

# (First Time Privit Users)

AMS Parents and Student Athletes,

The online **PRIVIT** athletic registration is again being used for AMS Parents and Student Athletes. This athletic registration program replaced the paper athletic packets last year, except for the Physical form and the Fee form. Once you have completed the documents through Privit, you will not have to deliver them to the Middle School. They will automatically be stored and accessible by Mr. Sauder, AMS Athletic Director, and by the Middle School head coaches. You will be able to go back into Privit at any time and make necessary changes as they arise. You will also be able to choose the team or teams that the athlete wishes to participate on. Once completed, you will not have to do it again for any other sports. Use the blue **Joined Teams** tab to join any teams you may participate in. If you change your mind later about joining a team, you can add or remove a joined team at any time.

The only forms that will be in paper form will be the **Athletic Physical** form, and the **Athletic Fee** form. You may access these from Privit and print them to use, or you can get them from the Middle School. You will take the physical form to your chosen doctor when the athlete has his/her physical, and have the doctor complete it, and then bring it to the Middle School for Mr. Sauder to file. The athletic fee will be paid by filling out a hard copy of the Athletic Fee Form and bringing that and the fee to the Middle School

**Accessing Privit** is very simple. All you have to do is go to the **Ashland Middle School** website. You can get to the AMS website by going to the Ashland City Schools website, go to the schools pull down menu at the top left of the page, and choose Ashland Middle School. **DO NOT USE THE HIGH SCHOOL WEBSITE.** Once on the Ashland Middle School site, you will see the **SPORT PRIVIT**. Click on the word **SPORT PRIVIT**. Then, just above "Schedules" click on "Digital Athletic Packet Directions". Then, click on the link at the top of that page. Register as the parent and add your son/daughter, and begin to complete the forms. When logged in, you can click the blue "Signed Documents" tab to see if you have missed anything. Don't forget, you will need the paper forms for the physical (Due before the first tryout/practice) and the athletic fee only.

**\*\*If Problems: Privit Help Center (1-844-234-4357)**

Mr. Sauder  
Athletic Director  
Ashland Middle School