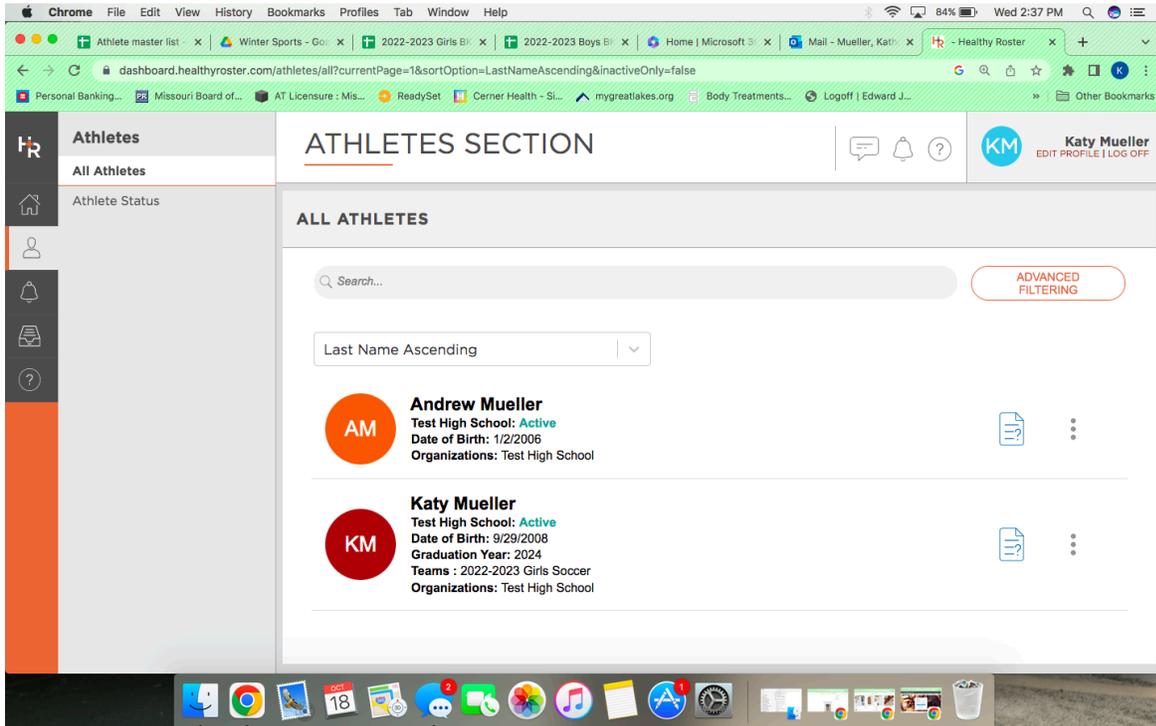


How to find and submit the MSHSAA Pre-Participation Annual Questionnaire 2024-2025

1. Log into Healthy Roster using the email you created your account with.
2. Click on the athletes tab on the sidebar on the left side of the screen.
3. Click “All Athletes”. This is where you should find your child’s profile. (see below for reference)

