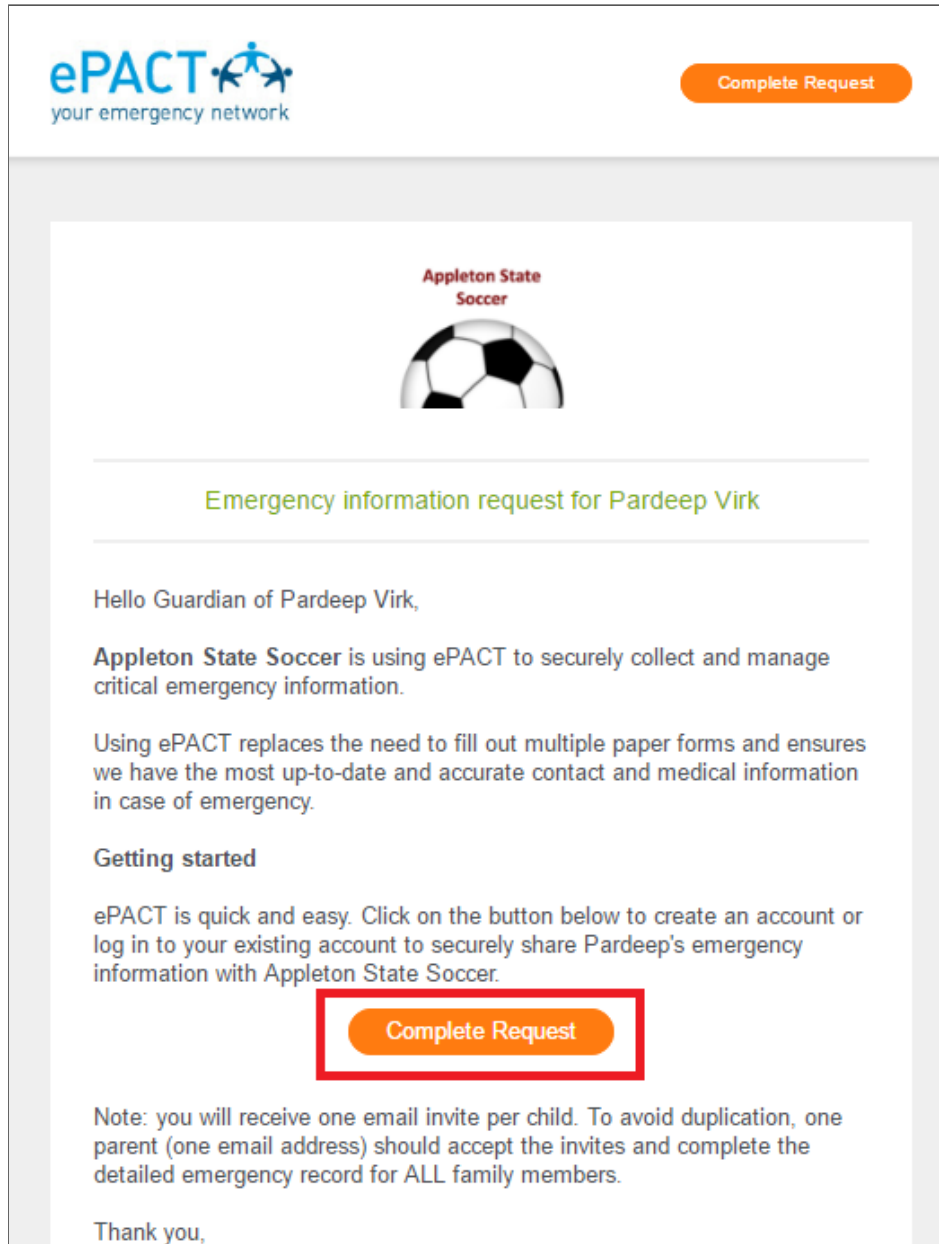


# I received an Emergency Information Request email, what do I do now?

Modified on: Thu, 14 Nov, 2019 at 9:51 AM

Your organization will send you an email requesting this information.




The screenshot shows an email interface. At the top left is the ePACT logo with the tagline "your emergency network". At the top right is an orange button labeled "Complete Request". The main content area features the "Appleton State Soccer" logo, which includes a soccer ball. Below the logo is a green heading: "Emergency information request for Pardeep Virk". The body of the email starts with "Hello Guardian of Pardeep Virk," followed by a paragraph explaining that Appleton State Soccer is using ePACT to collect emergency information. It then states that ePACT replaces paper forms and ensures up-to-date information. A section titled "Getting started" explains that users should click a button to create an account or log in. This button, labeled "Complete Request", is highlighted with a red rectangular border. A note at the bottom states that one email invite per child should be accepted by one parent for all family members. The email ends with "Thank you,".

