



UNIVERSITY ATHLETIC CLEARANCE INSTRUCTIONS



- **1. Visit** www.athleticclearance.com
- **2. Review** the tutorial video for a quick instructional guide.
- **3. Create an account.** Click the “register” link to start an account. Provide a valid email address & password.

Note: it's important that you include a valid email address because email verification is required prior to registration.

If you already have an account, you do not need to create another one. Just login and click on the button that says “Start Clearance Here.”

Start Clearance Here!

- **4.** Once you create an account you will receive a code (via email or on screen.) Enter this code to continue the process.
If the email is not in your inbox, make sure you check your junk or spam folder. After you click on the link, you will be able to start the clearance process.
- **5.** Now **LOGIN** at www.athleticclearance.com using the username & password you created via instructions above.
- **6. SELECT** the “Start Clearance Here” button (upper left corner) to get started.
- **7. SELECT** the year 2017-2018, University (CIF-SS), and also your **first season sport**.

Note: Multiple Sport Athletes: Please select your first season sport. At the end of the process you will have the option to select additional sports that you might be participating in. Please only select the sports you are planning on trying out for. You can always add additional sports during the year.

- **8. Section #1: Student information**
 - a. **COMPLETE** all required fields.
 - b. **Student ID:** not required
 - c. **Insurance:** All Athletes are required to have insurance. (If you would like to obtain insurance, please contact the athletics office for a list of resources.)

Note: you need to upload your physical form into our database during this process. You will need to scan/take a picture of your physical and then upload it from your own PC.

*****Physicals must be dated AFTER May 1, 2017 to be accepted for the 2017-2018 school year*****

- **9. Section #2: Medical History.** **COMPLETE** all required fields.
- **10. Section #3: Parent/Guardian information.** **COMPLETE** all required fields.
- **11. Step #4: Signatures.**
 - A. Parent/Guardian Signature:** Parent should read and sign all forms
 - B. Student Signature:** Student should read and sign all forms
 - C. Click Submit**
- **12.** A “Confirmation” page will generate that you **must print out and sign**, verifying each form you have given consent to. Your Athlete must bring this form to the Athletic office to receive his/her athletic ID Card.

Uploading your Physical after creating an account:

1. Login to www.athleticclearance.com
2. In the “Student Info” column, click the yellow pencil.
3. Scroll to the bottom of the page – where it says: “Upload Physical Form” and click the Browse button.
4. Find your physical form from where you saved it on your computer, click “open”
5. Click “save” button