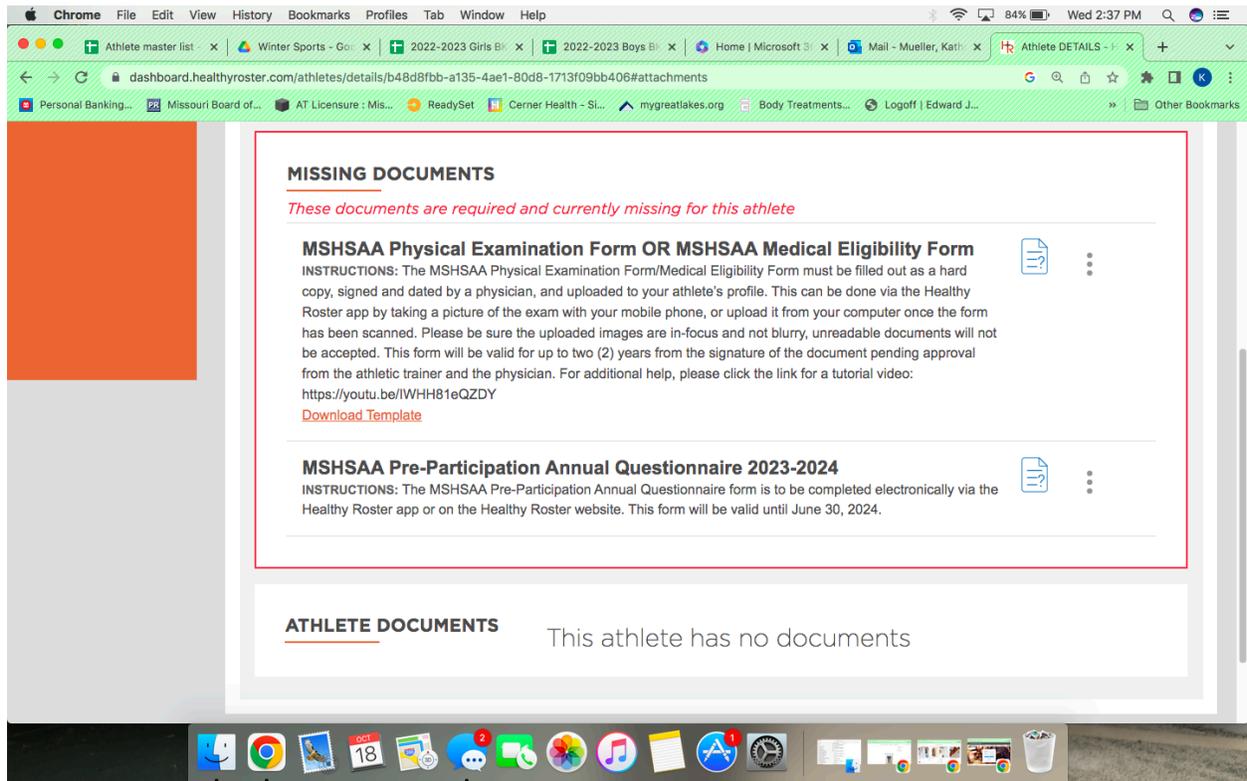


4. Click on the tab labeled "Documents".

The screenshot shows a web browser window displaying the 'ATHLETE DETAILS' page for Katy Mueller. The browser's address bar shows the URL: `dashboard.healthyroster.com/athletes/details/b48d8fbb-a135-4ae1-80d8-1713f09bb406#attachments`. The page header includes the 'HEALTHY ROSTER' logo and navigation links for HOME, ATHLETES, NOTIFICATIONS, RESOURCES, DOWNLOAD APP, and HELP. The athlete's profile information is displayed, including a circular profile picture with the initials 'KM', the name 'Katy Mueller', DOB: 09/29/2008, and Test High School Status: Active. Below the profile, there are tabs for INJURIES, DOCUMENTS (which is selected), MANAGE TEAMS, DETAILS, and PERMISSIONS. The DOCUMENTS tab shows a search bar, a filter dropdown, and an 'UPLOAD A NEW DOCUMENT' button. A red box highlights a section titled 'MISSING DOCUMENTS' with the text: 'These documents are required and currently missing for this athlete'. Below this, a document titled 'MSHSAA Physical Examination Form OR MSHSAA Medical Eligibility Form' is listed with instructions: 'INSTRUCTIONS: The MSHSAA Physical Examination Form/Medical Eligibility Form must be filled out as a hard copy, signed and dated by a physician, and uploaded to your athlete's profile. This can be done via the Healthy Roster app.' The bottom of the screenshot shows the Windows taskbar with various application icons.

This tab will show you what documents are missing, expired, pending for approval, and approved.

****The form that needs to be filled out on a yearly basis is labeled "MSHSAA Pre-Participation Annual Questionnaire 2023-2024."****



5. Click on the title “MSHSAA Pre-Participation Annual Questionnaire 2023-2024” to fill it out directly online. It will look like this after you click the title.

Fill out the form completely and press submit at the bottom of the page. Once it is submitted, it will notify Katy via email, so she is able to view and approve it.



If you filled out the annual questionnaire on paper, printed from the MSHSAA website, you can upload the document to this page if you click “upload as a file.” Press submit to complete the upload.

