



UNIVERSITY ATHLETIC CLEARANCE INSTRUCTIONS



1. Visit www.athleticclearance.com
2. **Create an account.** Click the “register” button to start an account. Use **PARENTS** email address and password.
 - *If you already have an account, you do not need to create another one. One account per family.*
3. Once logged in, SELECT the “Start Clearance Here” button (upper left corner) to get started.
4. **SELECT** year, school and sport. Choose **University (CIF-SS)** for the school.
 - **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.
5. **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.)
 - d. Upload Physical: 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

6. **Section #2:** Medical History. Complete all required fields.
7. **Section #3:** Parent/Guardian information. Complete all required fields.
8. **Step #4:** Signatures.
 - A. **Parent/Guardian Signatures:** Parent should read and “sign” all forms by typing in FULL NAME in box – not just initials
 - B. **Student Signatures:** Student should read and “sign” all forms by typing in FULL NAME in box – not just initials
 - C. Click Submit
9. A “**Confirmation**” page will generate that you must print out and sign. 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