



Welcome to the PrivIT Health Profile for the Sarnia Hockey Association,

Before registering or updating a PrivIT health profile, we recommend you have the following information available:

- Email and Password if you created an account last season
- Medical History
- Immunizations/Allergies/Medications
- Primary Health Insurance Information (Provincial Health Card #)

**As a parent or guardian, you are going to register an account, then add your player into your account to complete only their information. Start creating your account and complete your player's health profile by selecting this link [shainstructional.privitprofile.ca](http://shainstructional.privitprofile.ca)**

**Follow all 7 steps below:**

1. Click the blue "Register" button and fill out the registration information. This will be the email address and password you will use to access the health profile in the future. Click Register. **(If you created an account last season, select the blue Log In tab and enter your email address/password).**
2. It will then take you to the Home screen. Under your name in the drop down box or in the top left corner it will say "Add Member". Select that then fill out your player's information and click the blue add member tab. **(If you already have an existing account from last season, skip to step 4)**
3. You will then be taken to a page that says Copy Data at the top. Select the grey "Cancel" tab at the bottom and you will be taken back to the Home page
4. Back on the Home page you should now see your player's name in the top left under your name. Click on their name so it appears on the top of the screen.
5. Begin completing or updating your player's health profile
  - From the Home page select Start or Update tab beside Personal Details. You will be taken to **Section 1** Personal Information. Answer the fields with a red asterisk, then click next to **Section 2** Primary Insurance where you will enter the player's OHIP #. For **Section 3** Secondary Insurance, please select no



then click next to **Section 4**. Complete 100% of all the sections. Click Save & Exit when finished. Back on the Home page make sure Personal Details show 100% complete.

- Next step, on the Home page select Start or Update beside the E-PPE Questionnaire and complete/update all 100% of the 4 sections (History, Medications, Allergies, and Immunizations). Then click Save and Exit
  - Once complete, you will be taken back to the Home screen. Make sure both Personal Details and E-PPE questionnaire show they are 100%.
6. After completing your player's health profile, you **MUST** join them to their respective team. From the Home screen make sure your player's name is at the top and select the Joined Teams tab. From here you will see a list with the all the teams in the division. Simply select the box beside the team your player is participating on, then click Done.
7. Once all the information is 100% complete and you've joined your player to their respective team, select the blue Print Documents tab from the Home screen. You will see a form show up called "Emergency Information Wallet Card". Click download beside it and print the document out. Cut the information out and fold it up to place in your wallet behind your player's health card. It is also **required** that you print an additional Emergency Info. Wallet Card that can be placed within a secure area inside your player's hockey bag.

Enter [shainstructional.privitprofile.ca](http://shainstructional.privitprofile.ca) into your mobile device and add the link to your home screen for convenient access.

**For any extra questions or concerns regarding registration please contact our help centre at.**

**1- 844- 234- HELP (4357)**

Mon - Fri 8:00 AM - 5:00 PM ET