



The Hill Academy requires that all Athletes submit their intake information prior to participation. Please take the time to complete the information accurately. You can reference the instructions below to guide you through completing the required documentation. *(It's recommended you complete the registration from a PC, Laptop or Tablet)*

Before creating or updating your profile it is recommended you have the following information on hand:

- **Provincial Health Card #**
- **Athlete Medical History**

STEP 1: Start by clicking on this thehillacademycamps.privitprofile.ca or entering it into your browser (NOTE no www.)

- Click the blue **REGISTER** tab and select your role as "**PARENT / GUARDIAN**"
- Verify your email address and phone #
- After verifying your information, click on the blue the **Home** tab. This will direct you towards the **Home** page.
- On the left side of the **Home** page underneath your name as the Parent Guardian, click "**Add Athlete**"
- After adding your Athlete into the account, click on their name new **Home** page will open where you can begin completing the required Athlete information

STEP 2: From the **Home** screen, click the **JOINED CAMP PROGRAMS** tab and select the camp or camps you are attending.

STEP 3: From the **Home** screen, click on **PERSONAL DETAILS** and fill out your demographic information. Click the blue **Save & Exit** tab when finished.

STEP 4: From the **Home** screen, click on **TRANSPORTATION CONSENT**. Complete all the required questions, then click on the blue **Submit** tab when finished. Upon completion, you'll be directed back to the **Home** screen.

Creating E-Signature - A new message will appear, click the blue tab "Create New Signature".

- o As the Parent/Guardian you will create your own signature. Use the cursor on a computer or with your finger on a tablet device or upload a previously designed signature to create an electronic signature. Click **SAVE** and then **DONE** to return to the **Home** screen. From the **Home** page underneath or beside the form click on **SIGN** and a new screen will open with your e-signature. Attest then click **SIGN DOCUMENT**. Click **DONE** to return to the **Home** page.



- On the [Home](#) screen under this form, it will now indicate [Athlete click here to sign](#). Click there and repeat the same process to create and apply your Athlete's e-signature. Once everything is complete, on the Athlete's [Home](#) page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Athlete*.

STEP 5: From the Athlete's [Home](#) screen, click the START tab beside the forms listed below. Complete all the required information within each form then apply the corresponding e-signatures to the documents.

- **Summer Program Registration** ([Parent/Guardian & Athlete e-signature required](#))
- **Acknowledgement and Consent** ([Parent/Guardian & Athlete e-signature required](#))



After you've successfully submitted all the required documents, you'll be directed back towards your [Home](#) screen. On your [Home](#) screen, the Completion Status bar will turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed.

NEED HELP? For any assistance, contact the Privit Support Desk: 1-844-234-4357 (Monday to Friday 8:00 AM to 5:00 PM ET) or contact our [Help Center](#)