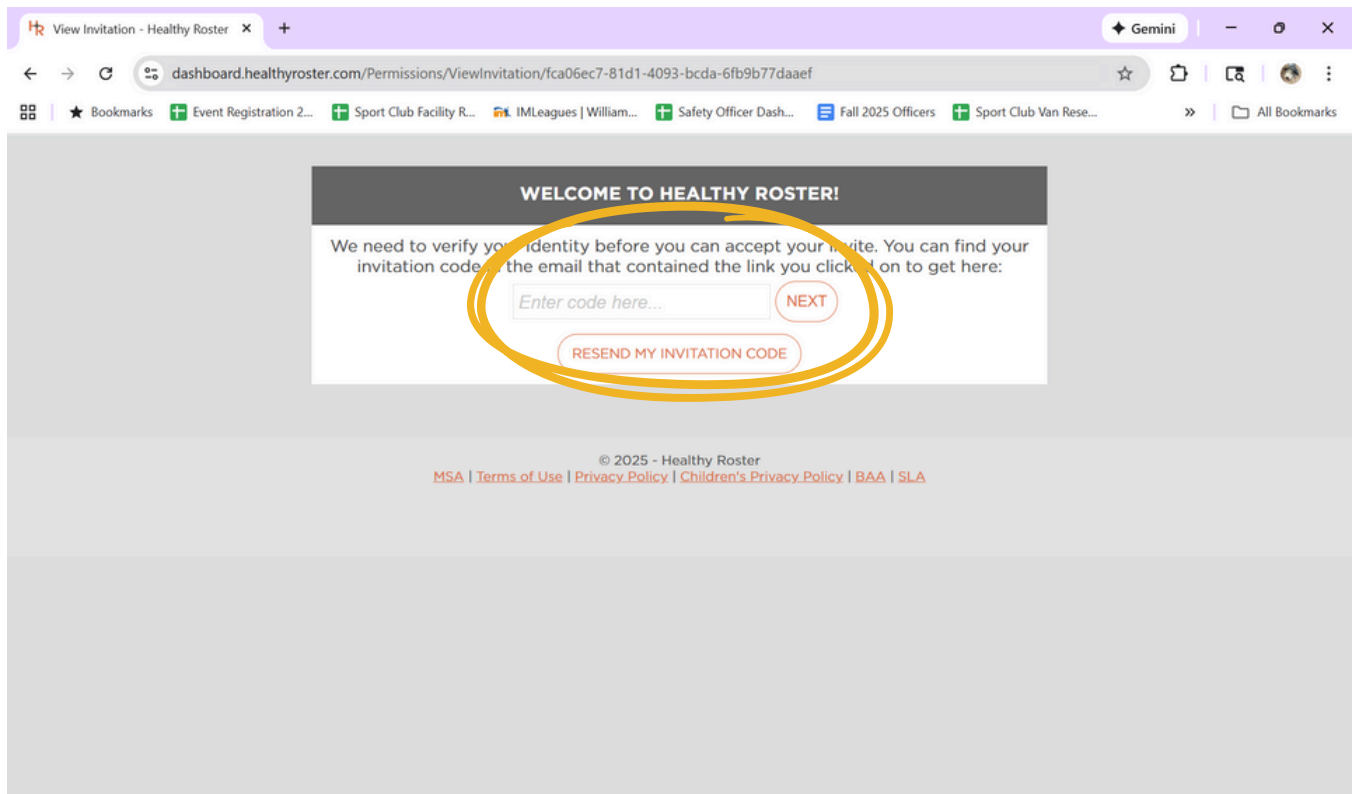
Please Note: the link in your email is specific to you, so you must use this link to set up your specific account

HOW TO JOIN HEALTHY ROSTER (DESKTOP)

Once you've clicked the hyperlink, you'll be brought to the welcome page.

Please enter your invitation code here, then hit next.

Your registration code is unique to you and your account. For this reason, your code will not work more than once to activate your account.

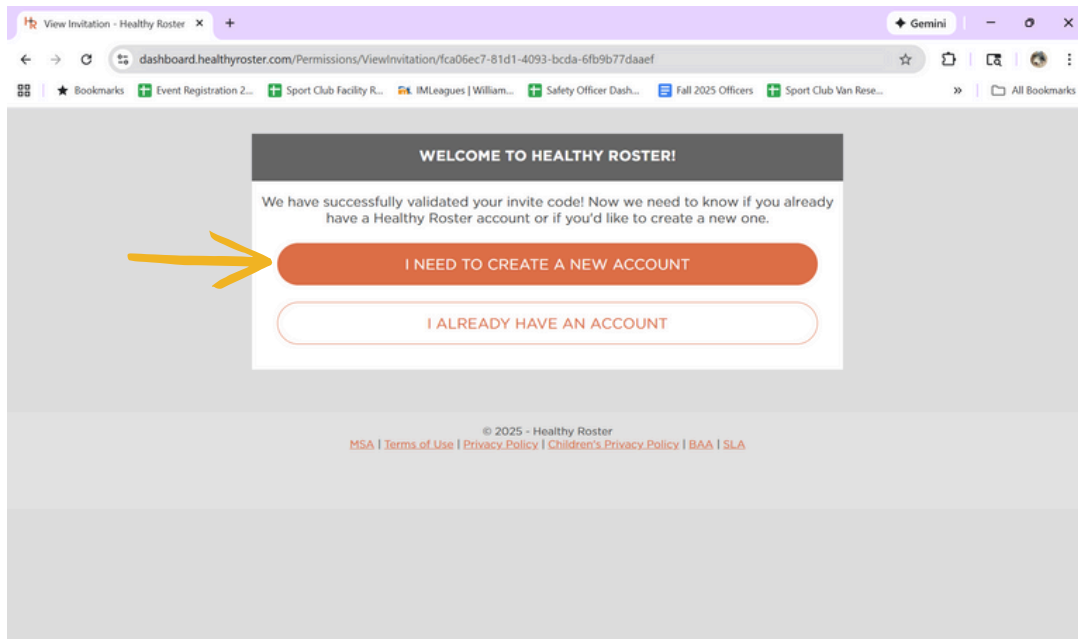


The screenshot shows a web browser window with the URL `dashboard.healthyroster.com/Permissions/ViewInvitation/fca06ec7-81d1-4093-bcda-6fb9b77daaef`. The page title is "View Invitation - Healthy Roster". The main content area has a dark header that says "WELCOME TO HEALTHY ROSTER!". Below the header, the text reads: "We need to verify your identity before you can accept your invite. You can find your invitation code in the email that contained the link you clicked on to get here:". There is a text input field labeled "Enter code here..." and a red "NEXT" button. Below these, there is a red button labeled "RESEND MY INVITATION CODE". A yellow circle highlights the "NEXT" button and the "RESEND MY INVITATION CODE" button. At the bottom of the page, there is a footer that says "© 2025 - Healthy Roster" and links to "MSA | Terms of Use | Privacy Policy | Children's Privacy Policy | BAA | SLA".

If you have lost your invitation code, **"click resend my invitation code"** and a new code will be sent to you via email.

HOW TO JOIN HEALTHY ROSTER (DESKTOP)

After you've entered your unique invitation code, please **click "I need to create a new account"**



WELCOME TO HEALTHY ROSTER!

We have successfully validated your invite code! Now we need to know if you already have a Healthy Roster account or if you'd like to create a new one.

