INSTRUCTIONS FOR FILLING OUT ON-LINE PHYSICAL FORMS:

You will need your doctor's and dentist's contact information such as phone number (required) and address (optional).

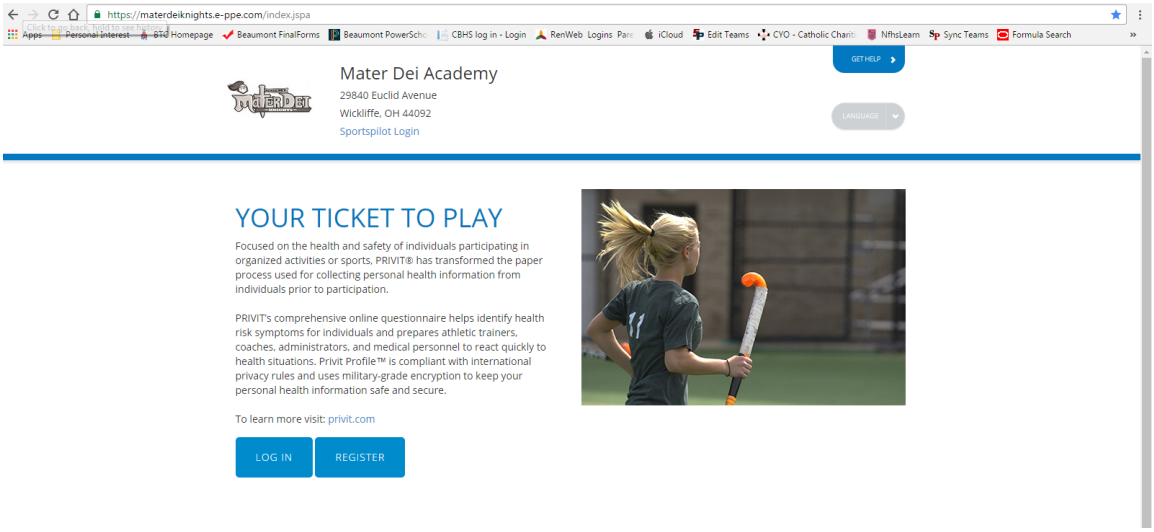
Also have your health insurance card handy as well as you will need to enter the group number, effective date, and policy number for your children.

Click on the link below or copy the following website to your browser:

https://materdeiknights.e-ppe.com/secure/session/login.jspa

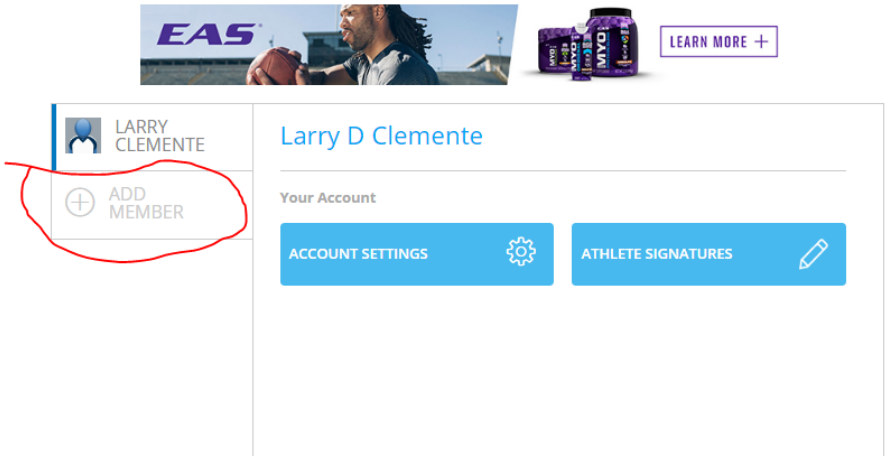
You will be at the login page.

If you don't have an account, click Register and create an account.



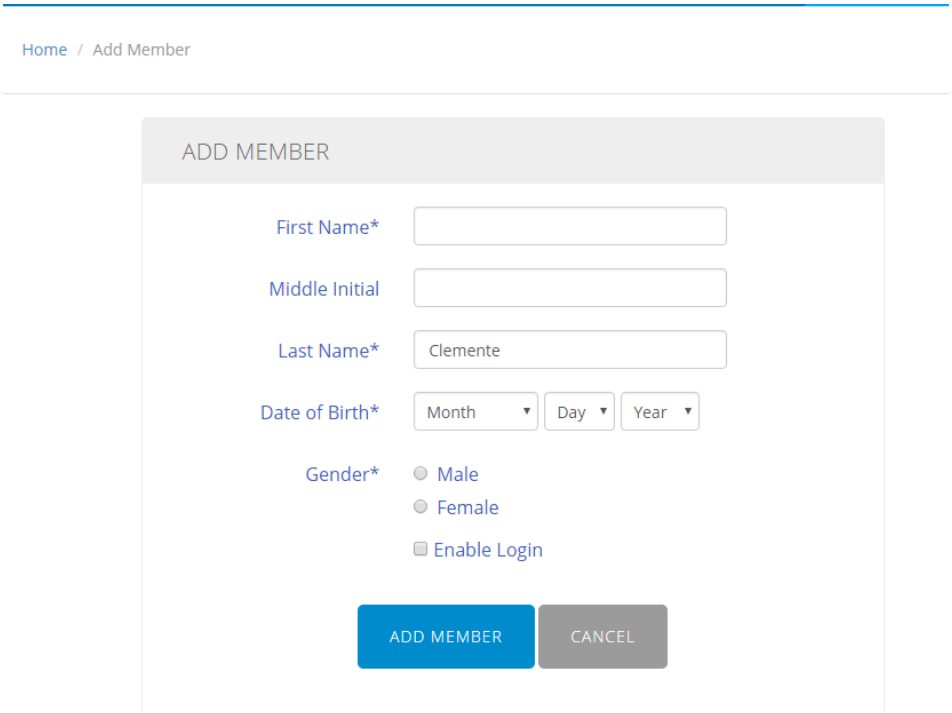
Once you have created an account, this is what your home page will look.

