

Sapphire Community Portal – Athletic Form Instructions

CREATING YOUR SAPPHIRE ACCOUNT:

1. Visit: sapphire.mbgd.org
2. Select Community Portal

The screenshot shows a web browser window with the URL sapphire.mbgd.org. The page features a large blue banner with the text "WELCOME to the Sapphire Suite". Below the banner, there is a description of the software and three navigation options: "Sapphire Suite", "Community Portal", and "SchoolNurse Health System". The "Community Portal" option is circled in red. At the bottom of the page, there is a copyright notice: "Site contents Copyright © 2021 by K12 Systems, Inc. unless otherwise indicated. Product information and the associated logos are trademarks of K12 Systems, Inc. All rights reserved."

3. Click Create a Sapphire Community Portal Account

The screenshot shows the login page for the Sapphire Community Portal. The page has a purple header with the text "SAPPHIRE COMMUNITY PORTAL". Below the header, there is a login form with fields for "Username" and "Password", and a "Login" button. A yellow message box says "You have been logged out!". Below the login form, there are links for "Forgot your password?" and "Create a Sapphire Community Portal account". The "Create a Sapphire Community Portal account" link is circled in red. Below this, there is a "New Student Registration" section with a "Register a new student" button.

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4. Select Continue

SAPPHIRE COMMUNITY PORTAL

M
TRADITION
PRIDE
EXCELLENCE

Mechanicsburg Area School District

Account Application for
Mechanicsburg Area School District

You are applying for a Sapphire Community Portal account at the following district.

Mechanicsburg Area School District

If this is correct press the continue button to proceed to the next step.

Continue

< GO BACK

5. Read the Portal User Agreement, click the checkbox and hit continue

Sapphire Community Portal User Agreement

****Your computer must meet or exceed the minimum following requirements.**

- System Requirements:
 - a. Internet Connection-56k modem speed or greater
 - b. Browser: Chrome, Internet Explorer 5.5+(PC Only), Firefox or Safari with 128 bit encryption
 - c. A monitor with at least 800X600 resolution
- Security Features of the Community Web Portal
 - a. If you leave the Community Web Portal Web Browser open and inactive for a period of time you will be automatically logged off.
 - b. When you are ready to end your Community Web Portal session make sure you click the "Log Off" button.
- District Contact Information:
 - a. For portal support you may send an E-mail to: sapphireportal@mbgsd.org
Please include your name, your user id, your telephone number and a brief description of the problem in your e-mail request for help.

Your Community Web Portal User Account will be set up as soon as we receive your electronically signed Community Web Portal Registration.

You will receive an email when your Community Web Portal User Account is ready for use. Be sure to check your spam filter if necessary.

