

# 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



SERVICES & PROGRAMS

- Fitness & Wellness
- Intramurals
- Sport Clubs
- Tribe Adventure Program
- Aquatics & Safety
- Athletic Training**
- Meet the Team
- Join a Sport Club**
- FAQ
- Resources

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](#)

### 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

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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](mailto: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 &amp; MARY

W&amp;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 will receive 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

Once you've 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](mailto:CampusRecATC@wm.edu).

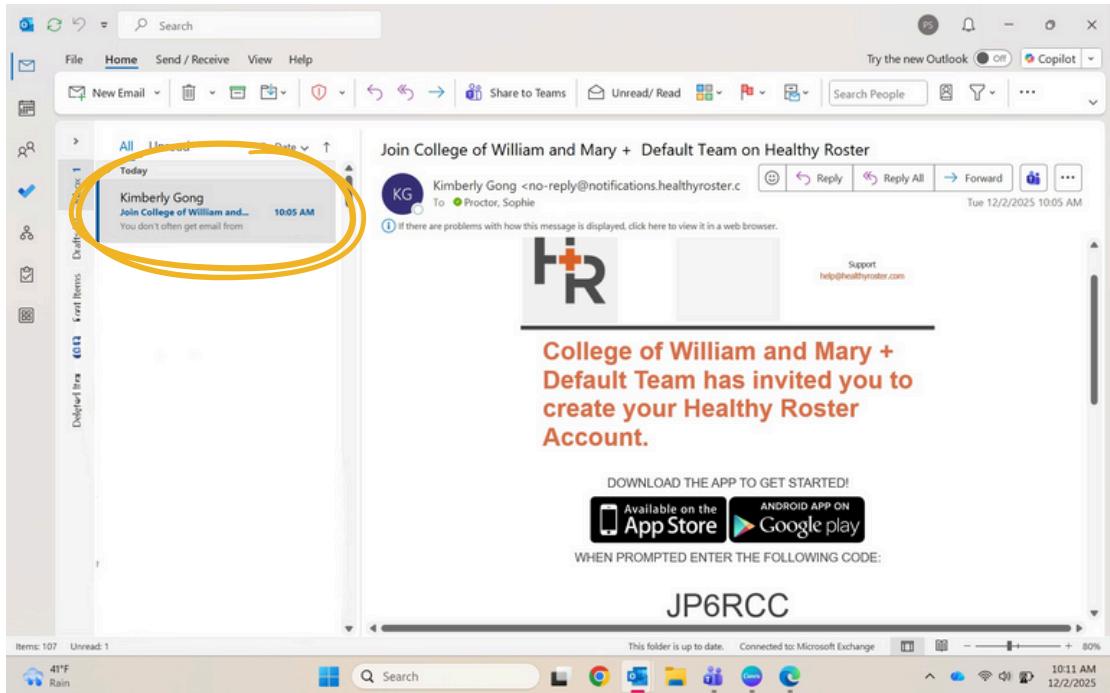
### Need help?

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**





# HOW TO JOIN HEALTHY ROSTER (DESKTOP)



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

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



Kimberly Gong <no-reply@notifications.healthyroster.c  
To Proctor, Sophie

Reply Reply All Forward

Tue 12/2/2025 10:05 AM

[\(i\) 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!



WHEN PROMPTED ENTER THE FOLLOWING CODE:

**JP6RCC**

[Click here to sign up via the website instead](#)

ABOUT HEALTHY ROSTER

**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



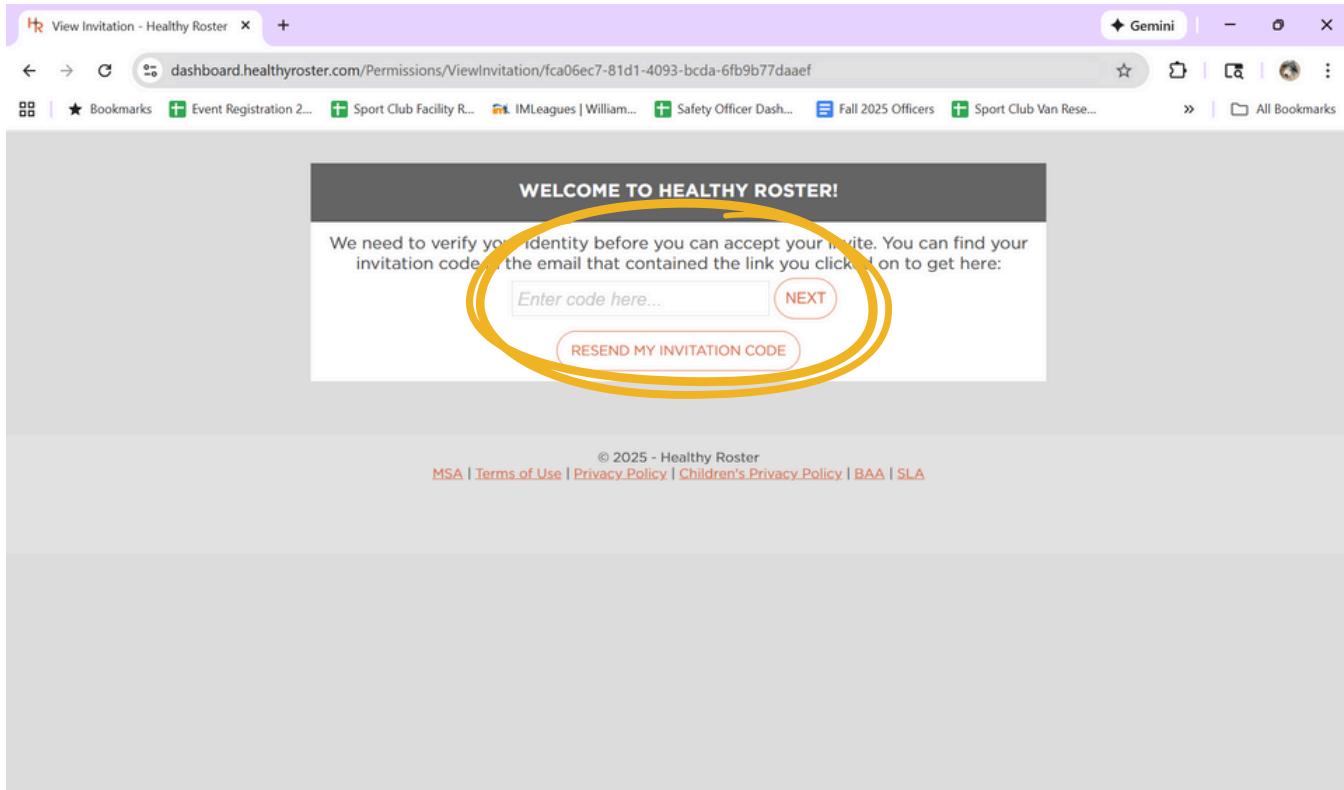
# HOW TO JOIN HEALTHY ROSTER (DESKTOP)