1. This email contains an orange **Complete Request** button that you must click to connect with your organization. If you didn't receive an email and it's not in your junk box or spam mail, please contact your organization to confirm your email address, and they'll send you another request.

**If you don't have an account, please create one.**

**If you already have an ePACT account, please log in.** *(If your email has changed, please log into your ePACT account using your old email address. You can then change your email address*

ePACT  Log In Sign Up

### Hello Legal Guardian of Pardeep Virk,

Appleton State Soccer is requesting emergency information for Pardeep Virk.

To accept this request, log in or create an account.

Do you already have an account? [Log in](#)

### Sign Up

Your First Name :\*

Your Last Name :\*

Email :\*

Create Password :\*

Minimum 10 characters  
At least ONE of the following: a special character (e.g. @, #, \$, %), or a capital letter, or a number

Confirm New Password :\*

I accept the [Terms of Use & Privacy Policy](#) \*

Please send me emergency preparedness information, tips and resources.



Note: These are separate from the communications you'll receive from organizations and emergency contacts you connect with through ePACT.

PRIVACY NOTICE:  
The personal information collected in support of ePACT's emergency record and support network is subject to the applicable jurisdictional private or public sector privacy legislation. The personal information provided by users and clients will be used to facilitate emergency communications, and to provide authorized individuals and organizations with access to pertinent health information to reduce health risks and help end users to receive more timely and effective assistance in the event of an emergency. Please note that the following features of the ePACT system (our help desk ticketing system, email, text and voice messaging systems), require limited user data to pass through, or be stored temporarily on servers in the United States. This data may include: email address, telephone numbers, and any information that you provide to us via our 'Help' feature. All other data is stored and backed up in Canada. For more information regarding the collection and use of your personal information please contact ePACT's Privacy Officer at 267 West Esplanade, Unit 105, North Vancouver, BC V7M 1A5 Tel: 1 604 210-5088 or email at [privacy@epactnetwork.com](mailto:privacy@epactnetwork.com).

[What is ePACT](#) [Privacy](#) [Security](#) [Terms of Use](#) [Code of Conduct](#)

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**2. If you have an existing account, please log in.** The system will match your existing record for your child to the name on the invite. If the right child is not selected, click **No**, **select a different dependent** or **Start a new record**.

ePACT  My Requests Help  Harbinder

### Hello Legal Guardian of Pardeep Virk,

Appleton State Soccer is requesting emergency information for Pardeep Virk.