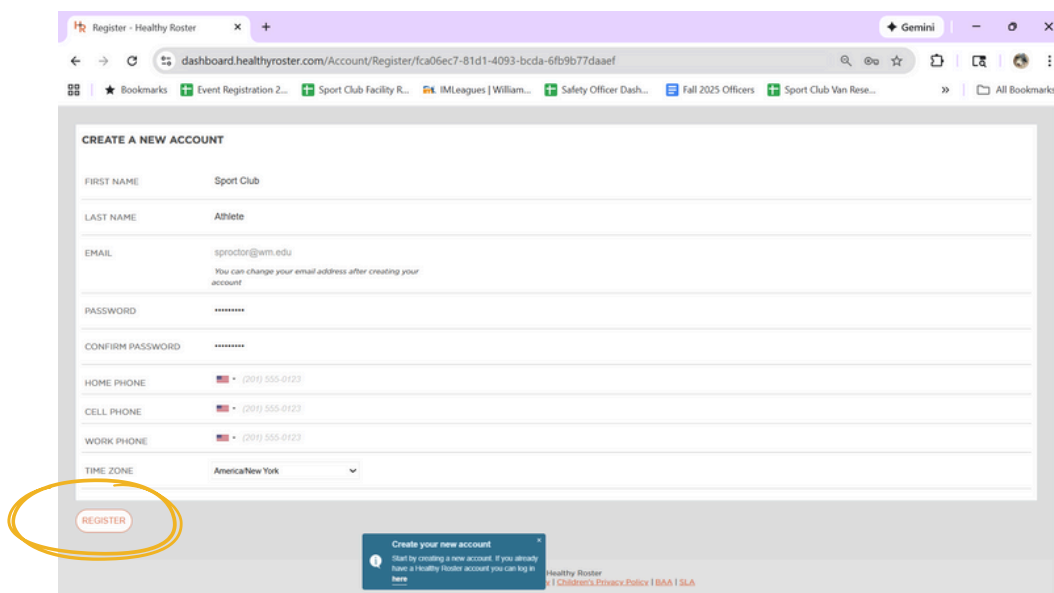
I NEED TO CREATE A NEW ACCOUNT

I ALREADY HAVE AN ACCOUNT

© 2025 - Healthy Roster
[MSA](#) | [Terms of Use](#) | [Privacy Policy](#) | [Children's Privacy Policy](#) | [BAA](#) | [SLA](#)

Next, you'll be brought to the "Create New Account" page.
 Your first name, last name, and email will auto-populate.

Choose a password and confirm the password
Enter a cell phone number (optional)
Click "Register"



CREATE A NEW ACCOUNT

FIRST NAME: Sport Club

LAST NAME: Athlete

EMAIL: sproctor@wm.edu
You can change your email address after creating your account

PASSWORD: [REDACTED]

CONFIRM PASSWORD: [REDACTED]

HOME PHONE: [REDACTED]

CELL PHONE: [REDACTED]

WORK PHONE: [REDACTED]

TIME ZONE: America/New York

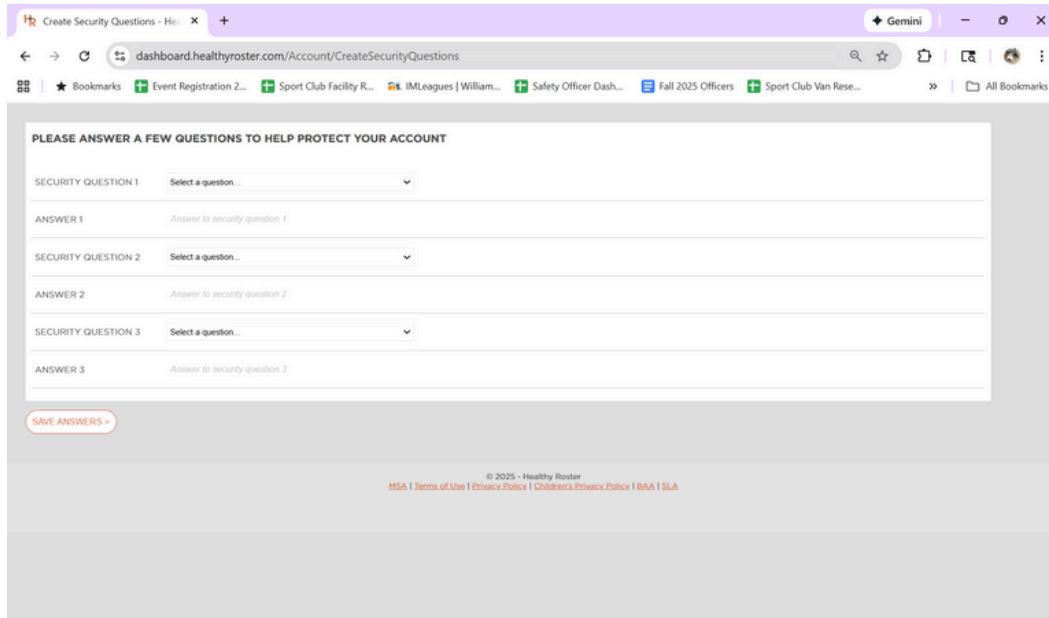
REGISTER

Create your new account
Start by creating a new account. If you already have a Healthy Roster account you can log in [here](#)

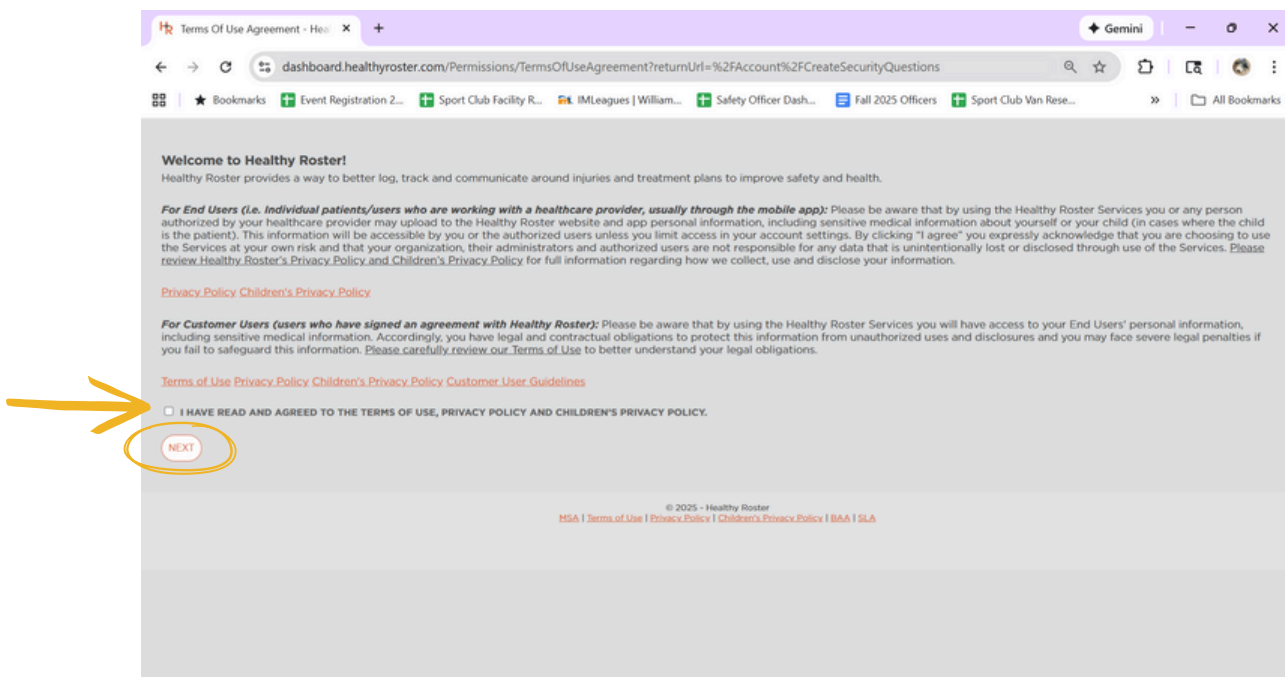
Healthy Roster
[MSA](#) | [Children's Privacy Policy](#) | [BAA](#) | [SLA](#)

