To upload your student's paperwork into Healthy Roster:

1. Log in on phone
2. Choose your student's name/account
3. Click on Documents tab
4. Click on the plus sign in the upper right corner or click on missing document icon.
5. From drop down menu choose which document you are want to upload (e.g.: Form #4 Athletic Physical) and click next. If it will not let you choose just pick other.
6. Click on the ⬆️ symbol on the top right corner.
7. Choose the file you wish to upload by browsing for it in your computer or you can **use scan PDF** to take picture of each page and load into one document. You do NOT need a scanner.
   a. Files can be: .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, .pdf, .jpg, .jpeg, .png, .gif
8. Click Next
9. It will then ask for permissions on who can see the file. You, the coach, the nurse, and the athletic trainer will be the **ONLY** ones who can see the files. If you would like the physical to be private from the coach, you can customize it so only the nurse and the athletic trainer can see it. Click update permissions.

Hints and Tips:

Here are some screen shots to help you. IF you are using the app please make sure you are using the MOST UPDATED version. Check the app store to be sure.

You will see in the documents section different sections of forms.

Missing -You have not completed at all

Awaiting Signature/Needs attention– In the app: You can click directly on it to sign it as you or to have your student sign it. On the computer: Click the 3 dots so you can sign it or have your student sign it.

Uploaded Documents - Completed. They will show a date when they expire as well so you can look up Physical and Impact expiration dates.

None of this will work unless you have the most updated version of the app.

If you still need help you can check out Healthy Roster's You Tube channel and follow along with the signing a document video.

Going back to document to sign as the student.

Student signature on the app