

# Form Renewal

A checklist item for you or a participant you manage is due for renewal. This guide will show a Health History & Release Form Renewal, but you can still follow the steps below to renew any form.

NOTE: these photos are from a desktop, mobile may look a little different but the process will remain the same.

1.

When in your Checklist or your participants Checklist you will be able to see the **'Expiration Date'** of a form. Under the **"Action"** column you will see **"Renew Form"**.

Select **"Renew Form"**, you only need to select this button once. There will be a **'Processing your request'** notification while the system creates a new document for you to renew.

Joey Tribbiani's Checklist

View and complete items below to complete role requirements or renewals.

Form Name	Role	Status	Expiration Date	Actions
Athlete Code of Conduct	Athlete	Completed	N/A	View Form
Health History & Release	Athlete	Completed	18-Mar-2026 (Expiring Soon)	Renew Form

Processing your request...

2.

Once the system has processed your request to renew your form, it will take you to the next step. Follow whatever those next steps are for your selected form.

### For the Health History & Release Form:

- Review that all information is the same or make any updates needed. Then **"Save and Continue"**.
- Choose your signature method (if an option) then sign and submit your renewed form.

Once checklist item is signed/submitted select **"Go to My Checklist"**

Please review and confirm your health history responses

Do you have any associated conditions?\*

Name: [ ] Other Description: [ ] Add Condition

Other Conditions: [ ]

Please list all assistive devices and accommodations

Name: [ ] Other Description: [ ] Add Assistive Device

There are no records to display

Save & Continue

Health History & Release Form

To sign the Health History & Release Form from here, you can either e-sign the form, where you'll be redirected to another website to provide your electronic signature—or download the form, sign it manually, and upload the signed copy.

Manual Sign E-Sign Form

Thank you for signing the form

Go Home Go to My Checklist



# Form Renewal

3.

In your Checklist you will now see a **“Renewed”** Status form and a **“Submitted”** status from. At this time there is nothing else that you need to do. If all forms in your checklist read, **“Submitted”**, **“Completed”** or **“Renewed”** you are done.

If any form reads **“Incomplete”** be sure to complete/submit those forms.

Joey Tribbiani's Checklist

View and complete items below to complete role requirements or renewals.

Completed: 2, Incomplete: 0, Expiring Soon: 1

All Items statuses: All, All roles: All, Role Progress: Athlete: 100%

Form Name	Role	Status	Expiration Date	Actions
Athlete Code of Conduct	Athlete	Completed	N/A	View Form
Health History & Release	Athlete	Renewed	N/A	View Form
Health History & Release	Athlete	Submitted	N/A	View Form

4.

Once the form is approved, either by your SO Program staff, or if it is an auto approved from, the **“Submitted”** status will update to **“Complete”** and the **“Renewed”** status will update to **“Expired”** and no longer appear on your checklist.

If needed you can find the renewed/expired form in the **“My Expired Items”** tile.

Now that you or your participants **Checklist** reads all Completed Forms you are a valid participant for your SO Program.

Joey Tribbiani's Checklist

View and complete items below to complete role requirements or renewals.

Completed: 1, Incomplete: 0, Expiring Soon: 0

All Items statuses: All, All roles: All, Role Progress: Athlete: 100%

Form Name	Role	Status	Expiration Date	Actions
Athlete Code of Conduct	Athlete	Completed	N/A	View Form
Health History & Release	Athlete	Completed	11-Mar-2027	Renew Form

**My Expired Items**  
Here, you'll find all your expired forms in one place

**My Checklist**  
Here you can view all your forms that are expired.

Checklist Items	Role	Status	Expiration Date
Health History & Release	Athlete	Expired	11-Mar-2026

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Quick Status Guide:

- Incomplete: have not started the process and needs to be done.
- Submitted: you have done all you can on your end and are waiting for your SO program to review the Forms.
- Renewed: this item has been renewed. Once the submitted form is approved, this document will be expired and found in the 'Expired Items' section.
- Complete: this item has been reviewed and approved for participation.