

February 17, 2021

Dear Great Valley Middle School Families

With the anticipated 2020-2021 Spring sports season ahead of us we want to touch base with you regarding physicals and other required paperwork for athletic participation. This past summer we announced our transition to an online registration for our sports programs through the registration platform, Form^{Re}Leaf. Form^{Re}Leaf is an intuitive and secure registration platform providing you with a user-friendly way to register for our programs, while helping us to be more administratively efficient.

1. All students coming out for a spring sport, that didn't play a fall or winter sport, will need to register with Form^{Re}Leaf.
2. To begin your online registration use this link to access Form^{Re}Leaf:
<https://app.formreleaf.com/organizations/great-valley-middle-school/programs>
3. Signup for your Form^{Re}Leaf account by entering your name, e-mail address and password; confirm your password. Agree to the FormReleaf *Terms of Service*.
4. Now login to Form^{Re}Leaf using your credentials (email address and password)
5. On the top menu bar select "**Find Organization**"
6. Search for **Great Valley Middle School** by typing the first few letters of our school's name; once located, click on "**Great Valley Middle School**"
7. Click on the Program ("**2020-2021 Spring Sports**") you wish to register for.
8. After clicking on the appropriate **Sport(s)**, complete all the of required information.
9. If you have not already done so print out Section 6 (PIAA physical). **A physician must complete, sign and date this page.** The physical must be dated 6/1/2020 or later to be accepted for the 2020-2021 sports season. This page will need to be scanned and attached in the registration under the Physician area (Physical Upload). If you are unable to scan the document, it should be delivered to the athletic administrative assistant at the middle school for review. **This is required prior to participation in the sport to complete the registration process.**
10. Sign (using your mouse/finger/stylus) in those fields where appropriate. Parent and student signatures are needed for multiple sections.
11. When finished click "**Submit**"
12. You will receive confirmation from Form^{Re}Leaf when you have completed your registration.
13. The athletic administrative assistant will verify all registrations once submitted and approve once the completed physical is attached to the registration and confirmed. You will receive an email from Form^{Re}Leaf when the registration is approved.
14. If you need help at any point of the registration process, you may call Form^{Re}Leaf Customer Support, Monday through Saturday at **(844) 367-6735**.

For students who participated in a fall or winter sport:

1. Login to Form^{Re}Leaf with the email and password used for fall and/or winter sport.
2. Click on the Program ("**2020-2021 Spring Sports**") you wish to register for.
3. In the Auto fill (Select A Past Registrant) select your student. Confirm the prior information is still correct.
4. Repeat process for Address, First Parent or Guardian, Second Parent or Guardian, Emergency Contacts, Physicians, Insurance, Medications, Concerns and Comments
5. Under Health/Medical select Yes for Did you compete in Fall or Winter sport? Answer the 6 questions that pop up.
6. Complete the signatures sections and submit.
7. When finished click "**Submit**"
8. You will receive confirmation from Form^{Re}Leaf when you have completed your registration.
9. The Head Athletic Trainer will verify all registrations once submitted and approve them once reviewed. You will receive an email from Form^{Re}Leaf when the registration is approved.
10. If you need help at any point of the registration process, you may call Form^{Re}Leaf Customer Support, Monday through Saturday at **(844) 367-6735**.

The online registration process and physical submission process should be completed/submitted no later than March 12th, 2021 to ensure that all paperwork is completed properly and your athlete is cleared to participate in a Spring sport. The Spring sports season is scheduled to begin on Tuesday March 16th, 2021. **All athletes who participate in a Spring Sport will be required to submit payment of \$95.00 for the activity fee. Activity fees will be collected between March 22nd and March 31st.** If an activity fee has not been turned in by March 31st, 2021 the student will not be permitted to participate in the sport until the activity fee has been submitted. Activity fees can be paid via PaySchools Central at <https://www.payschoolscentral.com/>.

If you have any questions please let us know. The spring coaches will receive a list of students who have submitted the necessary paperwork prior to the start of the season. ***No student will be permitted to participate in a spring sport with incomplete paperwork.***

Thank you,

Mike Semar
Athletic Director
Great Valley High School

Kim Schusko
Administrative Assistant
Great Valley Middle School