



Dear Parents/Guardians,

The Romeo Middle School Athletic Department now hosts their Pre-participation Athletic Forms online with BigTeams. This digital platform will allow you, and your student(s), to complete and access athletic forms via computer, tablet, or mobile phone. It is HIPAA, COPPA and FERPA compliant. **Athletes cannot participate in sports (including try-outs) until all digital athletic forms are complete and approved.** The office will no longer be accepting paper copies of physicals and athletic forms.

Parents and students must create separate accounts, using different emails and/or mobile numbers. Important: Students must be sure to create accounts using accurate information, including their Official Name from school registration, DOB, high school graduation year and school. You can click SELF HELP on the right of the screen for walkthroughs of the account creation, account linking, and athletic forms functionality.

STEP 1. Go to <https://studentcentral.bigteams.com>. Both students and parents are required to create separate accounts. Begin with setting up the students account. We suggest the student's account use a cell phone number or personal email, as their school email will not allow messages sent from this account through. They can skip the Emergency Contact Section and go straight to "Linking Account" after selecting the sports they are interested in. They will put in a parent's email or cell phone number (different from the one they used).

STEP 2. The parent should receive an alert to create their account, even if they don't they can go onto <https://studentcentral.bigteams.com> and create an account using the number or email the student linked their account with. The parent then will enter the students number or email they created their student account with! Parents please complete the "Emergency Contact Section".

STEP 3. Now that two accounts have been created you're ready to enter information. Select the "Athletic Forms" section/button. At the bottom of this page there are 3 forms that must be completed. First the Physical Evaluation Form, take a photo of BOTH sides of your physical and upload it, both parent and student must sign off that it's completed. New physicals must be dated after April 15th of the previous school year to be considered valid. Second, the parent can go back to the original page and sign off that it's completed (does not allow you to sign if you do not click on the link). Third, the Athletic Department Overview form, both student and parent should go through the form, fill out the questions, and sign where it asks to be signed.

STEP 4: When the school has accepted all forms, a notification will be sent to you stating all forms have been accepted. If for any reason a form is not accepted you will also receive a notification explaining why it was rejected and how to fix the problem!

Athletes cannot participate in sports until digital forms are complete and approved unless otherwise specified by your school. Forms will be valid for the entire school year for which they are filled out, with the exception of the physical exam provided by your physician which will reflect the policy set in place by your athletic department. Completing and having your Pre-Participation Registration Forms accepted by your school does NOT guarantee you have made the team.

**ROMEO MIDDLE SCHOOL**

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