HOW TO JOIN HEALTHY ROSTER (DESKTOP)

Next you'll be brought to the security questions page.
Choose and answer all 3 security questions, then save your answers (Please note: these answers are case sensitive)



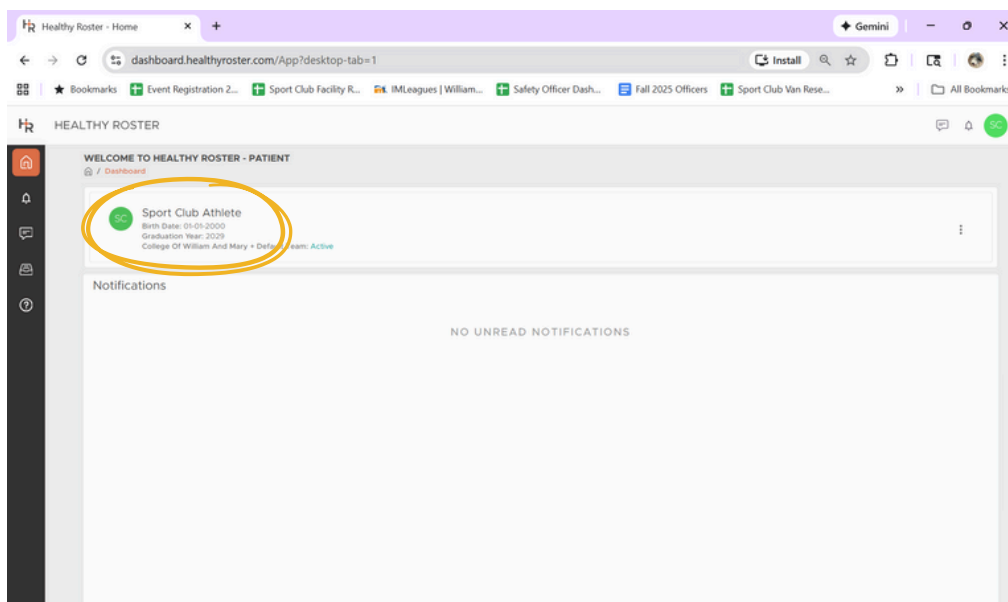
Next, you will be brought to the "Welcome Page/Terms and Conditions"
Check the checkbox next to "I Have Read and Agree to the Terms of Use, Privacy Policy, and Children's Privacy Policy"
Click "Next"



HOW TO JOIN HEALTHY ROSTER (DESKTOP)

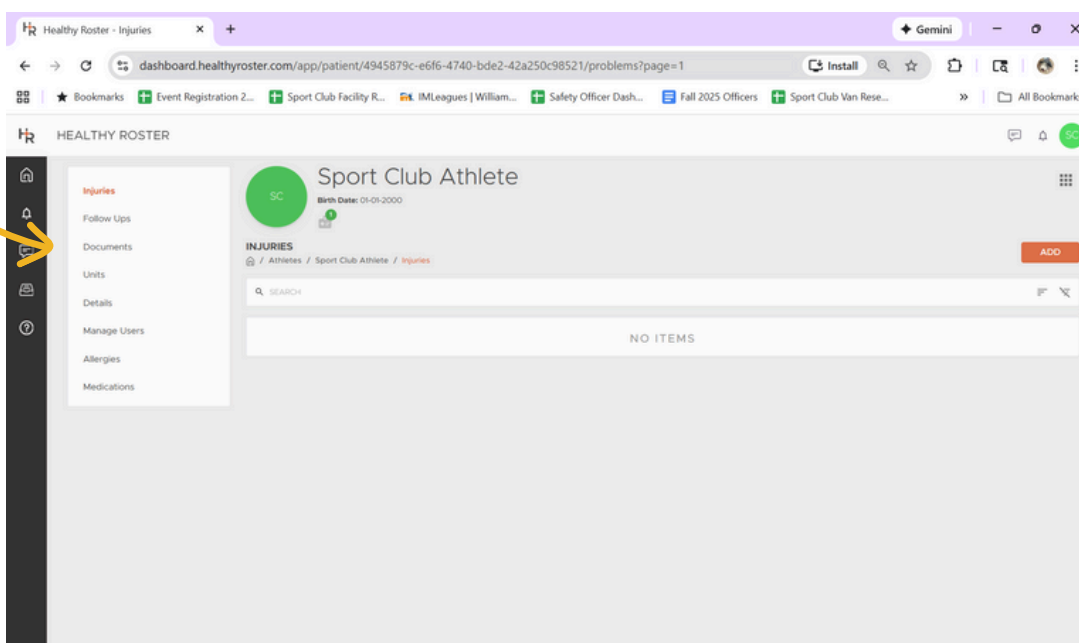
You will then be brought to the Home Screen.

Click on either the circle with your initials or your name to be brought to your Patient Dashboard.



Your Patient Dashboard is where you can navigate to all different parts of your account, using the sidebars on the left.

We encourage you to explore all that you can do within Healthy Roster!





HOW TO FILL OUT REQUIRED FORMS FOR HIGH RISK GROUP A SPORTS (DESKTOP)



If you are joining a High-Risk Group A Sport (Men's Rugby, Women's Rugby, Ice Hockey, Men's Lacrosse), follow the steps below to fill out the required forms within Healthy Roster.

High Risk Group A participants are required to complete 4 documents in Healthy Roster (listed below) before they will be allowed to practice or compete.