Click on Add Member as shown below:



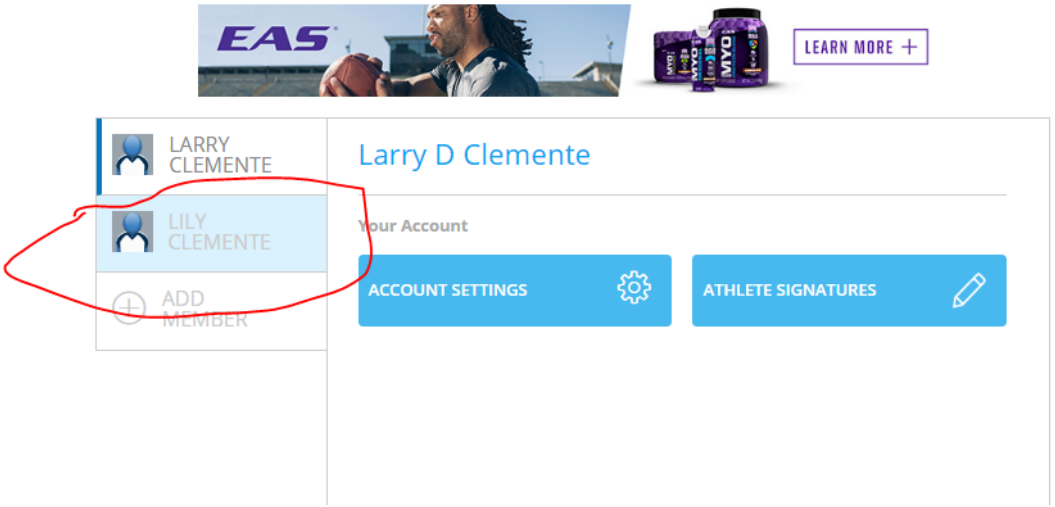
You will be prompted to enter the information below. Create an account for one of your children. Choose "Enable login" if you wish your child to have their own login ID and create an electronic signature. They will have to have their own email address. If this option is not chosen, they can create an electronic signature under your login ID.

Then click on Add Member

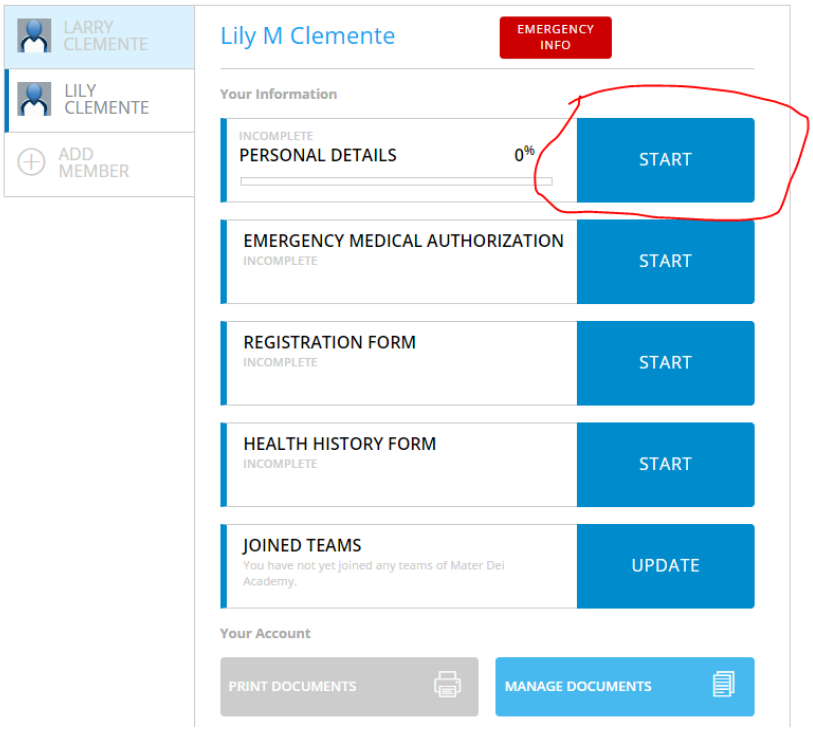


Do not add all of your children at once. There will be an opportunity to copy the data from one child to another, once the first child is added and all of his information is entered.