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

**Please enter your invitation code here, then hit next.**

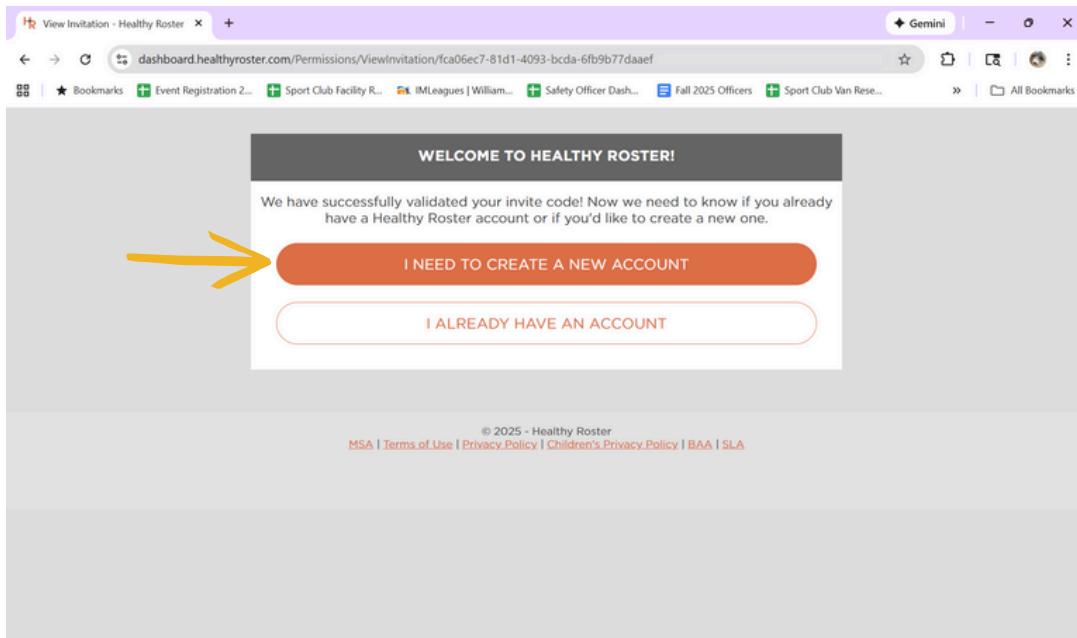
**Your registration code is unique to you and your account.** For this reason, your code will not work more than once to activate your account.



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

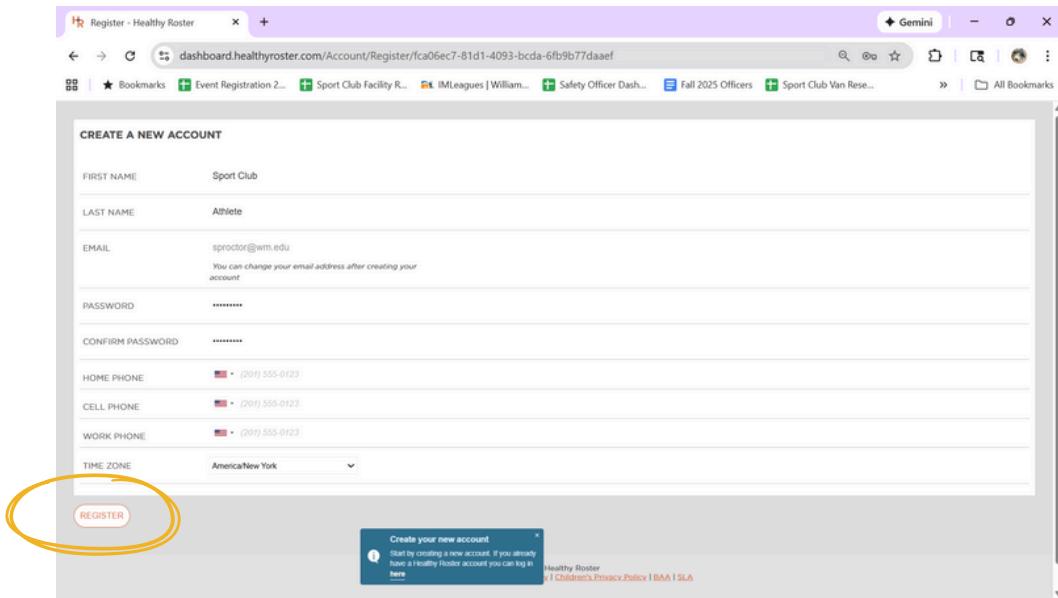
# HOW TO JOIN HEALTHY ROSTER (DESKTOP)

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



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"**





# 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)**

PLEASE ANSWER A FEW QUESTIONS TO HELP PROTECT YOUR ACCOUNT

SECURITY QUESTION 1: Select a question...

ANSWER 1: Answer to security question 1

SECURITY QUESTION 2: Select a question...

ANSWER 2: Answer to security question 2

SECURITY QUESTION 3: Select a question...

ANSWER 3: Answer to security question 3

SAVE ANSWERS

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"**

Welcome to Healthy Roster!

Healthy Roster provides a way to better log, track and communicate around injuries and treatment plans to improve safety and health.

**For End Users (i.e. Individual patients/users who are working with a healthcare provider, usually through the mobile app):** Please be aware that by using the Healthy Roster Services you or any person authorized by your healthcare provider may upload to the Healthy Roster website and app personal information, including sensitive medical information about yourself or your child (in cases where the child is the patient). This information will be accessible by you or the authorized users unless you limit access in your account settings. By clicking "I agree" you expressly acknowledge that you are choosing to use the Services at your own risk and that your organization, their administrators and authorized users are not responsible for any data that is unintentionally lost or disclosed through use of the Services. Please review Healthy Roster's Privacy Policy and Children's Privacy Policy for full information regarding how we collect, use and disclose your information.

[Privacy Policy](#) [Children's Privacy Policy](#)

**For Customer Users (users who have signed an agreement with Healthy Roster):** Please be aware that by using the Healthy Roster Services you will have access to your End Users' personal information, including sensitive medical information. Accordingly, you have legal and contractual obligations to protect this information from unauthorized uses and disclosures and you may face severe legal penalties if you fail to safeguard this information. Please carefully review our Terms of Use to better understand your legal obligations.