Insurance Information Form

VCU Health PHI Form

W&M PHI Form

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)

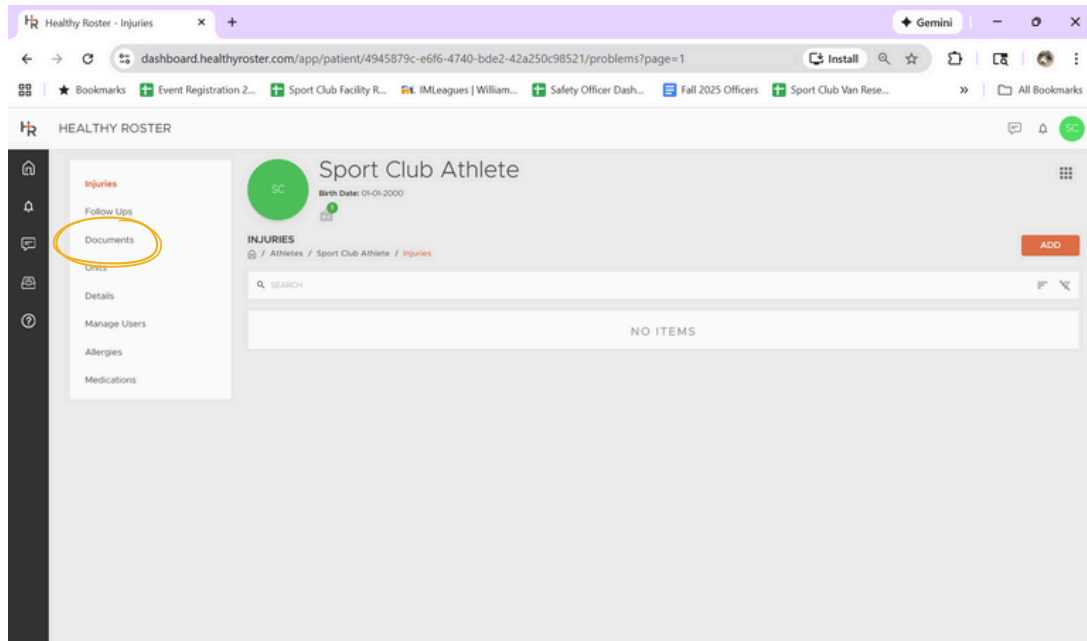
Please Note: You must also complete your IM Leagues forms (Participant Agreement/Waiver and Hazing Policy Acknowledgement and Athletic Training Form) before you will be allowed to practice. The Hazing Policy Acknowledgement and Athletic Training Form contains the Consent to Treat and Concussion Education & Reporting Form, which are also required athletic training documents.

Another Note: 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.

If your guardian does not have access to Healthy Roster, please email campusrecreatc@wm.edu

HOW TO FILL OUT REQUIRED FORMS FOR HIGH RISK GROUP A SPORTS (DESKTOP)

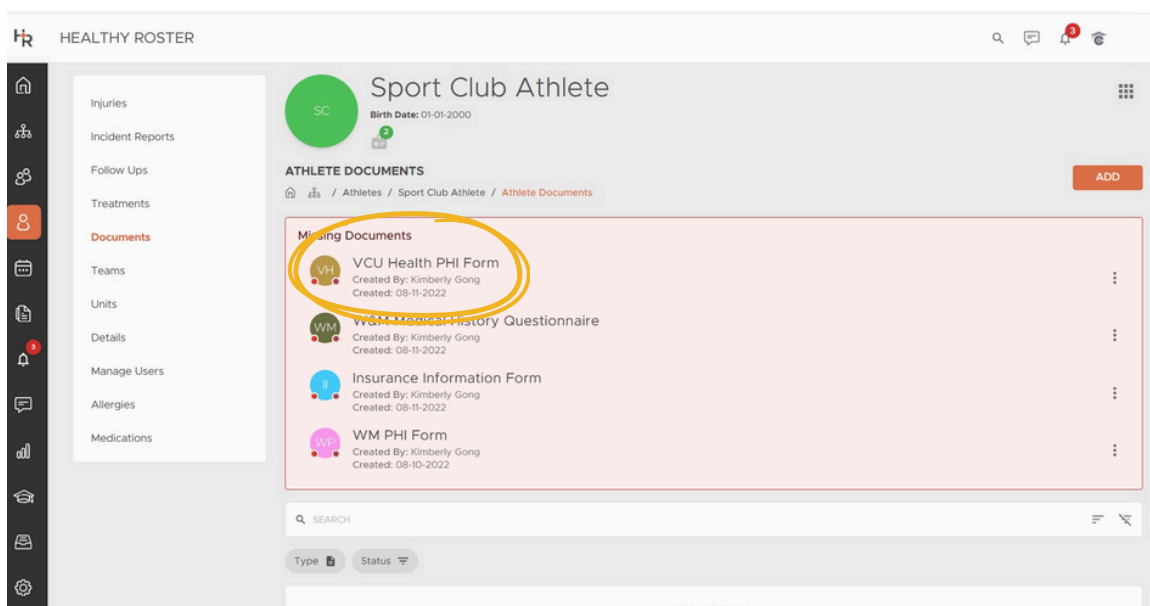
Starting in your patient dashboard, **look to the left sidebar for the “Documents” tab.**



Once you’ve entered the documents tab, any required forms will appear in the “missing documents” section until they are completed.

Click on the form that you are trying to complete

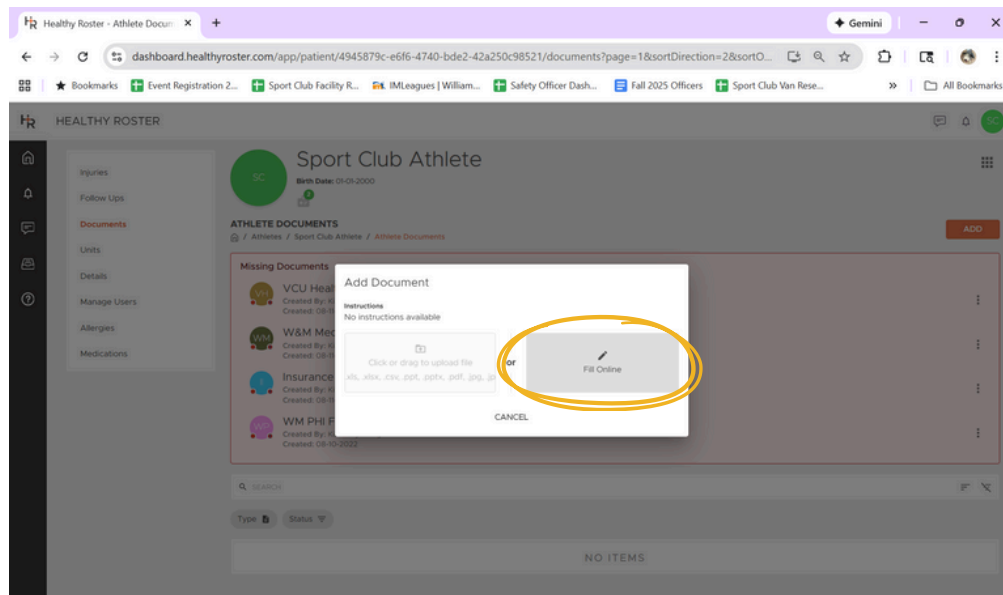
In this example, we will be filling out the “VCU Health PHI Form”



HOW TO FILL OUT REQUIRED FORMS FOR HIGH RISK GROUP A SPORTS (DESKTOP)

Once you've clicked on the form you want to complete, you will be given the option to either upload a document or fill it out online.

