

# Creating Your Healthy Roster Profile

Please follow these instructions below step by step to complete all the necessary information in your Healthy Roster profile. You will need to use a computer to complete the following information. **DO NOT SUBMIT YOUR MEDICAL HISTORY FORM IN SLATE UNTIL ALL OF THE FOLLOWING IS COMPLETED.**

1. You will receive an email from Healthy Roster inviting you to create your profile. Follow the instructions in the email to log in. If your parent/guardian completes your profile please be sure to get all login information, you will need access to this profile. We suggest that you use your Transy email address, or an email address that you frequently use for Healthy Roster.
2. Once logged in, please be sure to input the following information:
  - a. First Name
  - b. Preferred Name (if applicable)
  - c. Last Name
  - d. Date of Birth
  - e. Athlete Email
  - f. Cell Phone
  - g. Home Phone (if applicable)
  - h. Gender
  - i. Graduation Year (from Transy)
  - j. Athlete Address
  - k. Important Medical Info (if applicable)
    - i. This can include, but not limited to, any prior surgeries, allergies, current medications, etc
  - l. Primary Insurance Company
  - m. Primary Insurance Member ID
  - n. Emergency Contact 1
    - i. First Name
    - ii. Last Name
    - iii. Email
    - iv. Cell Phone
    - v. Home Phone (if applicable)
  - o. Emergency Contact 2 (if applicable)
    - i. First Name
    - ii. Last Name
    - iii. Email
    - iv. Cell Phone

- v. Home Phone (if applicable)
3. Once the above information is completed click the “Save Athlete” button located at the bottom left of the screen.
4. Once your profile has been created you can find it under the “Athletes” Tab located on the left of the screen, or under the “Athletes” Heading on the Home Screen. Click on your name to open your profile.
  - a. Once you have opened your profile, click on the “Documents” tab, then click on the “+ Upload a Document” button.
  - b. Once you have clicked on the button, select “Transylvania University Incoming SA Pre-Participation Exam Form” from the Document Type drop down box. This will populate a detailed student athlete medical history questionnaire at the bottom of the screen.
  - c. Once this form is populated, please complete all information on the form. All information with a red asterisk next to it is required information.
    - i. If you answer yes to any of the questions listed, a box will appear for further explanation. This is required.
  - d. Once all the information and questions are complete, please read the statement at the bottom of the form and sign in the “Athlete Signature” box (and parent/guardian signature if you are under 18 years of age).
  - e. Once the form is complete and signed, click the “Submit” button located at the bottom left of the page.
5. After you have completed all of the above information go back to Slate and submit the Medical History Form.
  - a. Our staff will review and either approve or deny your form. If it is denied you will be notified and asked to complete any missing or incorrect information. Please do so in a timely fashion.
6. Healthy Roster also has a free app for smartphones. You can download the app from your phone’s app store by searching “Healthy Roster”. You can use this app to update any information, receive notifications, as well as to communicate with the Sports Medicine staff.

If you have any questions or issues please contact Nick Reuss, Director of Sports Medicine, via email at [nreuss@transy.edu](mailto:nreuss@transy.edu).