[Terms of Use](#) [Privacy Policy](#) [Children's Privacy Policy](#) [Customer User Guidelines](#)

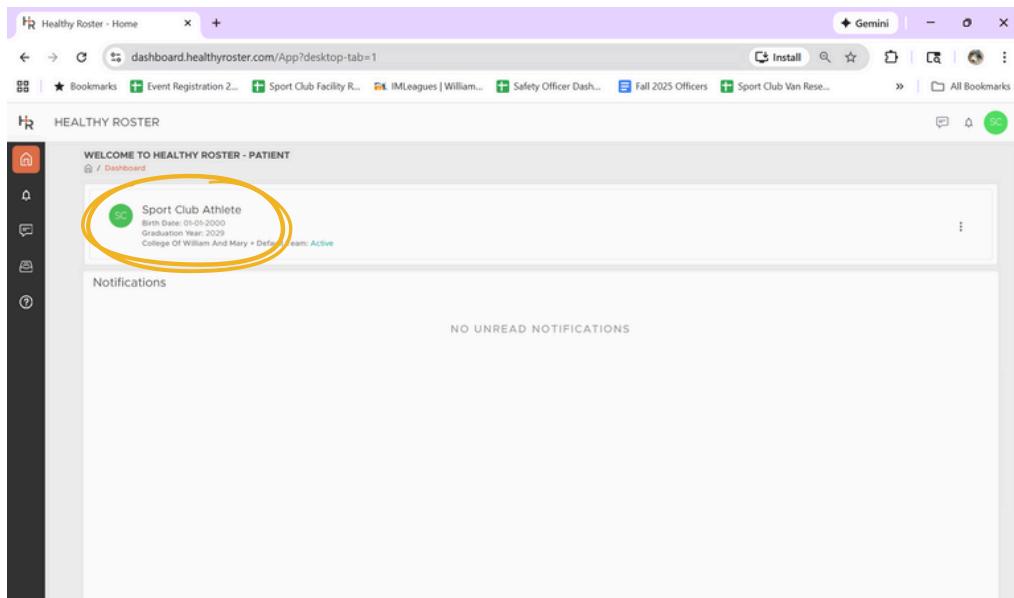
I HAVE READ AND AGREED TO THE TERMS OF USE, PRIVACY POLICY AND CHILDREN'S PRIVACY POLICY.

**NEXT**

# HOW TO JOIN HEALTHY ROSTER (DESKTOP)

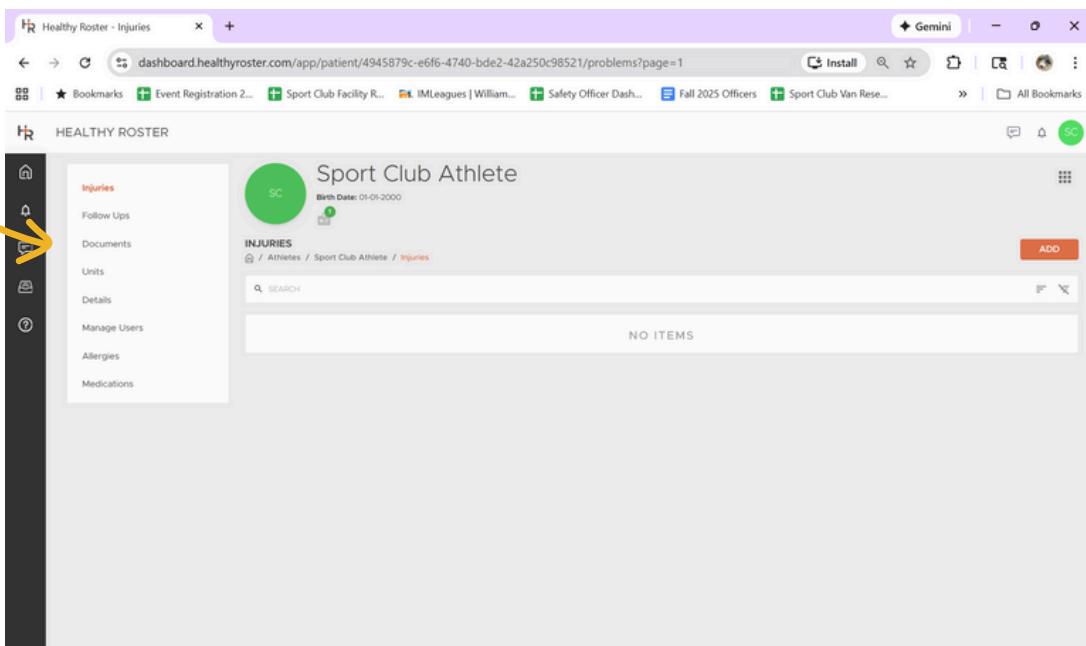
You will then be brought to the Home Screen.

**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)

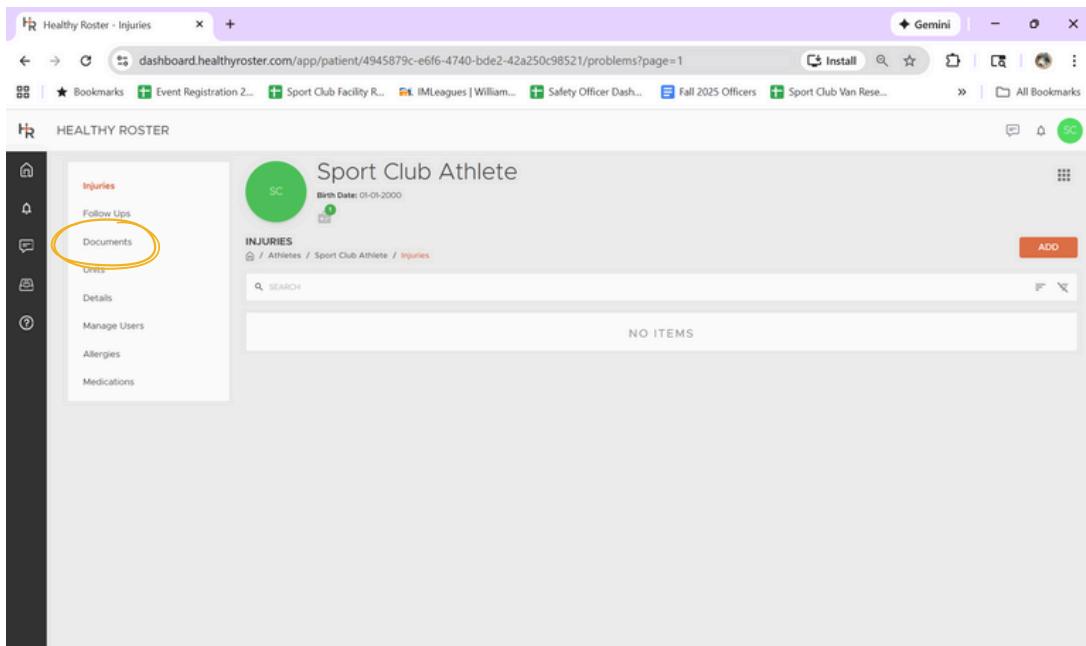
**Please Note:** You must also complete your IM Leagues forms (Participant Agreement/Waiver and Hazing Policy Acknowledgement and Athletic Training Form) before you will be allowed to practice. The Hazing Policy Acknowledgement and Athletic Training Form contains the Consent to Treat and Concussion Education & 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 [campusrecatc@wm.edu](mailto:campusrecatc@wm.edu)