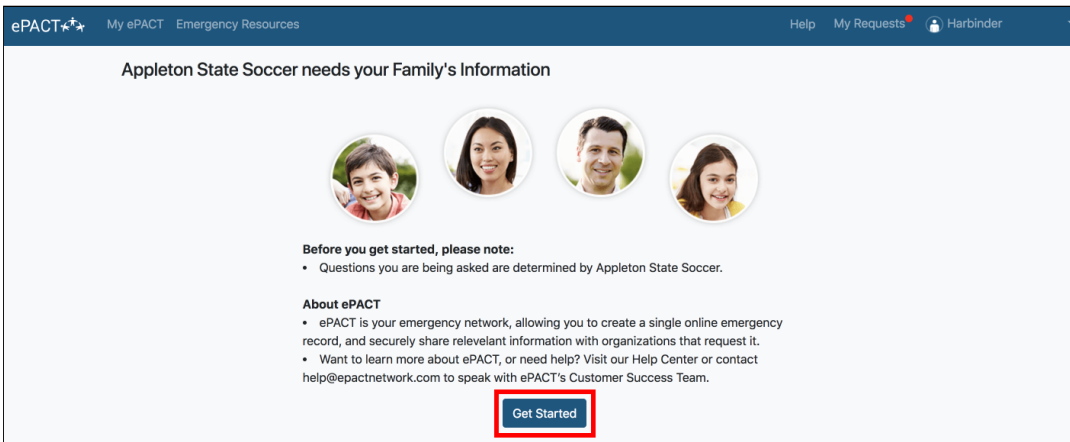
**From your account, we selected:**



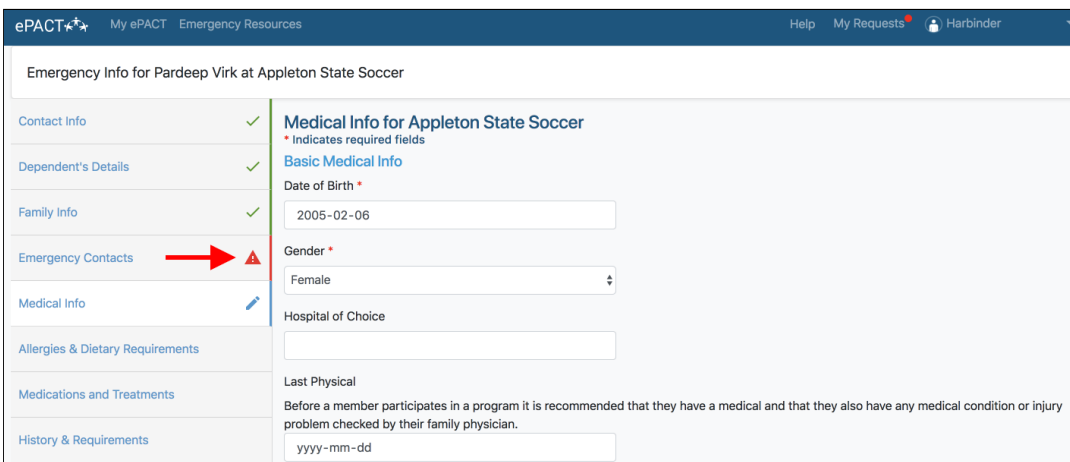
Pardeep Virk

**Is this correct?**

3. Click Get Started to continue to the form.



4. You'll then be prompted to enter all required information through a series of steps. If you already completed this in a previous year, or for another organization, the information will auto-fill and you will only need to add or update any new information. **If you missed a required field in a step, you will see a red sign indicating that the step is incomplete. You will need to go back to the step to enter the missing information.** Completed steps are indicated with a green checkmark.



5. Once you have completed all of the steps, you will be asked to sign any waivers and share the record. If you are required to initial and sign waivers, please make sure you complete each one. Don't forget to click the **Share** button, the last step of the online form. **This is how your organization will be able to access your family's information.**

Emergency Info for Pardeep Virk at Appleton State Soccer

Contact Info	✓	<p><b>Last Step!</b></p> <p>Please enter <b>your initials</b> to agree to all waivers below</p> <p>I have discussed with my child and we both agree to the abide by the Participant Code of Conduct. *</p> <p>Initial here <input type="text" value="HV"/></p> <p>I understand that it is my responsibility to keep program management advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician if deemed necessary. I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child. I also authorize release of information to appropriate people(coach, physician) as deemed necessary.*</p> <p>Initial here <input type="text" value="HV"/></p> <p>I agree to provide up to date health insurance information to to attach a copy of out insurance card to this form. (Click here for instructions) *</p> <p>Initial here <input type="text" value="HV"/></p> <p>Please enter your name below. *</p> <p>By entering your name you are supplying a legally binding signature; it confirms that all information provided to Appleton State Soccer via ePACT is correct to the best of your knowledge, and you confirm each of the waivers, consents and other permissions as provided by you to Appleton State Soccer using ePACT. It is your responsibility to keep this information up-to-date. **</p> <p><input type="text" value="Harbinder Virk"/></p> <p><b>Share with Appleton State Soccer</b></p>
Dependent's Details	✓	
Family Info	✓	
Emergency Contacts	✓	
Medical Info	✓	
Allergies & Dietary Requirements	✓	
Medications and Treatments	✓	
History & Requirements	✓	
Shared Files	✓	
Consents & Other Questions	✓	
Complete info	✎	

6. You will be taken to the next page indicating that you have successfully shared the record.

ePACT My ePACT Emergency Resources My Requests Help Harbinder

You have successfully shared your information

Now you can: [Verify phone number](#)

Questions about ePACT?

**What is ePACT?**

ePACT is your single emergency record. Learn about how ePACT works and how it keeps your family safe.

[Watch video](#)

**Privacy & Security**

The privacy and security of our users' data is ePACT's top priority. Learn how ePACT keeps your data safe!

[View Details](#)

**Refer ePACT**

Never fill out a paper form again! Refer ePACT to your schools, sports clubs, community groups and employers.

[View Details](#)

You will also be sent an email confirmation notifying you that you have completed the record. **If you do not receive this email or did not see the "You have successfully shared your information" screen**, then please log in and click the orange button to see what information is still outstanding.