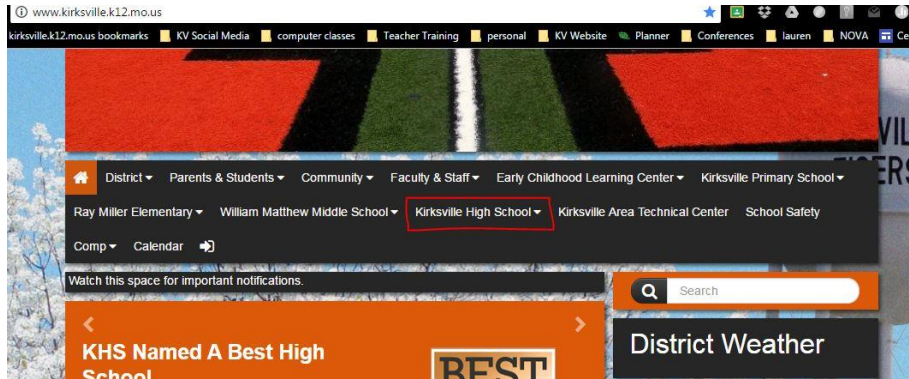


## How to register online for Kirksville R-III Athletics

1. Go to District Web Page ([www.kirksville.k12.mo.us](http://www.kirksville.k12.mo.us))
2. Click on Kirksville High School tab (***don't use drop down menu***)



3. Scroll Down to middle of page and click on "Annual Athletic Registration"



4. Print the “Physical Form for Doctor” and take to your doctor or to the [FREE physical days on May 24 and 25](#)

**Step 1: go to website below, register/sign in, and fill out forms online**

**Annual Athletic Registration**

**Step 2: Print out Doctor's Form to take with you to your doctor when you get a physical**

**Physical Form for Doctor**

5. Under “Annual Athletic Registration:” Register your athlete under **the parent’s name** and set up **your (parent’s) e-signature**

**Step 1: go to website below, register/sign in, and fill out forms online**

**Annual Athletic Registration**



Kirksville R-III School District  
1300 S Cottage Grove Ave  
Kirksville, MO 63501

Click here

Then Here

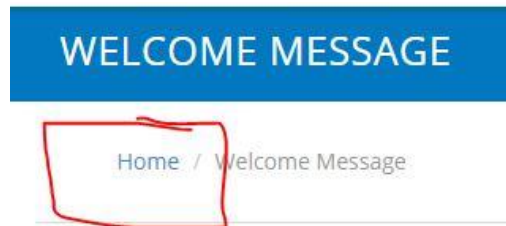
**YOUR TICKET TO PLAY**

The Missouri State High School Activities Association is initiating a new digital standard for the pre-participation physical exam process, called Privit Profile™. Privit Profile™ includes the MSHSAA's comprehensive health history questionnaire in a format that is easy to use, legible, and accessible to help mitigate injury risks related to sports. The system facilitates the management of the pre-participation physical exam process and provides coaches, athletic trainers and medical personnel the information they need to react quickly to health situations.

LOG IN

REGISTER

6. Click the Home button

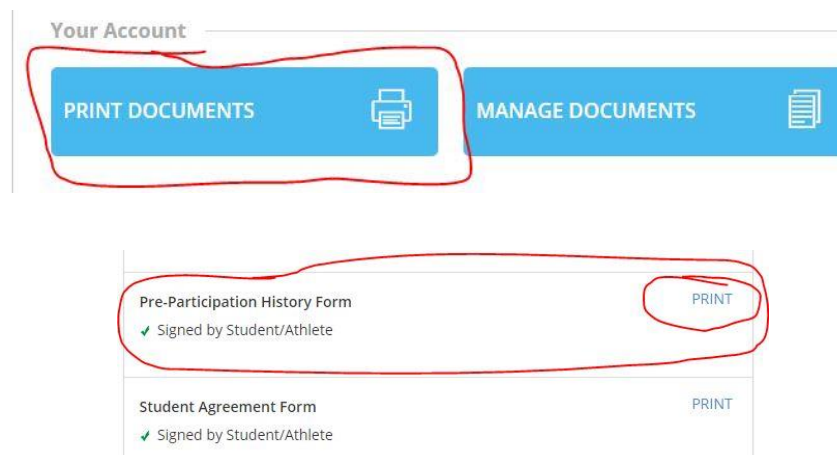


7. On the tab under your name click add member-add athletes and set up their e-signature. **Register athletes using the grade they will be in next year-(2017-2018)**



8. Click on Home button > click on athlete's name - on the right side of the screen you will see several sections - **complete all.** **On pages requiring signature, make sure you check box above the signature.**

9. Print off the history form and bring it with you to the physical along with physical form you already printed off for the doctor.



10. After the physical, take a picture or scan the form the doctor signs and upload it to the website. You will go to “Manage Documents”> “Upload Document”> then click the drop down arrow in “Document Type” and choose “Completed MSHSAA Physical Form”

The image shows a web interface with several sections. At the top, there is a 'JOINED TEAMS' section with a blue 'UPDATE' button. Below that is a 'Your Account' section with two blue buttons: 'PRINT DOCUMENTS' and 'MANAGE DOCUMENTS'. The 'MANAGE DOCUMENTS' button is circled in red. Below this is a navigation bar with 'ACTIVE' and 'ARCHIVED' tabs, and a blue 'UPLOAD DOCUMENT' button circled in red. Below the navigation bar is a table with columns: 'DOCUMENT TYPE', 'UPLOADED BY', 'SIGNED ON', and 'MORE'. Below the table is a 'UPLOAD DOCUMENT' form. The form has a 'Document\*' field with a 'Choose File' button and 'No file chosen' text. The 'Document Type\*' field is circled in red and has a dropdown menu with 'Completed MSHSAA Physical Form' selected. There is also a 'Comment' field and two buttons at the bottom: 'UPLOAD' and 'CANCEL'.

**11. If you need assistance with this, please call Diana Lyons at 660-665-4631 or email Diana at [dlyons@kirksville.k12.mo.us](mailto:dlyons@kirksville.k12.mo.us)**