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

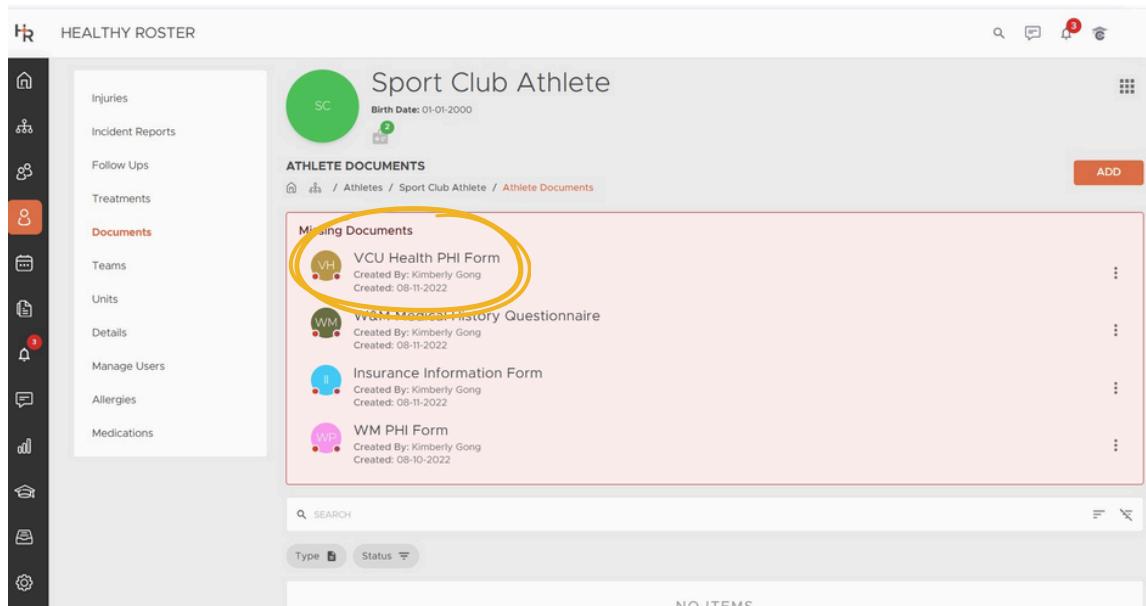
Starting in your patient dashboard, **look to the left sidebar for the “Documents” tab.**



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**

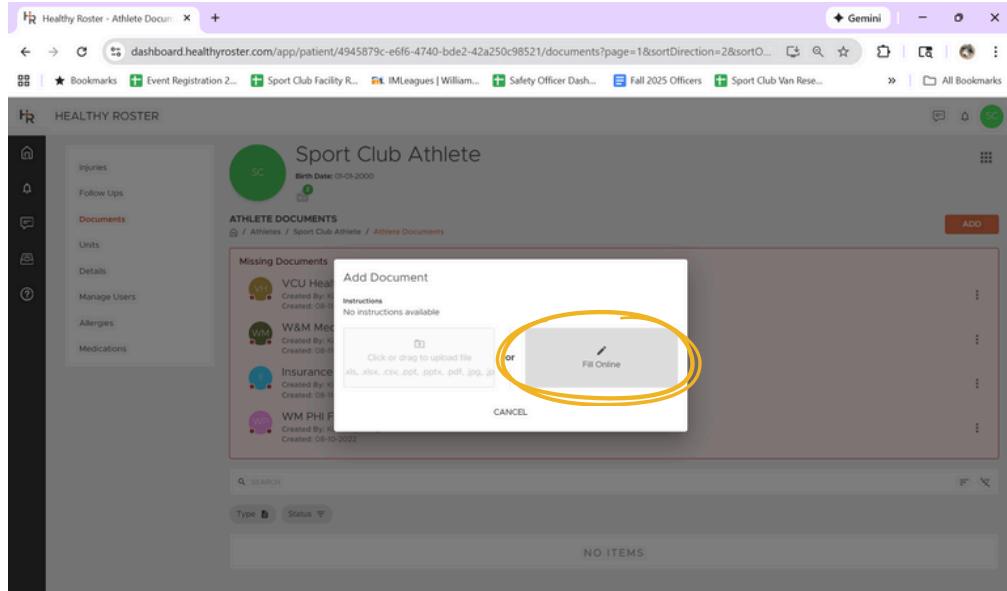
In this example, we will be filling out the "VCU Health PHI Form"



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

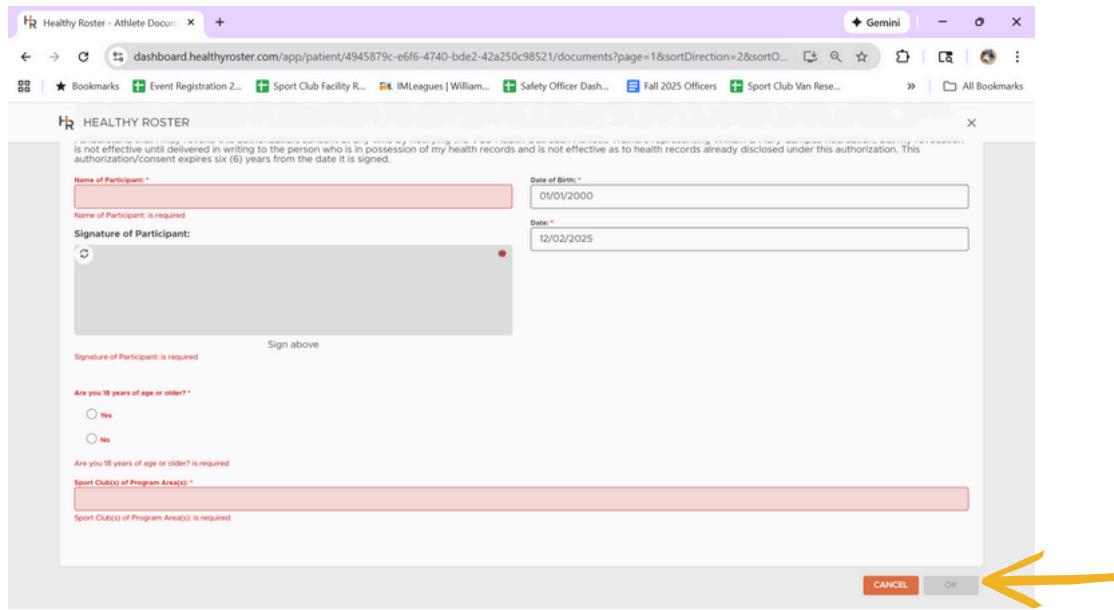
Once you've clicked on the form you want to complete, you will be given the option to either upload a document or fill it out online.