Click the "Fill Online" option



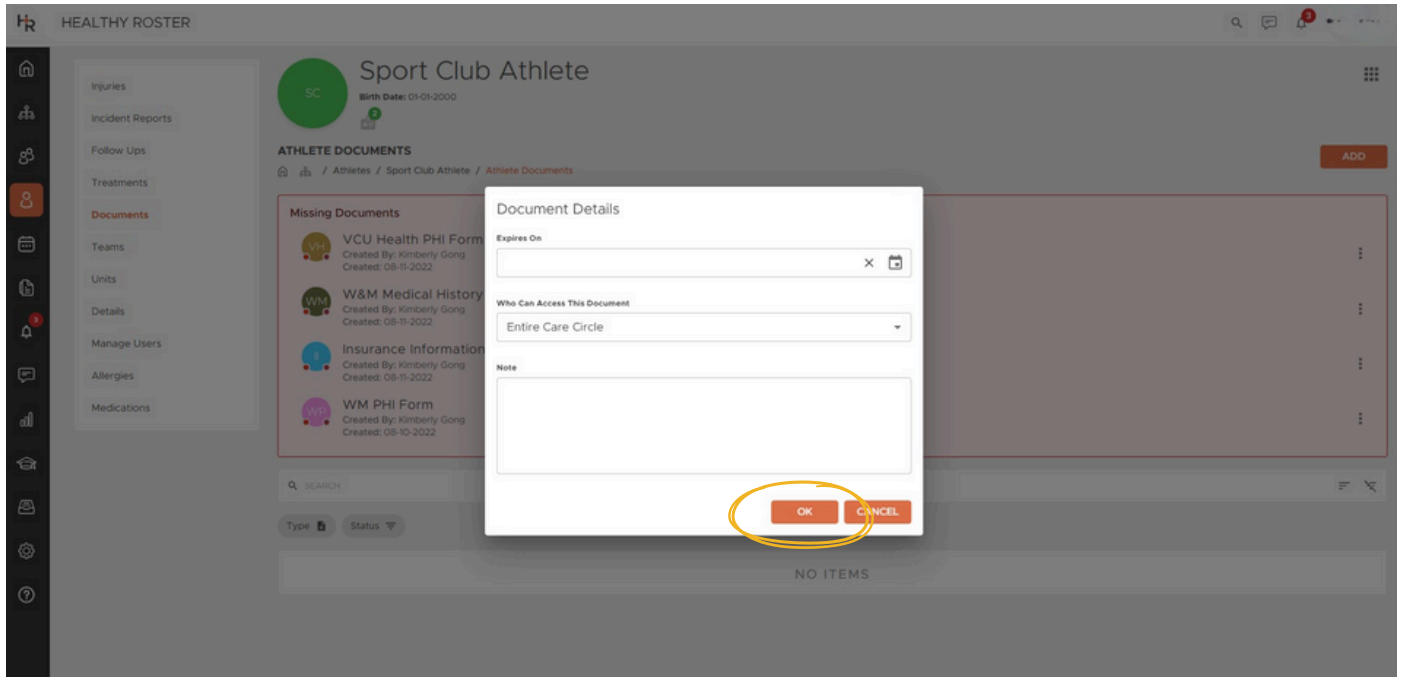
You should be redirected into a fillable version of the form that you've chosen to complete. Some information may already be auto-populated and any required sections will be highlighted in red.

Once you have completed the form, hit "OK"

A screenshot of the 'Fill Online' form within the 'Healthy Roster' application. The form is titled 'HEALTHY ROSTER' and contains several sections. The first section is for 'Name of Participant' and 'Date of Birth'. The second section is for 'Signature of Participant' and 'Date'. The third section is for 'Are you 18 years of age or older?' with radio buttons for 'Yes' and 'No'. The fourth section is for 'Sport Club(s) of Program Area(s)'. The 'OK' button at the bottom right is highlighted with a yellow arrow.

HOW TO FILL OUT REQUIRED FORMS FOR HIGH RISK GROUP A SPORTS (DESKTOP)

In the next window, hit **"OK"** again to submit the form



HEALTHY ROSTER

Sport Club Athlete
Birth Date: 01-01-2000

ATHLETE DOCUMENTS

Missing Documents

- VCU Health PHI Form
Created By: Kimberly Gong
Created: 08-19-2022
- W&M Medical History
Created By: Kimberly Gong
Created: 08-19-2022
- Insurance Information
Created By: Kimberly Gong
Created: 08-19-2022
- WM PHI Form
Created By: Kimberly Gong
Created: 08-10-2022

Document Details

Expires On:

Who Can Access This Document: Entire Care Circle

Note:

OK CANCEL

NO ITEMS

Once you've submitted a required form within Healthy Roster, it will be marked as "needing review" until it is reviewed and approved by an Athletic Trainer.

If there any necessary changes/errors, your form may be rejected by an Athletic Trainer and sent back to you to be corrected before it can be approved.

If you have any questions or concerns about the process of filling out forms within Healthy Roster, please direct them to **CampusRecATC@wm.edu**.

HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

To join Healthy Roster on your mobile device, please use the following instructions:

Navigate to the **Campus Recreation Athletic Training Webpage**, then **click the "In This Section" drop down** to expand it.

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DEPARTMENTS & OFFICES / ... / SERVICES & PROGRAMS / ATHLETIC TRAINING

Athletic Training

IN THIS SECTION



Athletic Training services are available for the treatment of injuries including injury evaluations, rehabilitation, and referrals. These services are provided in partnership with **VCU Health**.

Athletic Training is available to current and active sport club members and participants of other campus recreation programs. The Campus Recreation Athletic Trainers provide care to the Campus Recreation Community and are separate from other sports-related departments on campus. The Athletic Training Room is located on the ground floor of the **Bee McLeod Recreation Center**.

SCHEDULE AN APPOINTMENT

Request Coverage  Club Sport Game or Event

WILLIAM & MARY



DEPARTMENTS & OFFICES / ... / SERVICES & PROGRAMS / ATHLETIC TRAINING

Athletic Training

IN THIS SECTION



SERVICES & PROGRAMS

Fitness & Wellness

Intramurals

Sport Clubs

Tribe Adventure Program

Aquatics & Safety

Athletic Training

Meet the Team

Join a Sport Club

FAQ

Resources

wm.edu

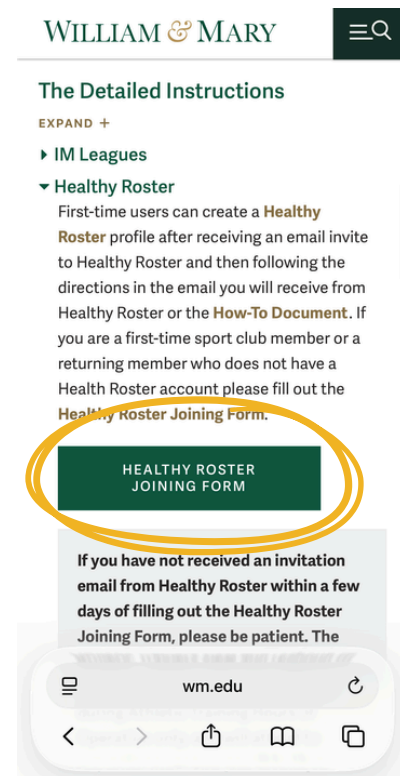
Click the **"Join a Sport Club"** section

HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

Scroll down on the page to **find the "Healthy Roster" drop down** towards the bottom of the page.

