

Please use this sheet to ensure your players registration is complete

2024 Cooperstown All Star Village

Medical Forms Procedures

Phase 1 – For Team Administrator/Head Coaches

Coaches/Team Admins; You will need to send player invites to all your parents and staff members.

Please use your desktop or laptop...do not use your phone.

How to send your Player and Staff invites:

For the League Apps Account Manager (Team Admin or Coach)

1. LOG INTO YOUR LeagueApps Account Manager DASHBOARD

On your dashboard, locate team(s) participating in tournament(s): 2024 CASV Season Registration;

In second column under the team's name, click **"Invite Players"**

On the next page, add one email address for each player in the top box.

Send an invite to the players!

Repeat the process for each team you are representing.

- a. If there are twins/siblings on the same team, send their invites separately. They cannot be done together. Treat them like separate players.

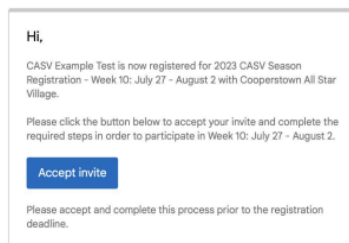
Phase 2 – For Parents

Parents, please use your laptop or desktop computer. Do not use a phone when you use your League Apps account.

- ***You will need a digital copy of your player's birth certificate to complete this step.***

How to set up your account and register your player

1. Accept email invite from Coach/Admin on League Apps
2. Click "Accept Invite" in the email



3. If you already have a League Apps account, hit accept and log into your account.
4. If you do not have a League Apps account, create an account for yourself –
 - a. **PARENTS— DO NOT enter the child's information during this step!**

5. Once the parent account is created, add your athlete to your account.
6. If you have more than one athlete participating, you will add the second athlete after the first athlete's registration is complete. Each player must be done separately.

VERY IMPORTANT: **Complete all fields needed and accept all waivers**

Phase 3 – Parents, Medical Form Process

Once Phase 2 is complete, you will receive an email from DocuSign to start the Medical Form Waiver process

1. First Step: Download the physicians form and have your child's physician complete it.

A) There will be a link in the email to the Physical Form that **MUST** be filled out and signed by a doctor.

B) If you already have a completed physician's form from another activity, you may update that in lieu of the form.

i. Please note that a physician form is REQUIRED for participation and MUST include a wet signature. (No electronic signatures will be accepted)

Second Step: Complete the Waiver form via DocuSign

When inputting your team's name, your team's name MUST match exactly how it is on league apps.

- b. If you have already registered on League Apps, you should have received an email from DocuSign to complete your medical forms.
 - i. ***Prior to this process:*** *If you already completed the forms and uploaded them on League Apps, you still need to upload them using the DocuSign system.*
 - c. If you did not receive an email, check your spam folder/junk box. If you use a Microsoft account, check your Microsoft Defender.
 - d. Fill out ALL forms
2. Third Step: Uploading your documents via the DocuSign Form
- a. Before submitting your forms, these 3 items **must** be on or attached to the form,
 - i. Insurance Company name and ID #
 - ii. Immunization Records
 - iii. Physical within 1 year of your tournament with doctor's signature. (See First Step above)
3. Fourth Step: Upload your forms and Hit finish
- a. Your medical forms will be sent to CASV for approval
 - b. If your forms get approved, you will receive a confirmation email.
 - c. If your forms get denied, an email will be sent explaining why.
 - i. (If forms are not approved, you will be able to go back in and revise/resubmit)

PLEASE NOTE: We will begin the review of medical documents, beginning with week 1 and progressing through week 14. If your participation falls in the later weeks, we kindly ask for your patience, as it may take us a bit more time to reach out and assess your documents.

Parents- Below is what you will need to complete your player's registration

- **Digital copy of your players birth certificate (Uploaded to your league apps account)**
- **Health Examination Form. (Will be completed through DocuSign)**
 - **The first page filled out by the parent**
 - **Second Page Filled out by your doctor**
 - **Immunization Records**
 - We will accept a copy of immunization records from your doctor, you do not need to use our form.
 - **Physical Form**
 - We will accept a copy of your physical form from your doctor; you do not need to use our form.
- **Medication Form**
 - If your player takes medication, you **MUST** upload a completed copy of our medication form which MUST include a doctor's wet signature.
 - Parents must notify their coach that their child takes medication.
 - All Medications MUST be checked in at the medical center on the bunkhouse level. Please do this on opening day.
 - Exceptions: Epi-pens, and inhalers; this includes coaches' medication

FAQ

My form looks different, and I have the old CASV form. Is this still accepted?

- Yes, we will accept the 2023 CASV medical form, as well as other physical forms that meet the requirements.
- IF YOU SUBMIT A NON-CASV FORM, IT MUST HAVE ALL THE SAME INFORMATION.

Do you take any exemptions for the required immunizations?

- Immunizations listed on the medical form are required UNLESS we are provided with either a medical exemption, on letterhead from signed by your physician; OR a religious exemption on letterhead signed by your place of worship.

How do I change/edit my profile once I have already created it?

- Please do not reuse the invitation link that your coach sent. If you try to reuse that link to log into the system, League Apps will ask you to re-register.
- Instead, please go to cooperstown.com and click "PLAYER LOGIN" in the upper right-hand corner. From there, sign into your League Apps account, and click the "Edit Registration Settings" button under the "My Player's Activities" section. This will bring you to the page to upload your player's documents.