Click on the name of your child as shown below:

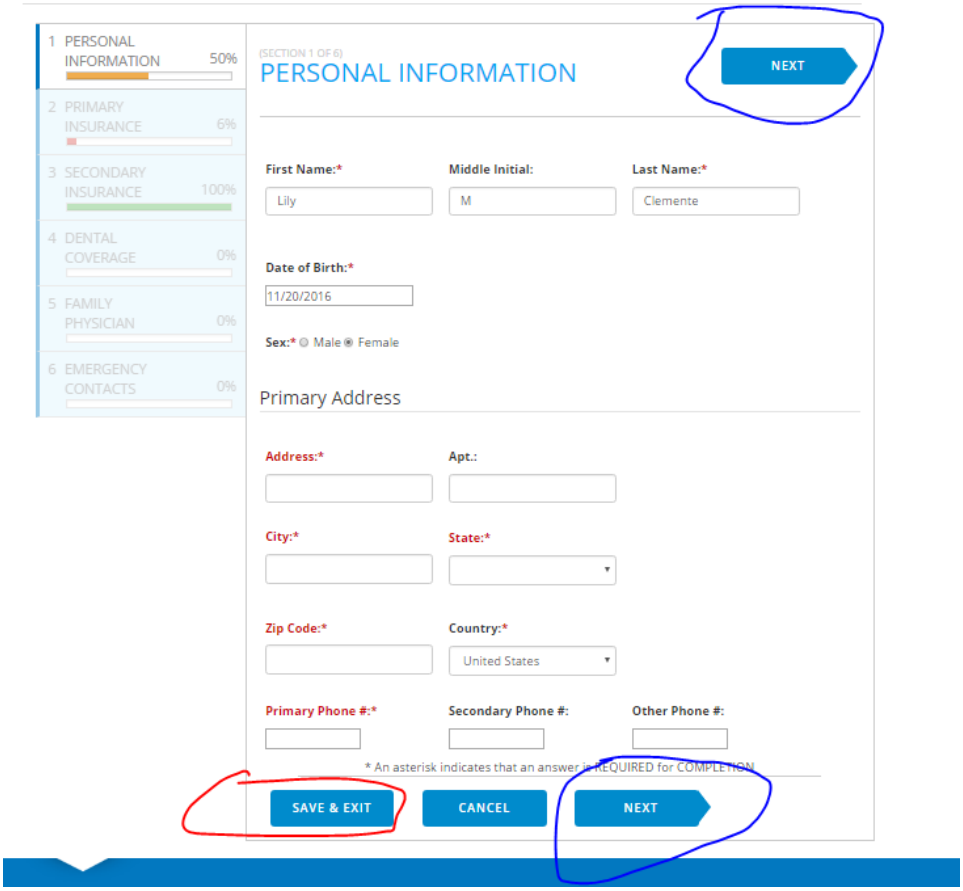


Click on the Start button next to Personal Details as shown below:

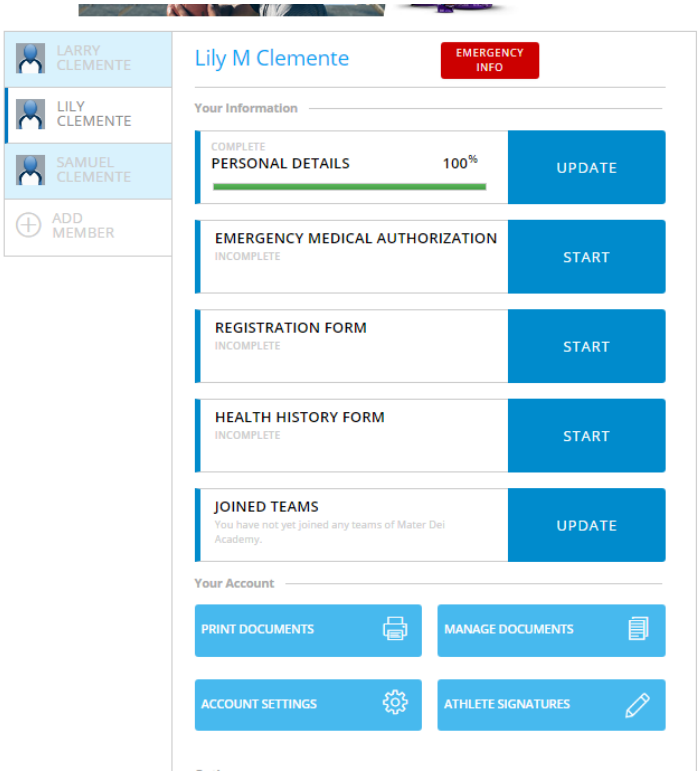


Fill out the fields as shown below:

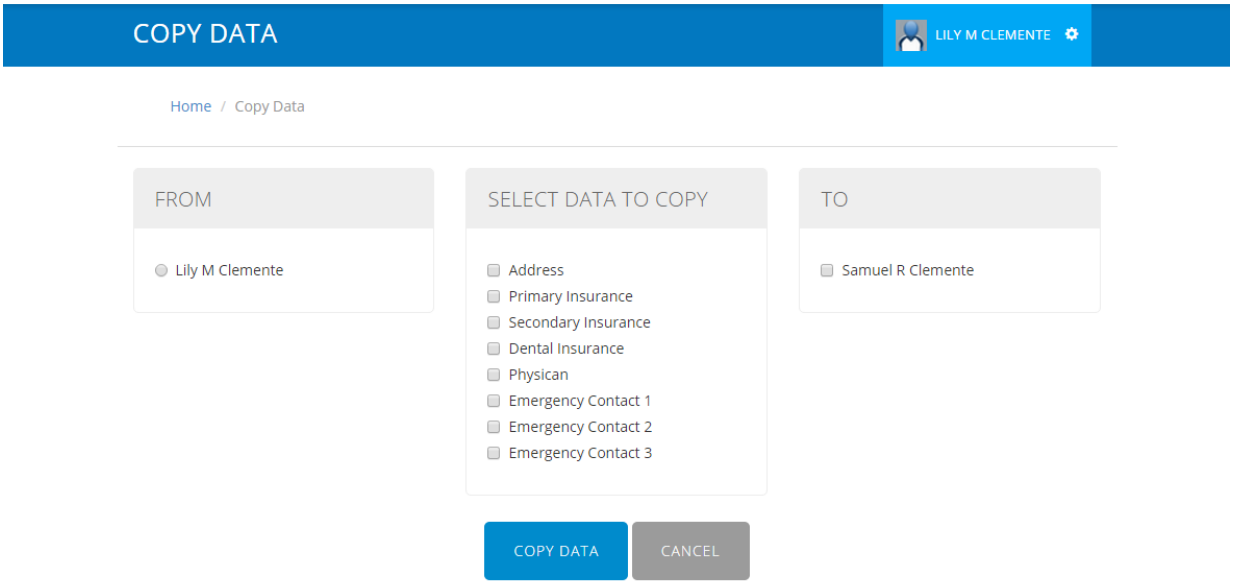
Required fields have an asterix and are identified in red.
Click on Save & Exit to allow you to save your entries. Click on Next when you have filled out all of the fields and want to move onto the next section.



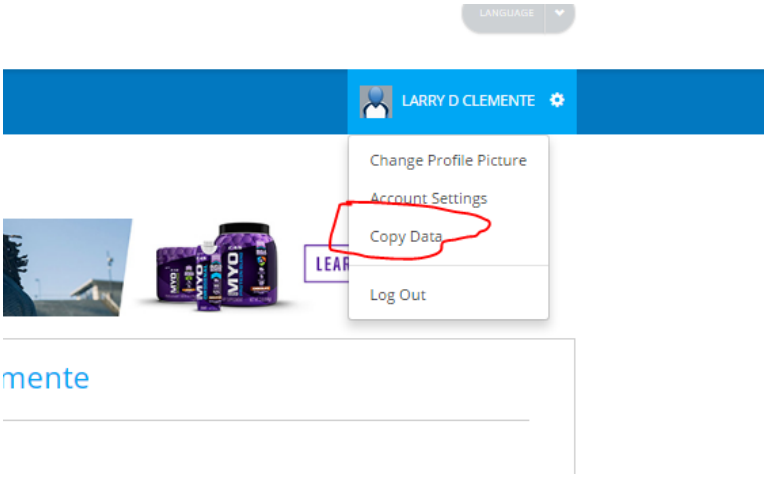
The form will show as below when all of the personal details are completed:



