

UNIVERSITY ATHLETIC CLEARANCE INSTRUCTIONS

First Time Users:

1. Go to www.athleticclearance.com
2. Watch the tutorial video BEFORE creating your account
3. Click on the “register” link. Fill in your first and last name, email address and choose a password. You only need one account per family, siblings should use the same account. Your information will be saved from year to year.
4. Enter the numbers in the box provided to verify your account – click submit
5. Click on the “New Clearance” button to start a clearance
6. Select the Year: 2016-2017, School: University (CIF-SS), Sport: Select your sport from the drop down menu. **PLEASE ONLY SELECT ONE SPORT.** Once you are cleared for one sport, you are cleared for the entire year. - Click Submit.
7. Fill in all required information. At the bottom of this page, you will need to upload your completed Physical Form. **You must have a physical on file to be cleared. Physicals must be completed after May 1, 2016 to be accepted for the 2016-2017 School Year.**
8. Once all information has been inputted, click “Save”
9. Fill out the Medical History (Step# 2) – Add additional details in the box provided for “yes” answers
10. Fill out the Parent/Guardian Info (Step# 3) – You may check “N/A” if the father or mother does not apply. Also add an additional emergency contact.
11. Step# 4: Signature Forms. This step is broken up into two sections (parent) and (student). The parent/guardian is to read the forms on the right side of the screen and electronically sign them by typing their name on the left side of the screen. The student should do the same for the forms listed under the “student” section.
12. After you have completed this step, a confirmation letter will generate – Print and Sign this page. *****Your student must bring the signed confirmation page to the athletic office to receive his/her Athletic ID Card.*****

Uploading your Physical After you have created an account:

- Log in to your www.athleticclearance.com account
- In the “Student Info” Column, click the yellow pencil
- Scroll to the bottom of the page – Where it says “Upload Physical Form” - click the “Browse” button.
- Find your Physical form from where you saved it on your computer, click “Open”
- Click “Save” button