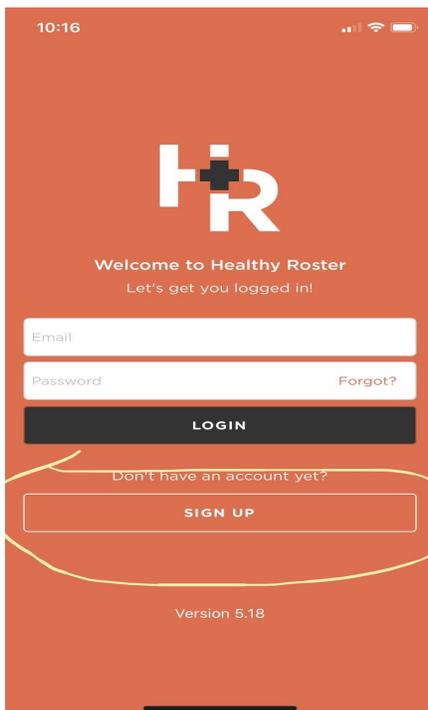


To the Parents of all Incarnate Word Academy,

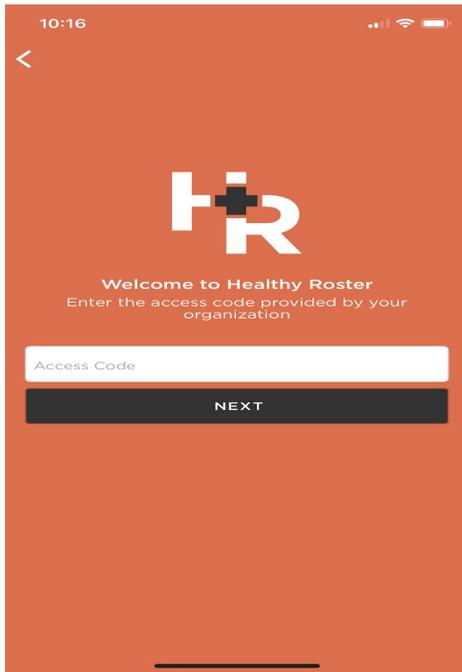
For the past couple of years, the school's Athletic Trainer has been using the electronic medical software "Healthy Roster" for medical documentation on all injuries and treatments conducted on IWA student-athletes. This software has greatly improved the communication between coaches, administration, the Athletic Trainer, and parents. In order to continue leveraging the capabilities of the program and streamline all sports medicine procedures, all physicals will be uploaded directly into the program. We are requiring all IWA parents to upload their student-athlete's preparticipation physical examination into the program. In doing so, you will first need to set up an account that will be directly linked to your student-athlete's profile. This will not only allow you to upload documents, but also allow you to see all information regarding any injuries sustained by your student-athlete and treatments they are receiving. This will also give all of the coaches access to the emergency contact information for each student-athlete via the app. This is a crucial benefit of the program as our team travel and layaway contests. Below you will find a step-by-step guide to setting up your account and uploading your student-athlete's physical. If you have any questions or difficulties, please feel free to reach out to Courtney Cox, Head Athletic Trainer, Incarnate Word Academy, at (309) 838-0962 or contact the athletics department.

- Invite will come from "Courtney Cox" or "noreply@healthyroster.com"
- Click on the email and download the app "Healthy Roster"
- Follow the prompts given (if in need of more instruction, see below)