**Click the "Fill Online" option**



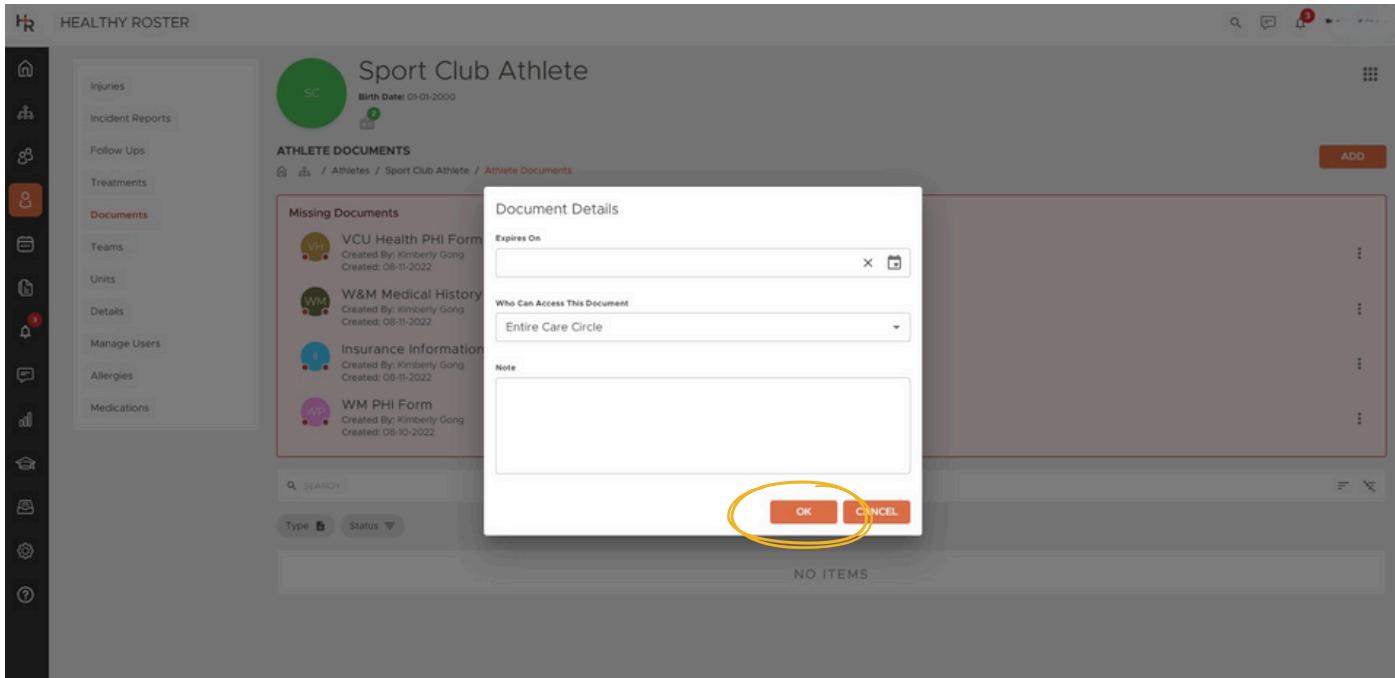
You should be redirected into a fillable version of the form that you've chosen to complete. Some information may already be auto-populated and any required sections will be highlighted in red.

**Once you have completed the form, hit "OK"**



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

In the next window, hit “OK” again to submit the form



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 are 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](mailto: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 [wm.edu](http://wm.edu) Club Sport Game or Event

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

## Athletic Training

IN THIS SECTION X

### SERVICES & PROGRAMS

Fitness & Wellness

Intramurals

Sport Clubs

Tribe Adventure Program

Aquatics & Safety

Athletic Training

Meet the Team

Join a Sport Club

FAC

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.



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Complete the Hazing Prevention 101 Course

Complete the Athletics Module

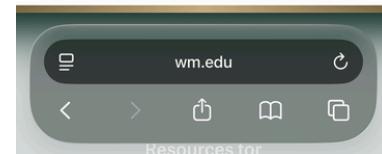
## The Detailed Instructions

EXPAND +

- ▶ IM Leagues
- ▶ **Healthy Roster** (circled in yellow)
- ▶ Hazing Prevention Modules
- ▶ High-Risk Group A - Additional Requirements
- ▶ High-Risk Group A - Concussion Baseline Requirement

## Questions?

Contact us at [CampusRecATC@wm.edu](mailto:CampusRecATC@wm.edu)



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## The Detailed Instructions

EXPAND +

- ▶ IM Leagues

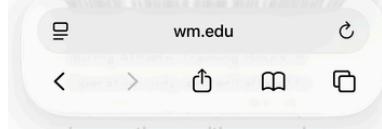
### ▼ Healthy Roster

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 will receive 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

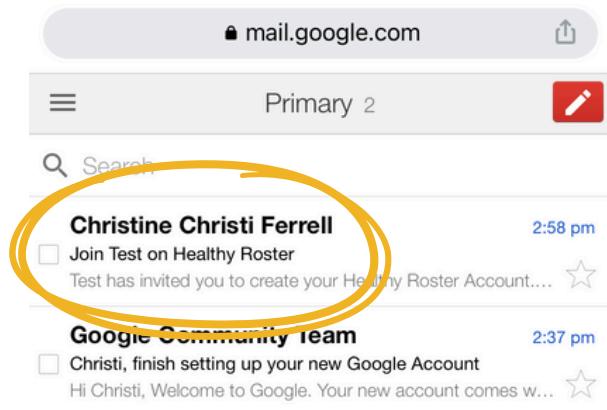
**Fill out the "Healthy Roster Joining Form"** and an Athletic Trainer will manually add you into your requested teams within a few business days.

If you have not received an invitation email from Healthy Roster within a few days of filling out the Healthy Roster Joining Form, please be patient. The



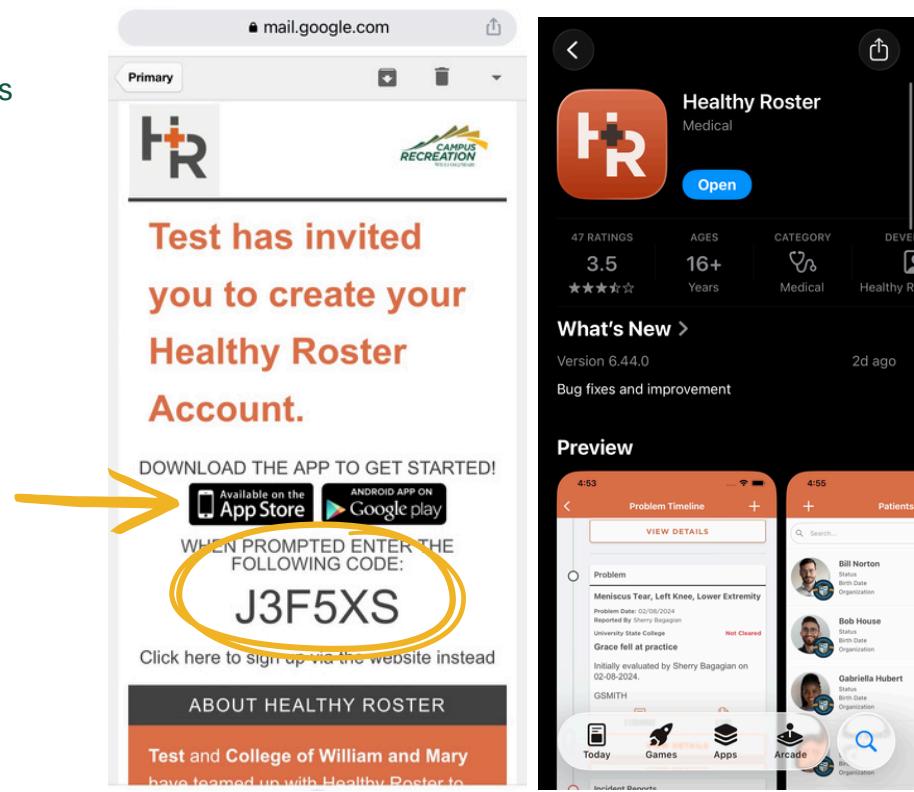
# HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

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**.