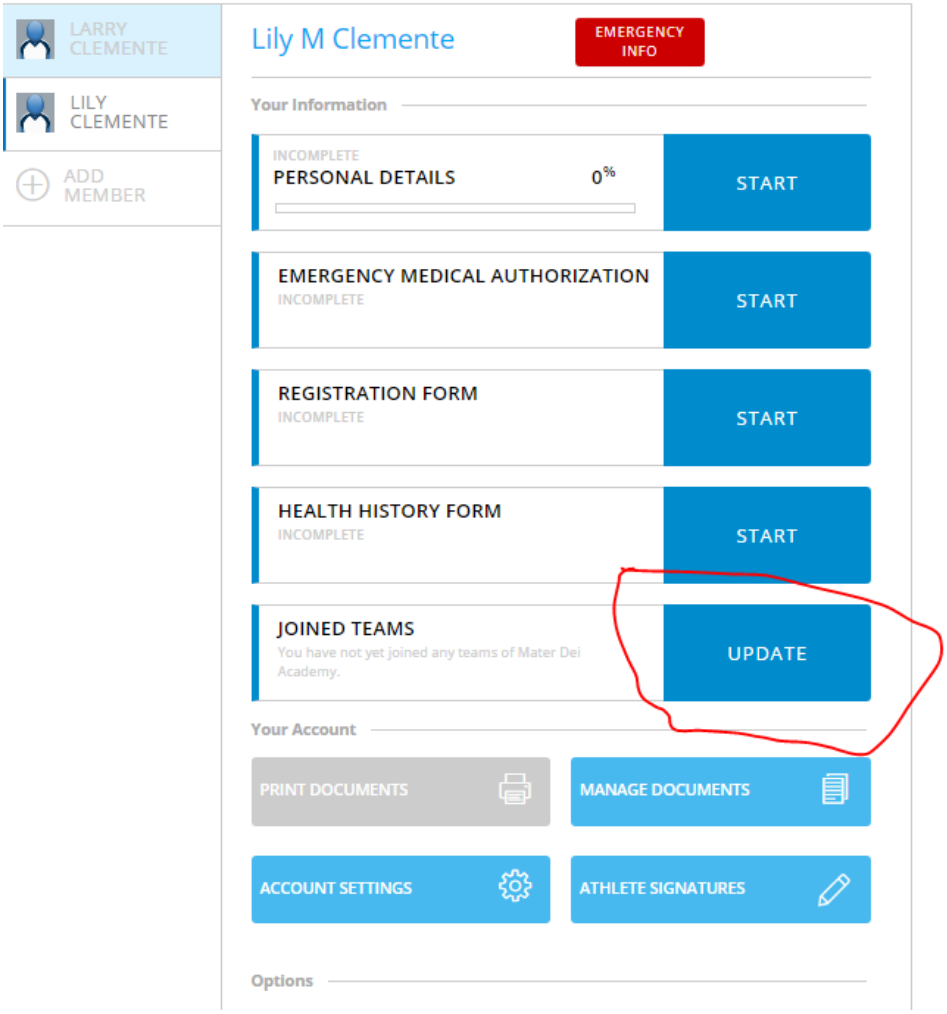
You can then add your other children by clicking on Add Member, entering their name and birthdate. The following window will pop up when you go to save allowing you to copy the data from one child to another.



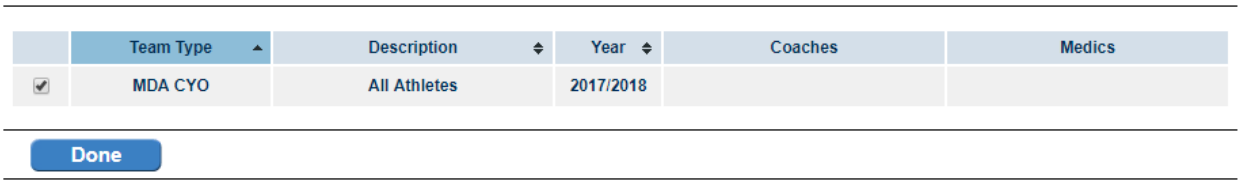
If you don't choose to copy the data, you can do this at a later date by clicking in the upper right hand corner as follows and click on Copy Data.



You will need to ioin a team



Cllick on the square button to the left of your child's team and then click on Done. If you don't see your child's team, please join MDA CYO. Teams may or may not have coaches names listed.

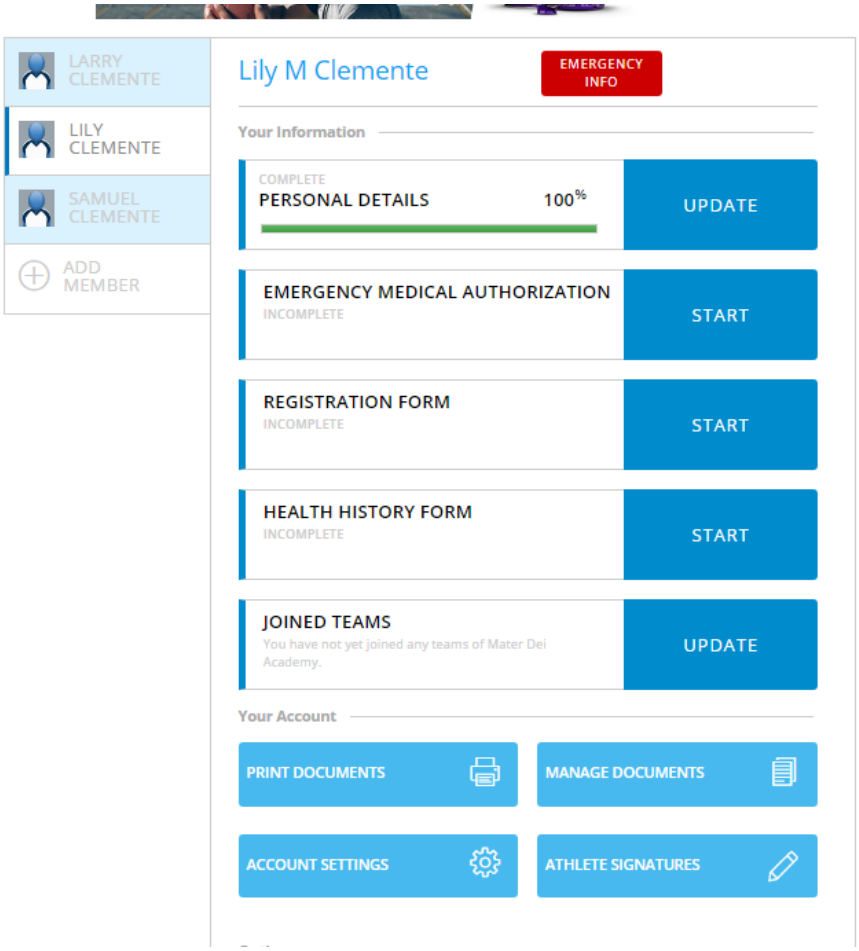


You now need to fill out the remaining forms as follows:

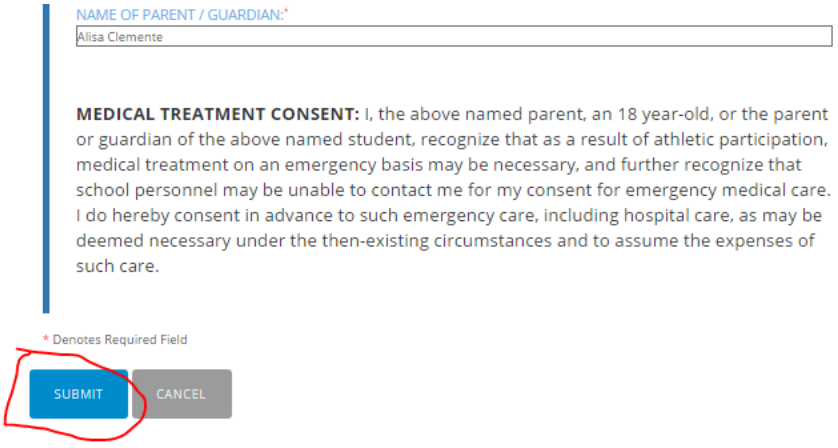
These forms cannot be saved midway so plan to complete each of the forms in one sitting.

Click on START next to each of the remaining buttons and fill out the fields.

Required fields have an asterix and are identified in red.



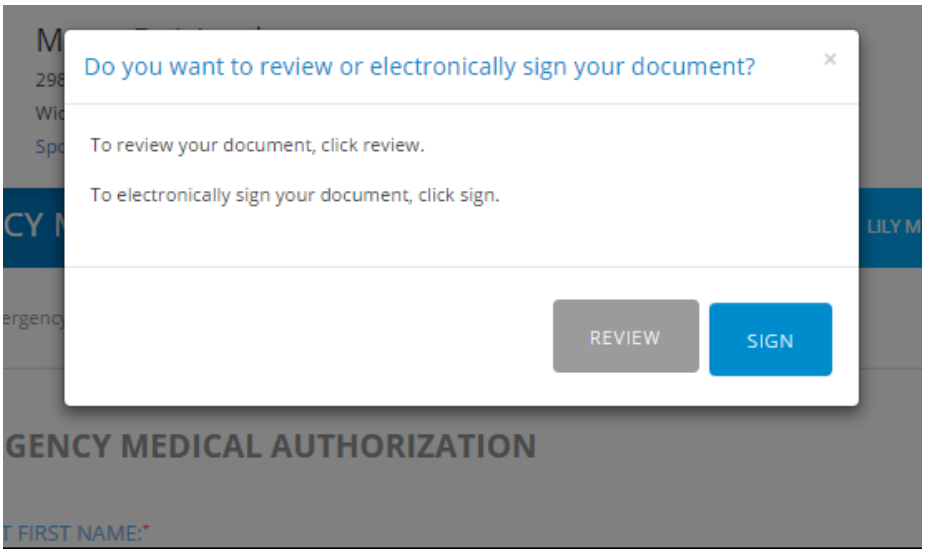
When the fields are filled out, there will be a SUBMIT button at the bottom.



Click on SUBMIT.