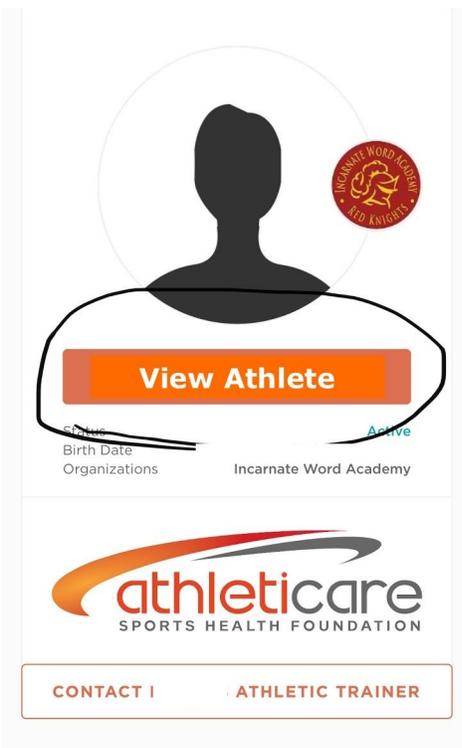
1. Follow the link to this on app. You will need to click "sign up" to set up your account.



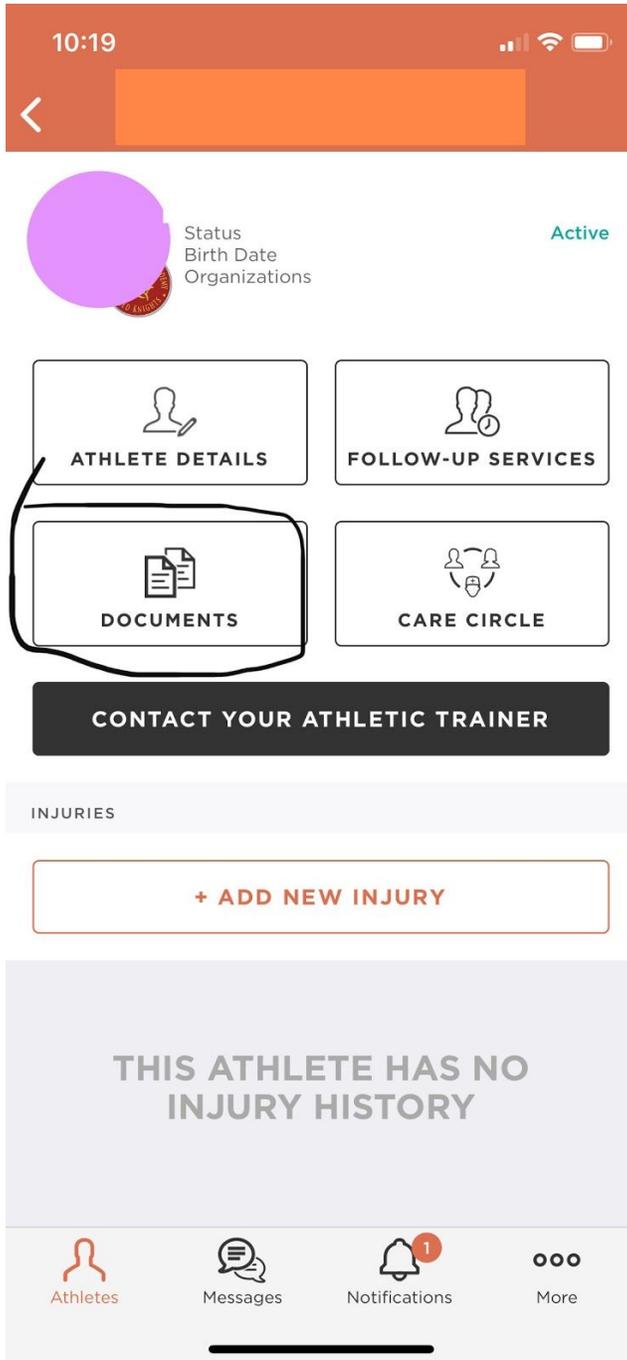
- Copy and paste code given in email. This is specific to your athlete and will link you directly to their records.



- Click on your athlete's name



4. Click “documents”



5. Click “document type” and select “physical”

10:21

Cancel

Attach File

You can take a picture, choose from your albums or upload from dropbox or google drive

DOCUMENT TYPE
OTHER ▼

FILE NAME
Other -

SELECT FILE

Done

OTHER

PHYSICAL

6. Scan document (all pages) with your phone into Healthy Roster. Be sure to select “scan document” and not “take photo”