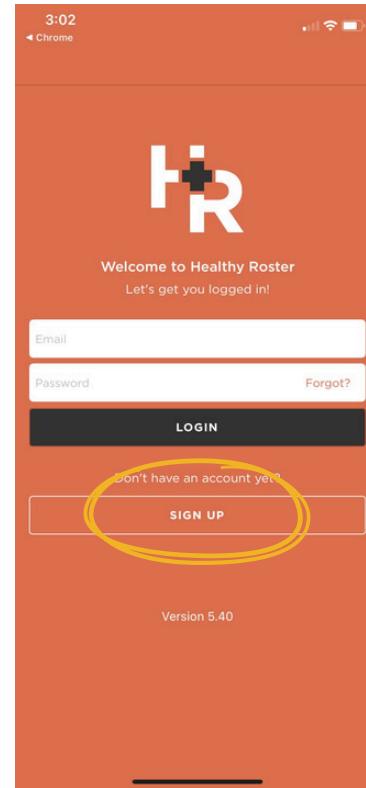
You can use the buttons within that email to **download the Healthy Roster App from your devices app store**



# HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

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

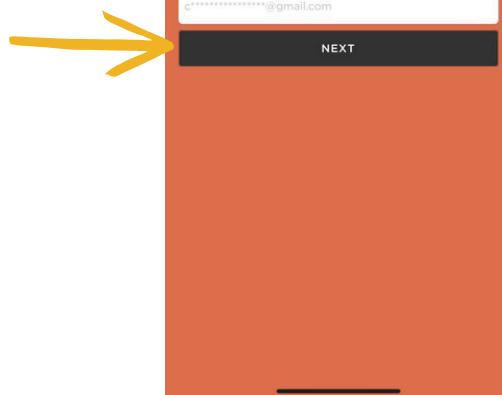
**Click on the "Sign Up" button**



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

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

**Click "Next"**



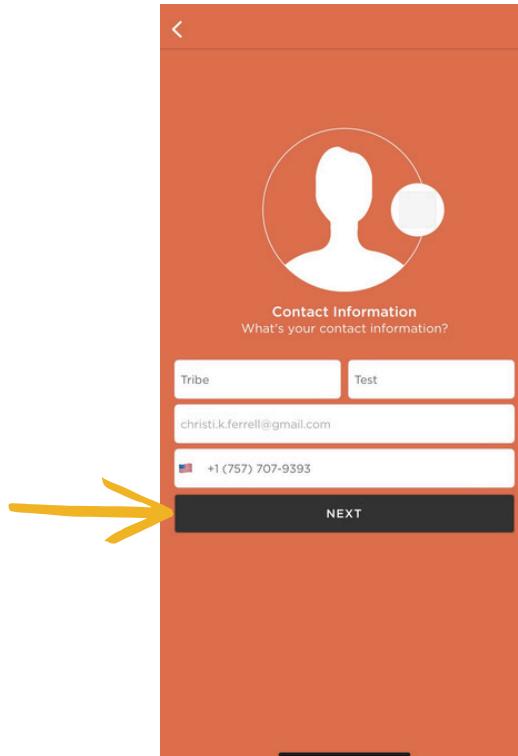
# HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

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

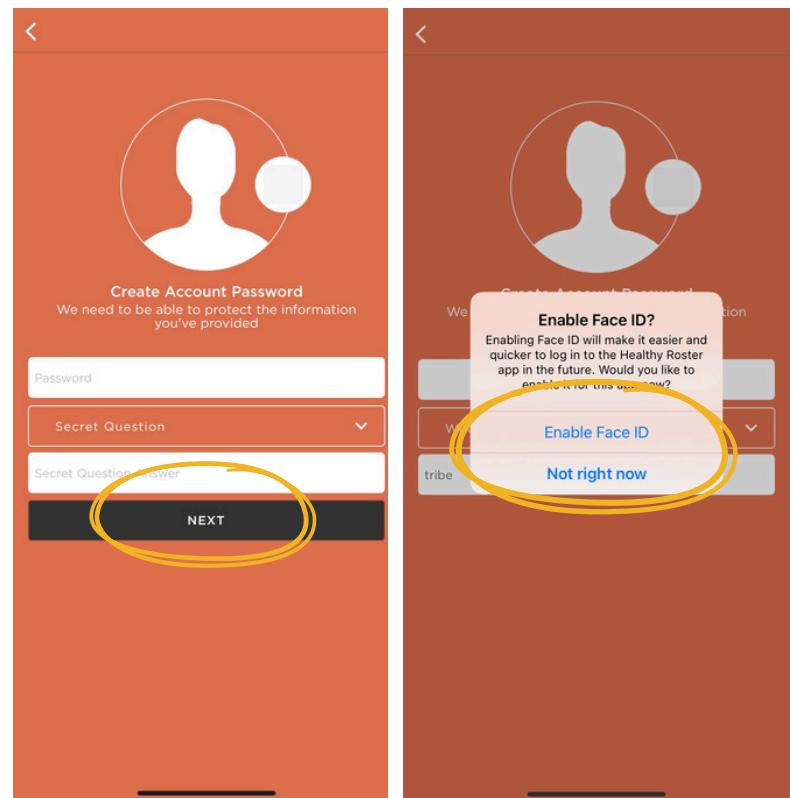
**Click "Next" to move onto the next page**



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. Choose whichever you prefer**