I have read and agree to the above policies

Continue

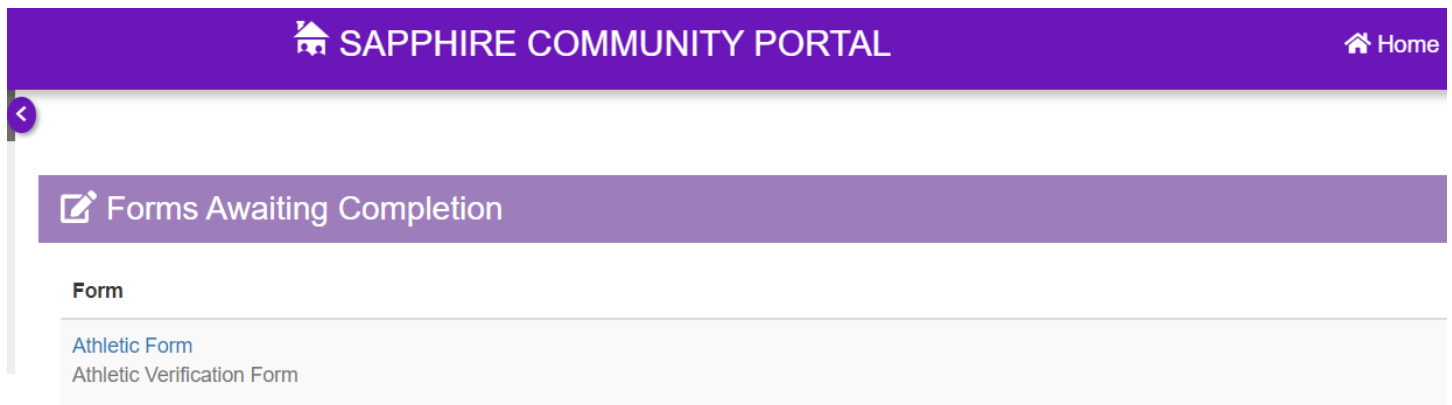
< GO BACK

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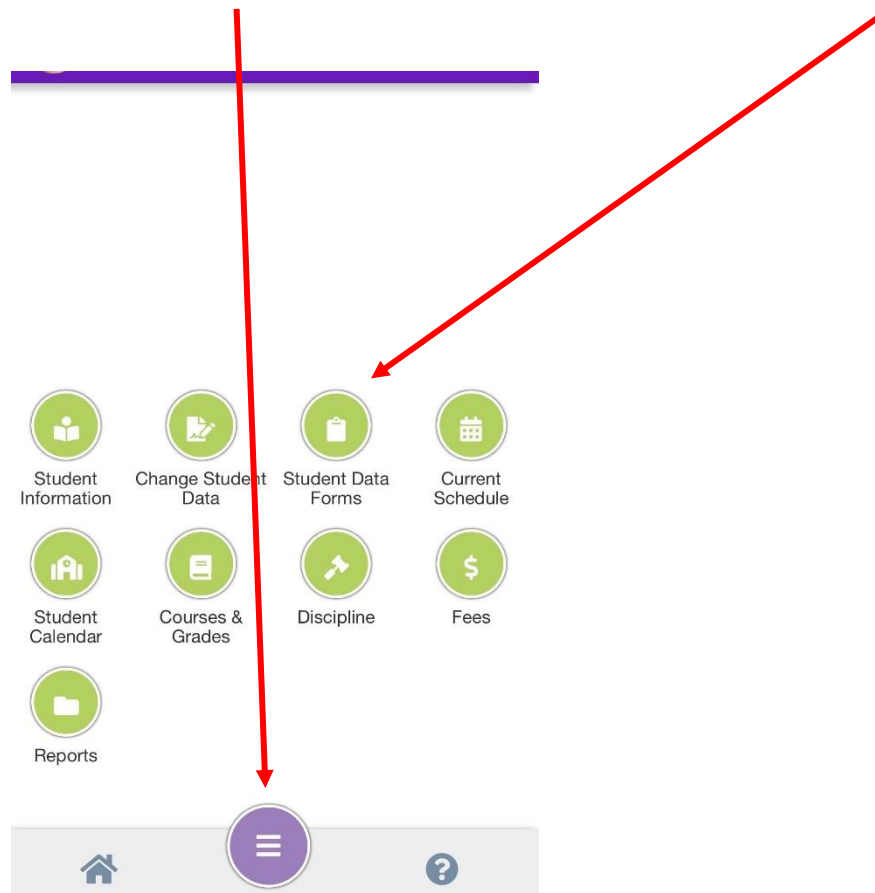
6. Complete the Family Contact information and the Children Information sections. Create login information, select security questions and hit continue.
7. Your information will be submitted to the district for review. Once approved, you will receive a confirmation email.

FINDING THE ATHLETIC FORMS:

1. Once you've logged into your portal account, find your student's profile. The Athletic and Athletic Recertification Forms are available on the landing page*. **Forms may be unavailable if you have previously submitted your forms. Once submitted, edits are no longer able to be made.*



2. You can also access the forms by selecting "Student Data Forms" from the menu on the left. If you are accessing the forms through a cell phone, select the "hamburger" from the bottom of the screen and select "Student Data Forms".



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3. Complete all of the fields in the form.
4. Upload your COMPLETED Physical to the form.
 - a. **Picture to PDF for iPhone:**
 - i. Open photos. Select the image you want to convert.
 - ii. Tap Share (the box with an arrow through it on the bottom left of the screen)
 - iii. Choose Print from the Share Screen
 - iv. Using two fingers on the photo preview, pinch outwards to save the photo as a PDF (a message flashed that the image was now saved as a PDF)
 - v. Email the image/PDF to yourself and then you should be able to upload it.
 - b. **Picture to PDF for Android:**
 - i. Find and launch Google Photos app on your Android device. Grant it the permission to access your media files if prompted. Find and open the image file you want to convert in the Photos app.
 - ii. Tap on the MENU icon (three dots) at the top right corner to bring up the action menu with options to delete the current photo, use it in other apps, print it out to papers, etc.
 - iii. Choose PRINT to open the printer settings and preview screen.
 - iv. Click ALL PRINTERS to expand the drop-down menu.
 - v. Instead of selecting an available printer, choose **Save as PDF**.
 - vi. Tap on the PDF button to choose a folder on your mobile phone, give the PDF file a new name and save it.
5. Please read all of the guidelines and codes and place an X to confirm you've reviewed the guidelines.
6. Hit Submit. Please do not hit submit until you have uploaded your completed physical. The form is not accessible after you've submitted the information.