

# Online Clearance. Easy as 1 – 2 – 3 ...

(Please carefully read and follow the instructions below)

1. **VISIT** [www.athleticclearance.com](http://www.athleticclearance.com)
2. **REVIEW** the tutorial video for quick reference and 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 use a valid email address and remember your password. You will need it to login to update or edit current profiles or complete new clearances in the future.

4. Once you have created an account an activation code will be provided to activate your account. Please enter the code and press submit to activate your account.
5. **NOW SELECT** the “New Clearance” button (upper left hand corner) to get started.
6. **COMPLETE** all of the required fields for each section; student information, medical history, parent/ guardian information and Athletic Participation information, both parent and student athlete signatures are required.

***Please upload or turn in a copy of your health insurance ID for verification***

## 7. **-PHYSICAL FORM-**

When completing the online clearance process, you will need to scan & upload your completed physical (note this is a 2 step process). The uploaded physical will be attached to your son or daughter's profile for review.

*If you are unable to upload a copy of the physical please turn it in to the athletic trainer*

8. **PRESS** submit and you have now completed the entire registration process.
9. All of this data will be electronically filed with your school's athletic department for review. An email will be sent to you upon approval of your students forms

## **-SESSION EXPIRATION-**

If you are using a public computer or leave your browser session open, make sure you

(a.) Save all of your work and (b.) log out to protect your information. The athletic clearance system will automatically log you out of the system, if your session is idle.

## **-OTHER SPORTS-**

If you are playing more than one sport you will have to add additional clearances. However once you have completed your registration, you can reload all of your data without having to enter it again, thus saving time. At this time please register for one sport per season not for all of the sports you want to play. Please check which sports are offered each season. (Change of sport can be made at a later date once you have made the team)

## **-LINK-**

[www.athleticclearance.com](http://www.athleticclearance.com)