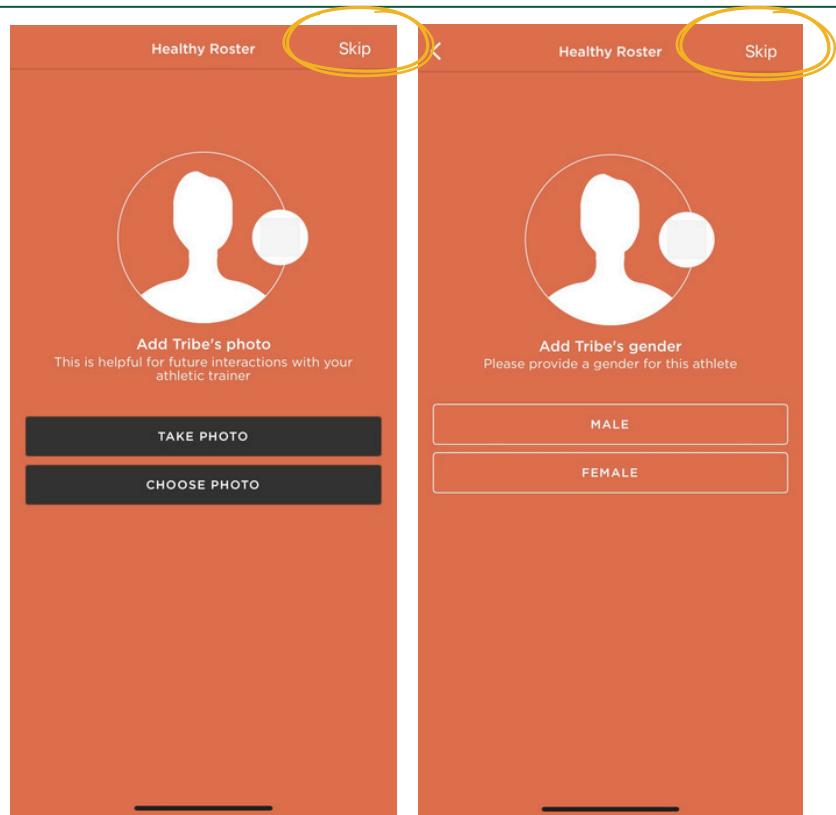


# HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

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

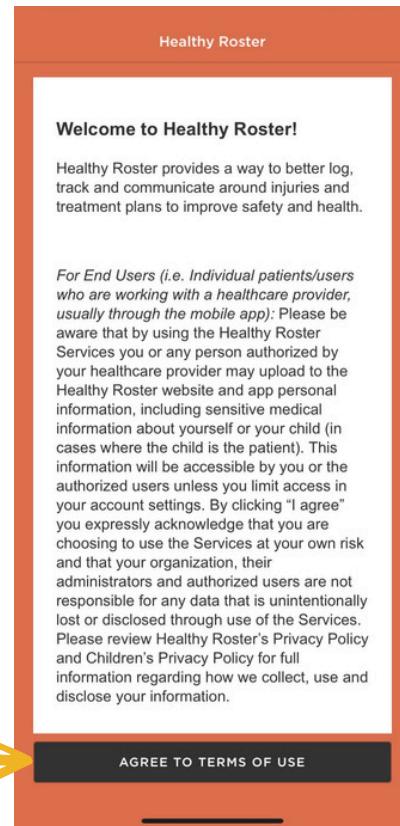
**Both of these are optional, click "Skip" in the top right corner if you prefer to not upload a photo or select gender**

**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

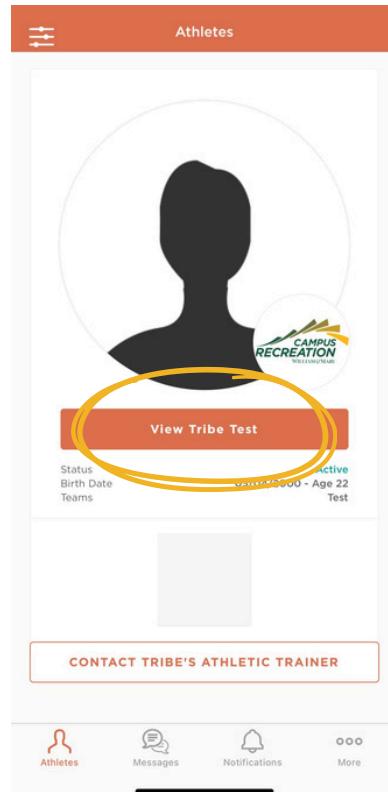
**After reading the terms, click "Agree to Terms of Use" to move on to the next page**



# HOW TO JOIN HEALTHY ROSTER (MOBILE/APP)

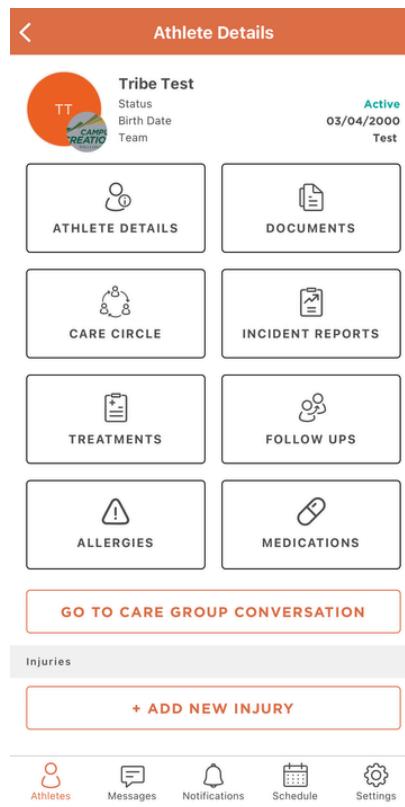
You will then be brought to the Home Screen.

**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)

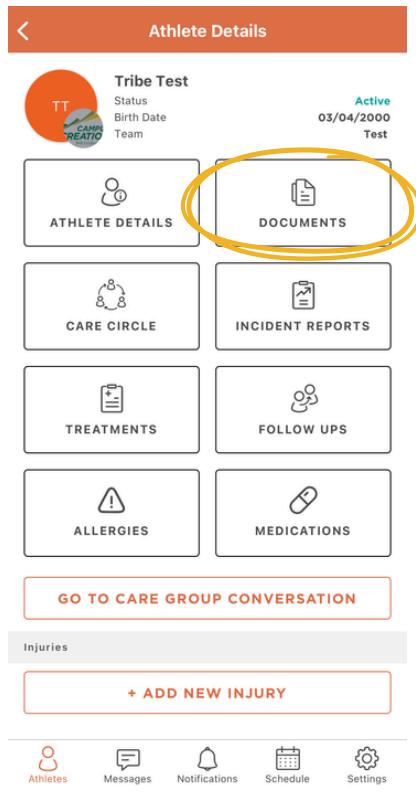
**Please Note:** You must also complete your IM Leagues forms (Participant Agreement/Waiver and Hazing Policy Acknowledgement and Athletic Training Form) before you will be allowed to practice. The Hazing Policy Acknowledgement and Athletic Training Form contains the Consent to Treat and Concussion Education & 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 [campusrecatc@wm.edu](mailto:campusrecatc@wm.edu)

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

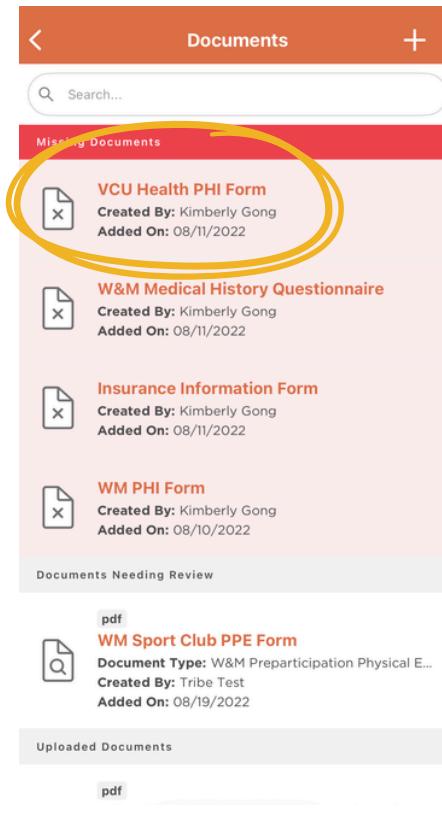
**Starting in your patient dashboard, look for the “documents” button. It will likely be on the right side of your screen**