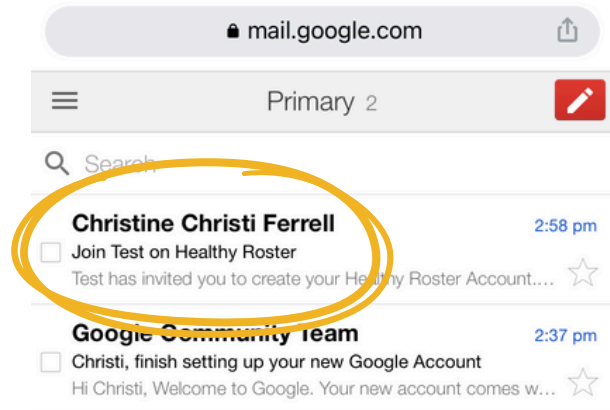


Fill out the "Healthy Roster Joining Form" and an Athletic Trainer will manually add you into your requested teams within a few business days.



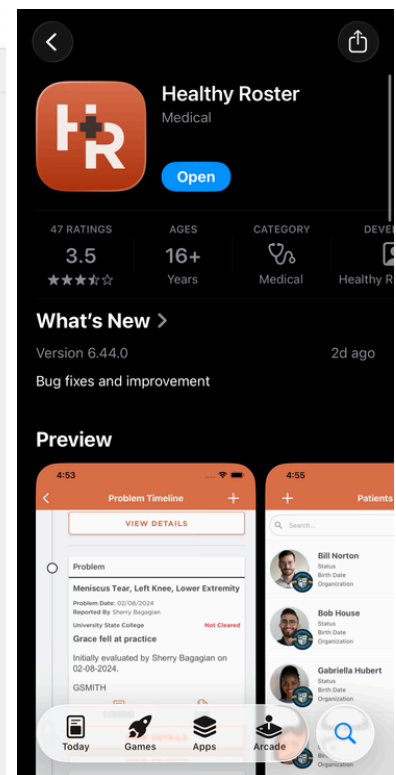
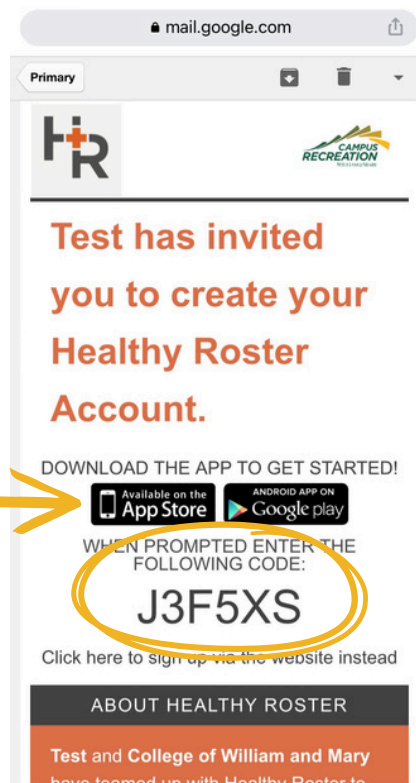
HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

Once you've been added into Healthy Roster, **you'll receive an email from one of the Athletic Trainers**



The email will look like this and **will include your invitation code.**

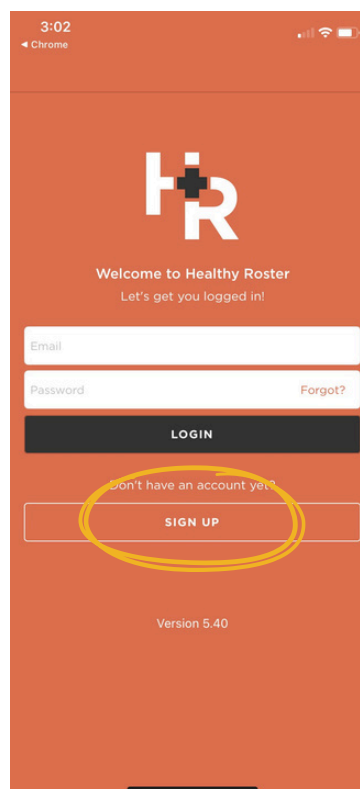
You can use the buttons within that email to **download the Healthy Roster App from your devices app store**



HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

Once it's downloaded, **open the app to continue registering**

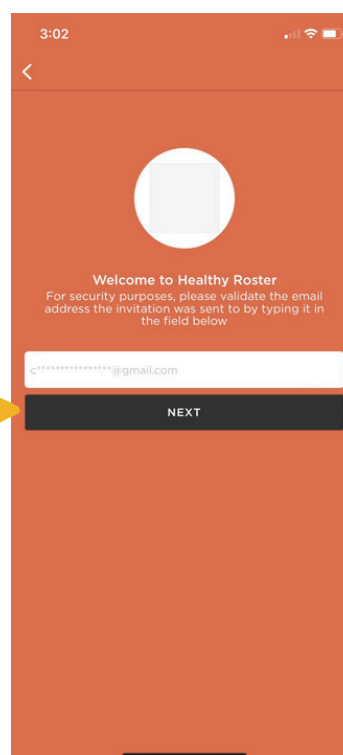
Click on the "Sign Up" button



You will then be prompted to **confirm your email address.**

Reminder: Please use your W&M email address to create your account

Click "Next"



HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

You will then be brought to the "Contact Information" Screen

Some information will auto-populate. These can be edited later, if there are any errors in the information

You can add in a phone number if you'd like, but it is optional

Click "Next" to move onto the next page

Next, you'll be asked to **create a password and a security (or "secret") question**

After typing in your answers, click "Next"

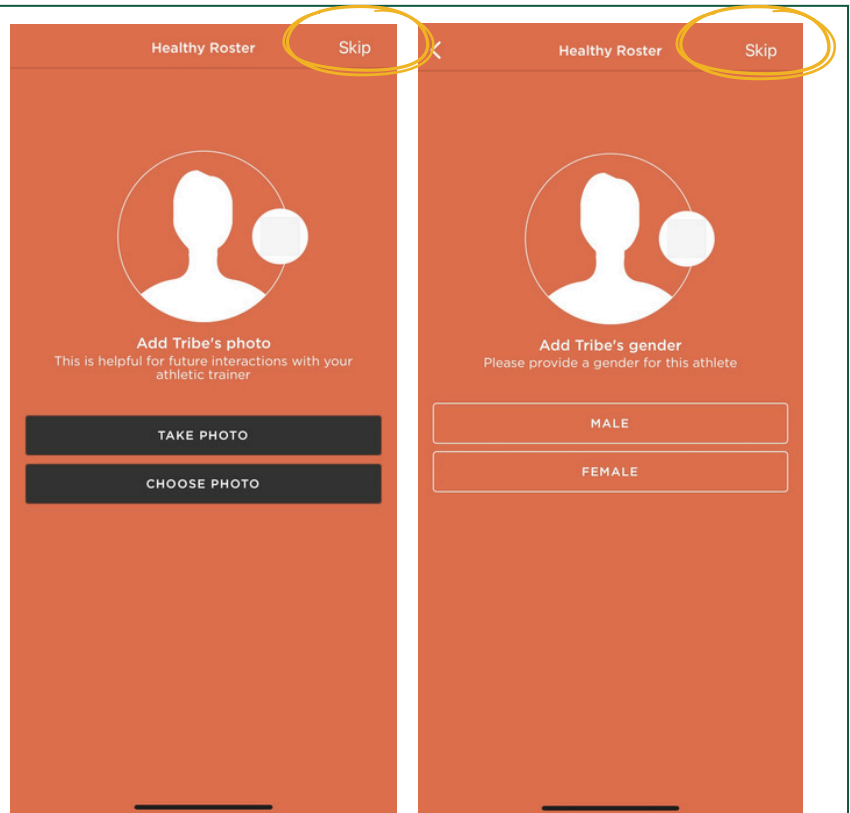
After clicking next (for iPhones) you will be asked if you want to enable Face ID. Chose whichever you prefer

HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

You will then be prompted to **add a profile photo and select your gender**

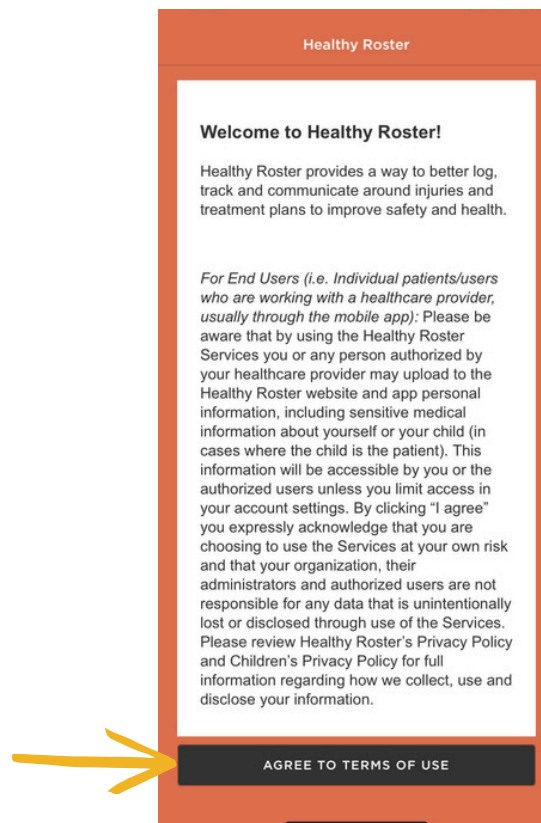
Both of these are optional, click "Skip" in the top right corner if you prefer to not upload a photo or select gender

Please Note: Healthy Roster may not provide an exhaustive list of gender identities to choose from at this step. The ATs are aware and have requested a change with Healthy Roster.



Next, you will be brought to the Welcome/Terms and Conditions page

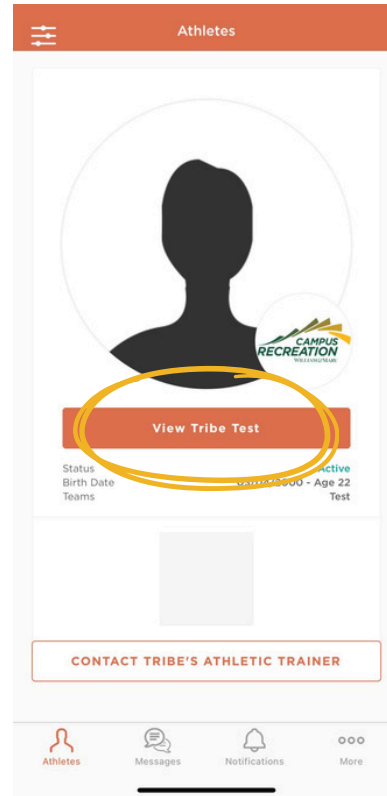
After reading the terms, click "Agree to Terms of Use" to move on to the next page



HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

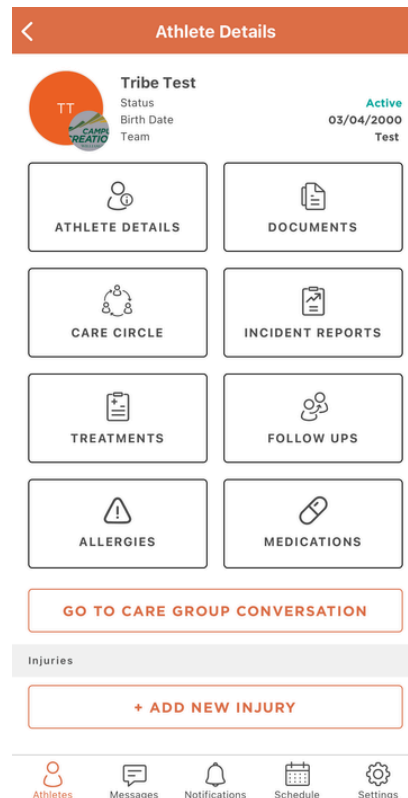
You will then be brought to the Home Screen.

Click on “view [Your Name]” to be brought to your Patient Dashboard.



Your Patient Dashboard is where you can navigate to all different parts of your account.

We encourage you to explore all that you can do within Healthy Roster!





HOW TO FILL OUT REQUIRED FORMS FOR HIGH RISK GROUP A SPORTS (MOBILE)



If you are joining a High-Risk Group A Sport (Men's Rugby, Women's Rugby, Ice Hockey, Men's Lacrosse), follow the steps below to fill out the required forms within Healthy Roster.

High Risk Group A participants are required to complete 4 documents in Healthy Roster (listed below) before they will be allowed to practice or compete.

Insurance Information Form

VCU Health PHI Form

W&M PHI Form

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)

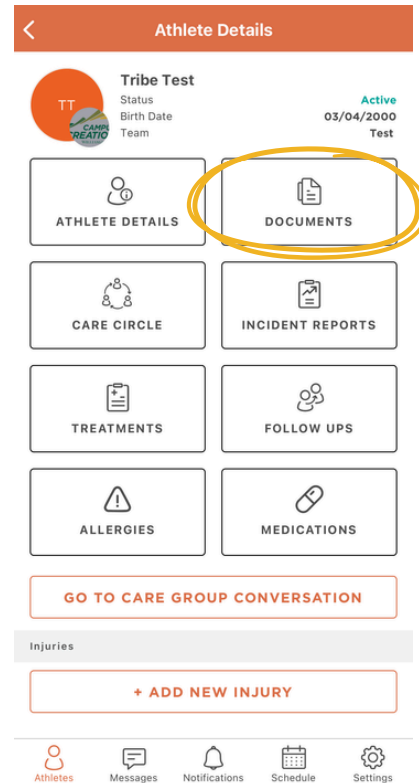
Please Note: You must also complete your IM Leagues forms (Participant Agreement/Waiver and Hazing Policy Acknowledgement and Athletic Training Form) before you will be allowed to practice. The Hazing Policy Acknowledgement and Athletic Training Form contains the Consent to Treat and Concussion Education & Reporting Form, which are also required athletic training documents.

Another Note: 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.

If your guardian does not have access to Healthy Roster, please email
campusrecreatc@wm.edu

HOW TO FILL OUT REQUIRED FORMS FOR HIGH RISK GROUP A SPORTS (MOBILE)

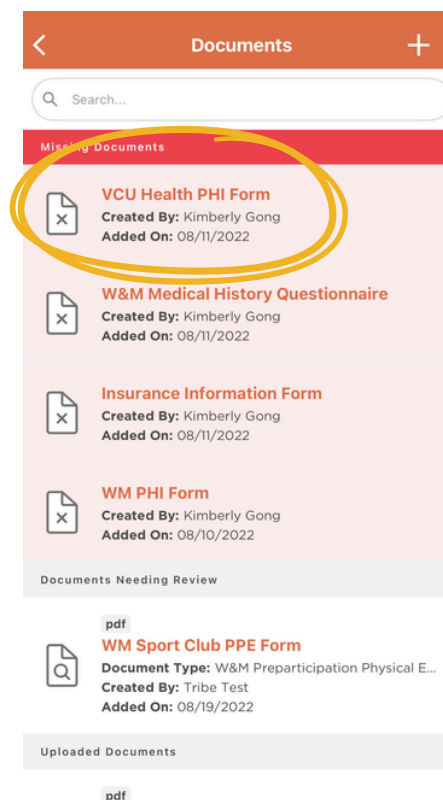
Starting in your patient dashboard, look for the “documents” button. It will likely be on the right side of your screen



Once you've entered the documents tab, any required forms will appear in the “missing documents” section until they are completed.

