

## PHYSICAL FORM SUBMISSION for SNAP (formerly 8 to 18) Users

Physical forms in their entirety must now be uploaded into an athlete's <https://schools.snap.app/janeaddams> account.

**NOTE: This is not part of your Infinite Campus Parent Portal.**

### Saving a Physical Form

First you must save the form so it can be uploaded as a single multi-page document or PDF file.

Converting a multi-page document is best completed using a printer with scanning capabilities. (The worst way to scan a document is to take pictures of each page. This is not a social media account to which you are posting.)

*(Absent a printer with scanning capabilities, here is a link to instructions if using an iPhone: <https://support.apple.com/en-us/HT210336>*

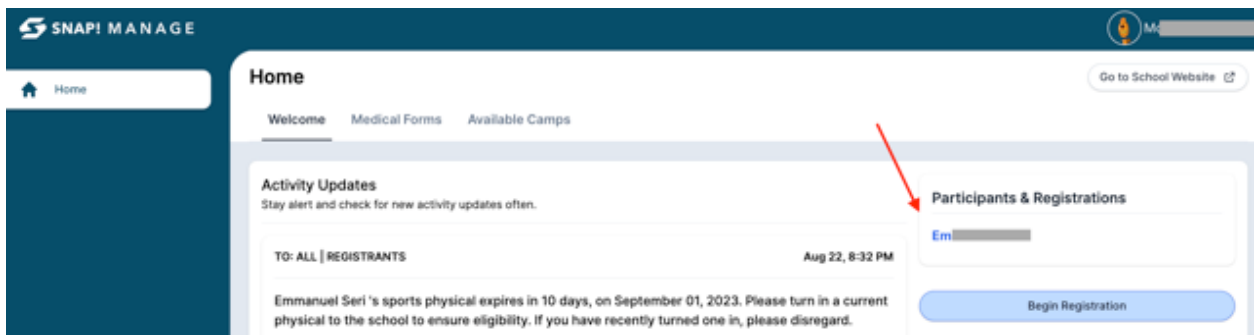
*Or if you own an Android Device, instructions for scanning using that type of device can be found here: <https://www.androidpolice.com/how-to-scan-documents-android/> )*

### How to Upload a Physical Form

To continue, you are now ready to upload a form into your athletes' SNAP account. Instructions for uploading the form into your athletes' SNAP account are below. If you prefer to watch a YouTube video of a neighboring school's instructions, please click [here](#).

## HOW TO UPLOAD A PHYSICAL FORM INTO AN ATHLETE'S 8TO18 ACCOUNT

1. Go to <https://schools.snap.app/janeaddams> and log in
2. Click on your child name listed on the right under "Participants & Registrations"



3. Click on "Edit Participant"

## Home

Welcome Medical Forms Available Camps



Registration Home > Em [redacted]

[redacted]

Edit Participant

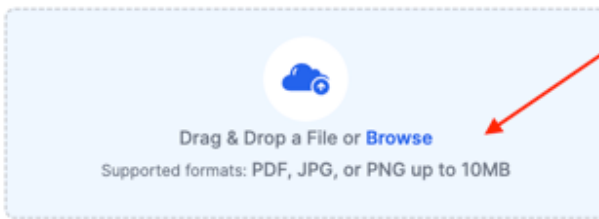
A red arrow points to the 'Edit Participant' button.

4. Go to the bottom of the page and drag and drop or browse to a file to upload the physical

### Upload a Physical Form

This is where you can upload your Participant's Physical Form. If you need to download it, or any other medical forms, you can find them in the Medical Forms tab at the top of the page.

Select a file to upload

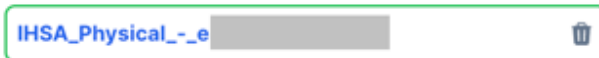


Drag & Drop a File or [Browse](#)

Supported formats: PDF, JPG, or PNG up to 10MB

A red arrow points to the 'Browse' link.

Your File



IHSA\_Physical\_-\_e [redacted] [trash icon]

Cancel

Save

5. Submit and see your file successfully uploaded, listed at the bottom

5. Save

## UNABLE TO COMPLETE THE UPLOAD?

SNAP has a mobile help center as well as an FAQ section. If at any time, you need extra support with our SNAP online athletics program. Use this helpful SNAP Mobile support center link: <https://snap-mobile.zendesk.com/hc/en-us/sections/14080878252443-Registration>

## More Information About Physical Forms & Registration

Forms are valid for 13 months from the date entered on the form by the health care provider.

Families must submit an updated form before the old form expires so that an athlete remains eligible for both practices and competitions. Physical forms are required from the day of tryouts through the end of the postseason. This is an IESA rule that is for the benefit of the athlete.

**Lastly, a reminder to all Jane Addams' users of SNAP: DO NOT CREATE A NEW ACCOUNT for each new school year that your student athlete attends Jane Addams. All of your athlete's information will be lost including date of last physical.**

**Good luck to your student athletes, and Go Mustangs!**

**Jane Addams Athletics**