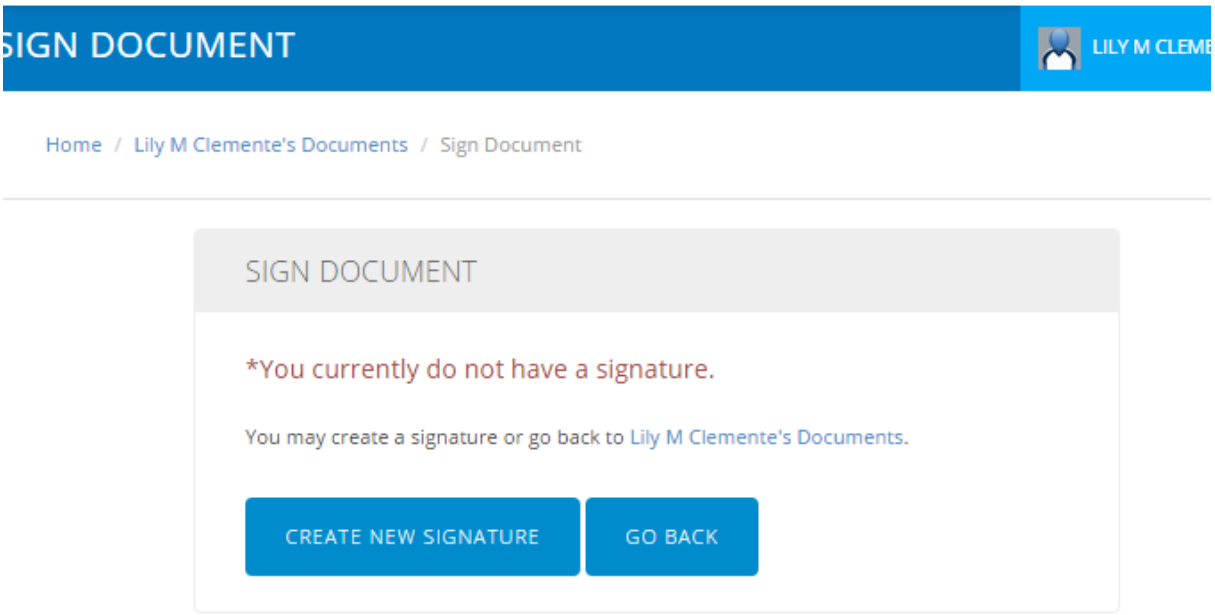
You will be asked to REVIEW or SIGN.

If you choose to review, you can still print out the forms and electronically sign at a later date.



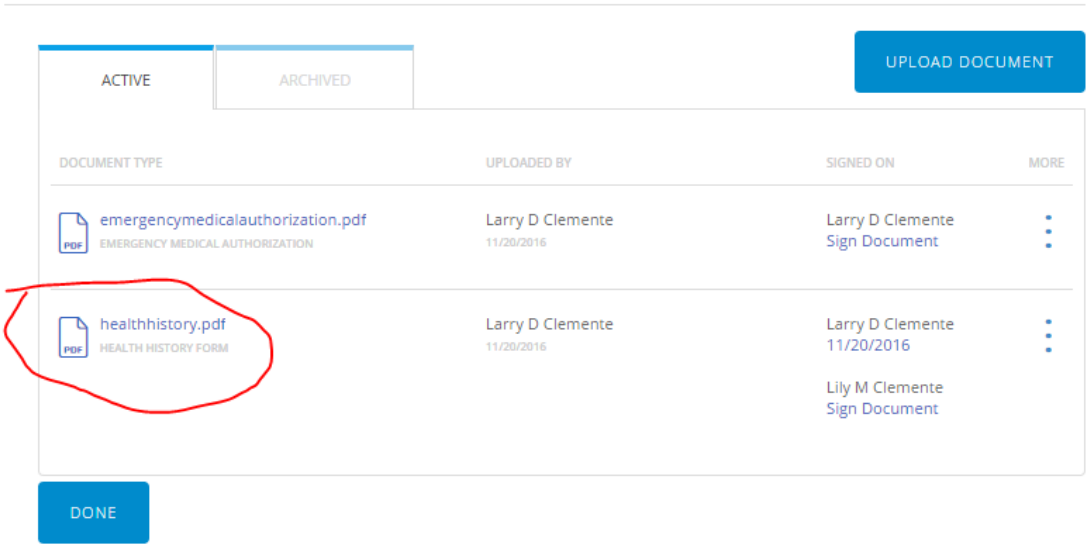
If you choose to sign, the following window will open up. Click on CREATE NEW SIGNATURE.

All documents must eventually be signed by the parent and child to be considered complete.

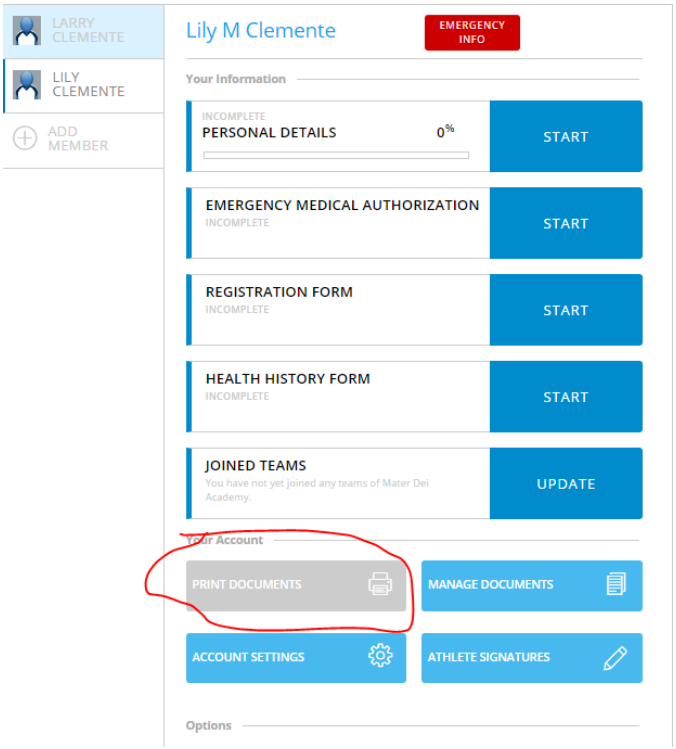


You will be prompted as follows to create an electronic signature. Click on SAVE when completed.