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**

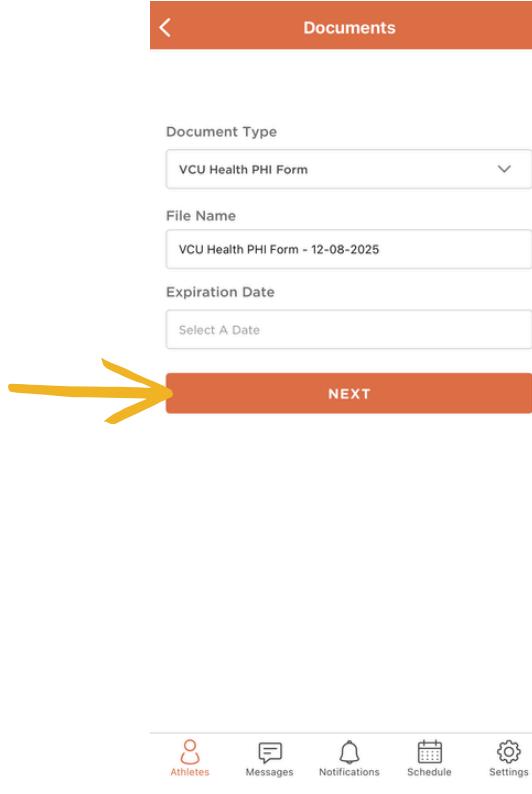
In this example, we will be filling out the "VCU Health PHI Form"



# 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**



Documents

Document Type  
VCU Health PHI Form

File Name  
VCU Health PHI Form - 12-08-2025

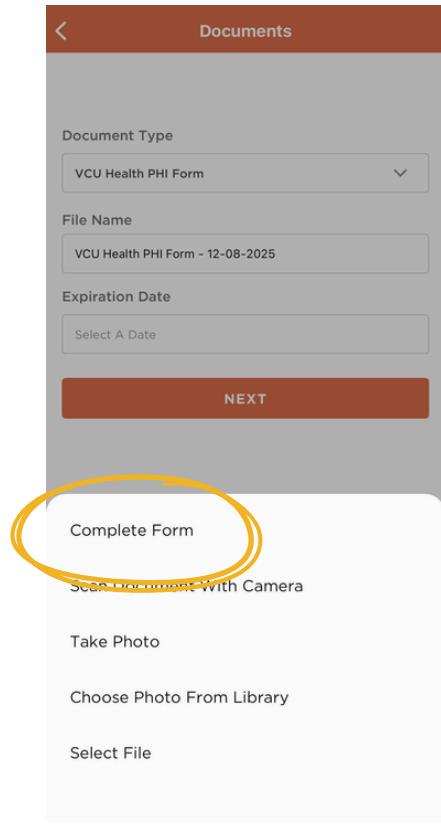
Expiration Date  
Select A Date

NEXT

Athletes Messages Notifications Schedule Settings

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

**Click the "Complete Form" option**



Documents

Document Type  
VCU Health PHI Form

File Name  
VCU Health PHI Form - 12-08-2025

Expiration Date  
Select A Date

NEXT

Complete Form

Take Photo

Choose Photo From Library

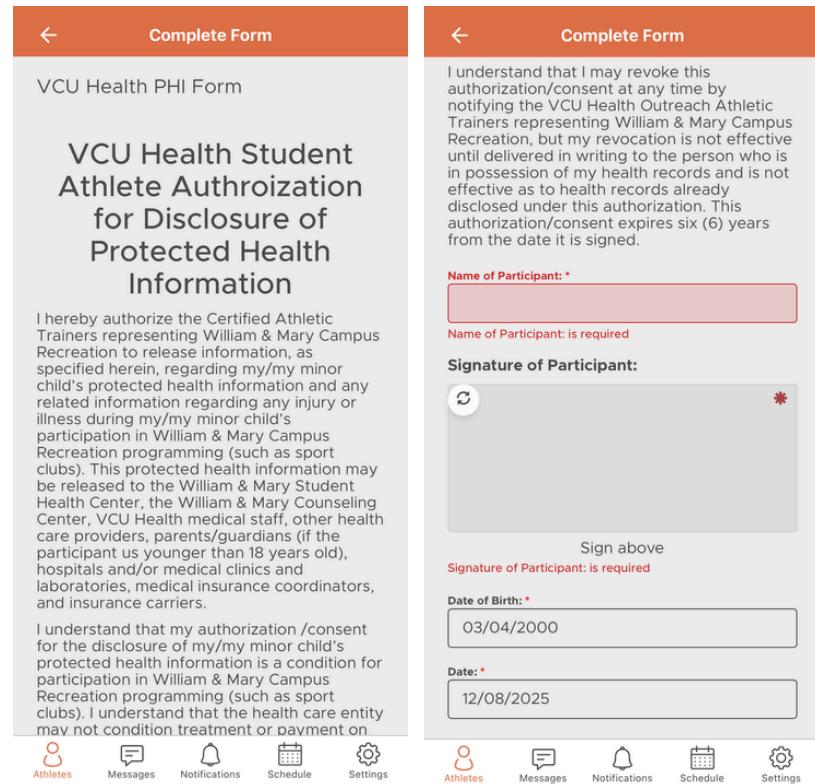
Select File

Scan Document With Camera

# 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.**



VCU Health PHI Form

**VCU Health Student Athlete Authorization for Disclosure of Protected Health Information**

I hereby authorize the Certified Athletic Trainers representing William & Mary Campus Recreation to release information, as specified herein, regarding my/my minor child's protected health information and any related information regarding any injury or illness during my/my minor child's participation in William & Mary Campus Recreation programming (such as sport clubs). This protected health information may be released to the William & Mary Student Health Center, the William & Mary Counseling Center, VCU Health medical staff, other health care providers, parents/guardians (if the participant is younger than 18 years old), hospitals and/or medical clinics and laboratories, medical insurance coordinators, and insurance carriers.

I understand that my authorization /consent for the disclosure of my/my minor child's protected health information is a condition for participation in William & Mary Campus Recreation programming (such as sport clubs). I understand that the health care entity may not condition treatment or payment on

**Athletes**   **Messages**   **Notifications**   **Schedule**   **Settings**



Complete Form

**Signature of Participant:**

Sign above

Date of Birth: \* 03/04/2000

Date: \* 12/08/2025

Are you 18 years of age or older? \*

Yes

No

Sport Club(s) of Program Area(s): \* Test

**OK**

**Athletes**   **Messages**   **Notifications**   **Schedule**   **Settings**

**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.**

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Healthy Roster, please direct them to **CampusRecATC@wm.edu**.