

Dear Parents,

The Healthy Roster app will allow parents to connect directly with the Certified Athletic Trainer from Middle Township High School, school nurses, and coaches. The app allows you to track and communicate any injuries for your child and turn in your pre-season paperwork. The goal is to keep everyone in the loop with athletic injuries and paperwork. It also gives the coach direct access to the student athletes emergency contact information right on their phone. Healthy Roster is HIPAA compliant. All information is password protected.

In order to enroll your child in this service the athletic training department needs the following information: You may also email this information to [adaira@middletpw.k12.nj.us](mailto:adaira@middletpw.k12.nj.us) (EMAIL WILL BE FASTER, especially in summer):

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Then you will receive an invitation to join Healthy Roster. The **invite will come from a Healthy Roster email address**. Please make sure to unblock healthy roster or check your junk mail box.

Once you accept the invitation to join, you will have access to your child's health information and the ability to complete online paperwork via [healthyroster.com](http://healthyroster.com) or by using the App, available for iOS and Android devices.

Check out the athletic training webpage for the most up to date information about using healthy roster:  
<https://sites.google.com/middletpw.k12.nj.us/mthsathletictraining/home>

## To complete paperwork online on Healthy Roster:

1. Log in on phone or computer (*make sure you are on the most current version of the APP*)
2. Choose your student's name/account
3. Click on documents tab
4. Click on the document you are missing or the plus sign in the upper right corner. (Missing documents will have a red page icon)
5. Complete the document online.
6. **If the student also needs to sign the document you will be asked to send it to their email account so they can complete their signature.**

If you miss this step or your student does not have email, you can return to the document on the computer and have a student complete it by hitting the 3 dots on the end of the document page and requesting their signature. Or you can click on the document again in the app and ask to sign as a student (you must log out and log back in).

7. Once the student signature is complete you will be asked to complete the permissions section. You, the coach, the nurse, and the athletic trainer will be the **ONLY** ones who can see the files. Click update permissions and your paperwork is complete.

## To upload your student's paperwork into Healthy Roster:

1. Log in on phone
2. Choose your student's name/account
3. Click on Documents tab
4. Click on the plus sign in the upper right corner or click on missing document icon.
5. From drop down menu choose which document you are want to upload (e.g.: Form #4 Athletic Physical) and click next. If it will not let you choose just pick other.
6. Click on the  symbol on the top right corner.
7. Choose the file you wish to upload by browsing for it in your computer or you can **use scan PDF** to take picture of each page and load into one document. You do NOT need a scanner.
  - a. Files can be: .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, .pdf, .jpg, .jpeg, .png, .gif
8. Click Next
9. It will then ask for permissions on who can see the file. You, the coach, the nurse, and the athletic trainer will be the **ONLY** ones who can see the files. If you would like the physical to be private from the coach, you can customize it so only the nurse and the athletic trainer can see it. Click update permissions.

## Hints and Tips:

Here are some screen shots to help you. IF you are using the app please make sure you are using the MOST UPDATED version. Check the app store to be sure.

## **You will see in the documents section different sections of forms.**

**Missing** -You have not completed at all

**Awaiting Signature/Needs attention**– In the app: You can click directly on it to sign it as you or to have your student sign it. On the computer: Click the 3 dots so you can sign it or have your student sign it.

**Uploaded Documents** - Completed. They will show a date when they expire as well so you can look up Physical and Impact expiration dates.

**None of this will work unless you have the most updated version of the app.**

*If you still need help you can check out Healthy Roster's You Tube channel and follow along with the signing a document video.*