Click on the form that you are trying to complete

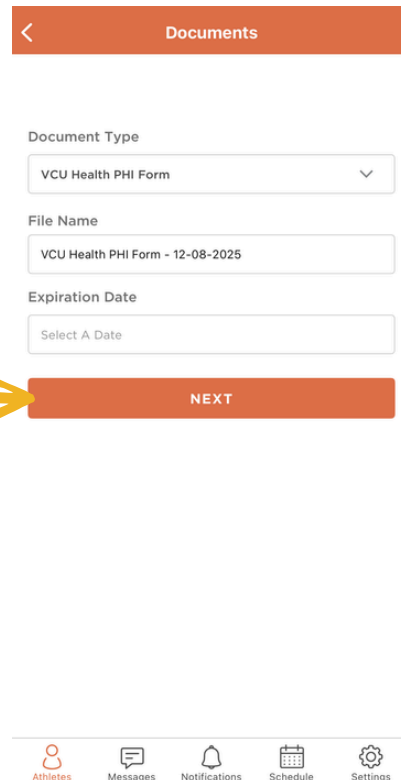
In this example, we will be filling out the “VCU Health PHI Form”



HOW TO FILL OUT REQUIRED FORMS FOR HIGH RISK GROUP A SPORTS (MOBILE)

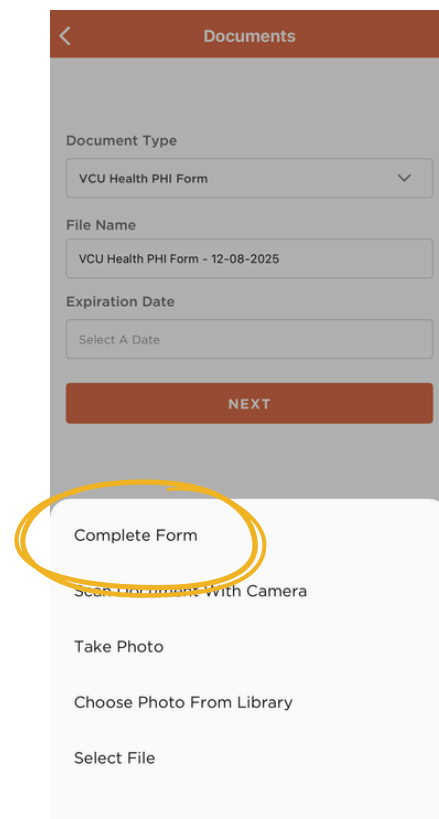
Once you've clicked on the form you want to complete, you will be brought to this document page, indicating which form you've selected.

Click the "Next" button to continue

You'll be given a couple of options for filling out the form.

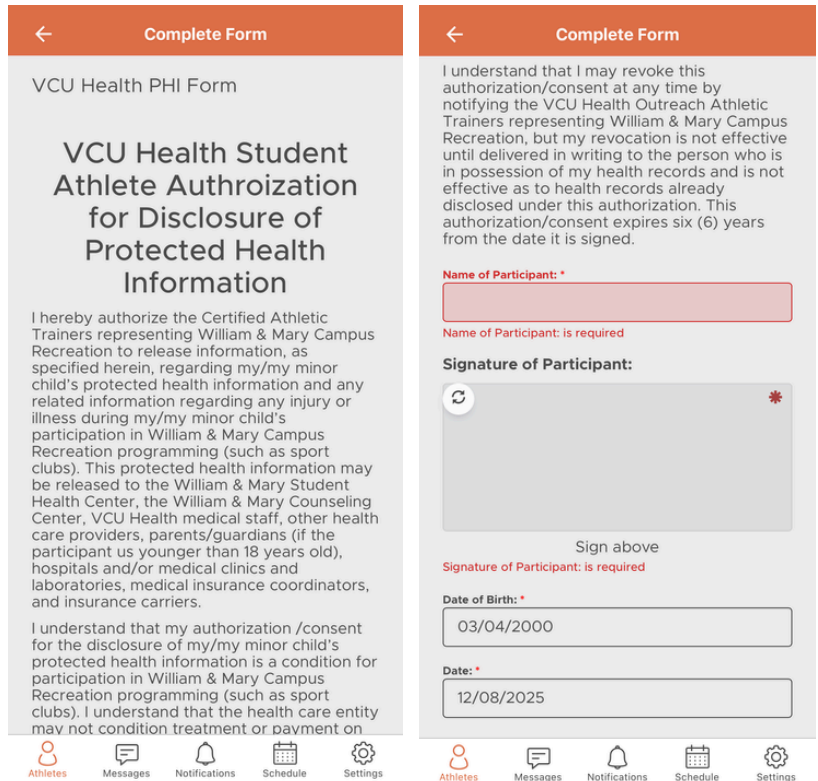
Click the "Complete Form" option



HOW TO FILL OUT REQUIRED FORMS FOR HIGH RISK GROUP A SPORTS (MOBILE)

You should be redirected into a fillable version of the form that you've chosen to complete.

Some information may already be auto-populated and any required sections will be highlighted in red.

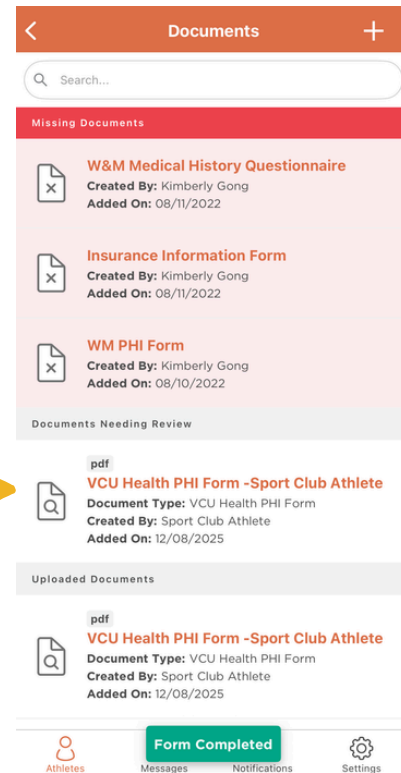


Once you have completed the form, hit "OK"



HOW TO FILL OUT REQUIRED FORMS FOR HIGH RISK GROUP A SPORTS (MOBILE)

Your form should have moved out of the "Missing Documents" section and into the "Documents Needing Review" section



Once you've submitted a required form within Healthy Roster, it will be marked as "needing review" until it is reviewed and approved by an Athletic Trainer.

If there any necessary changes/errors, your form may be rejected by an Athletic Trainer and sent back to you to be corrected before it can be approved.

If you have any questions or concerns about the process of filling out forms within Healthy Roster, please direct them to **CampusRecATC@wm.edu**.