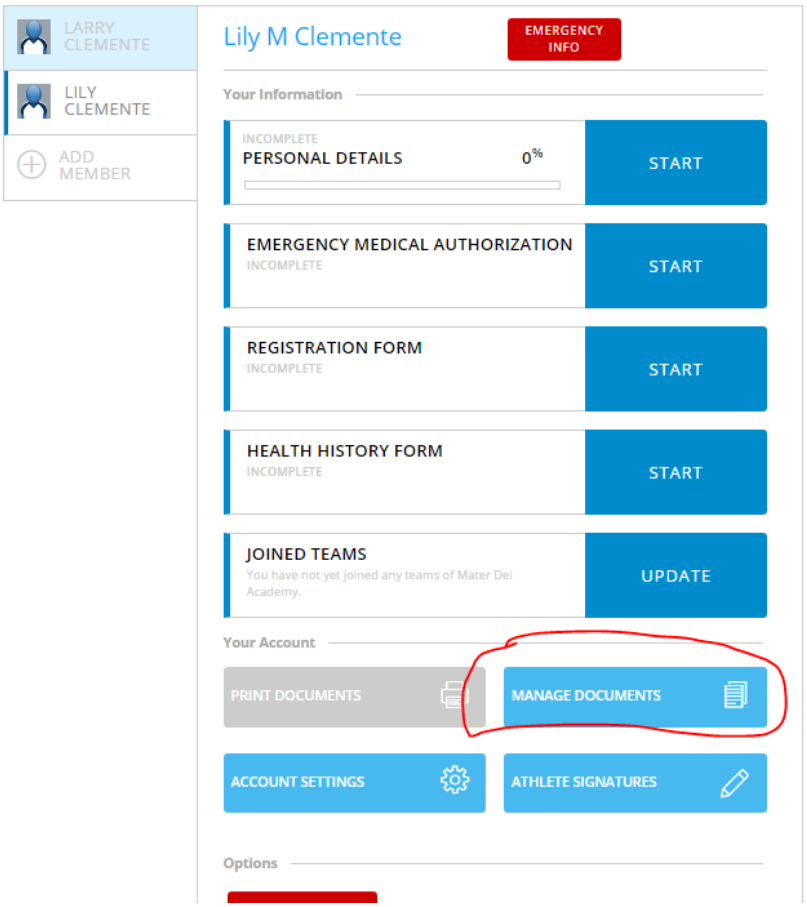
You will then be taken to the following window where you can print out your health history form to take to the physician.

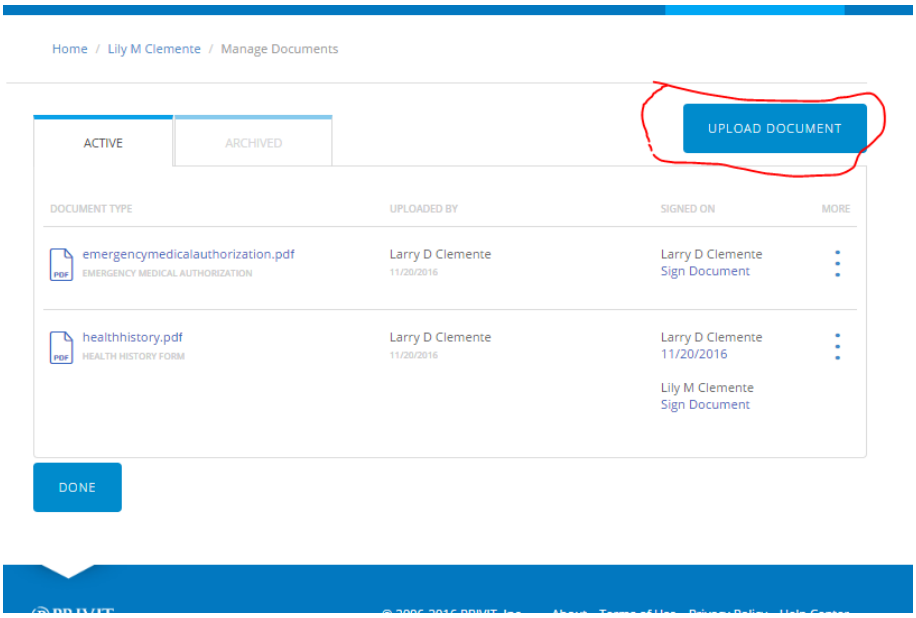


You can always access the documents to print at a later date from the HOME page as follows:



When the health history form has been signed by your physician, you can upload the document either stored on your PC or by taking a picture on your Smartphone.




Home / Lily M Clemente / Manage Documents
ACTIVE
ARCHIVED
UPLOAD DOCUMENT
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MORE
emergencymedicalauthorization.pdf
EMERGENCY MEDICAL AUTHORIZATION
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Larry D Clemente
Sign Document
healthhistory.pdf
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Lily M Clemente
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