



SAN JUAN HILLS HIGH SCHOOL

2016-17 ATHLETIC CLEARANCE CHECKLIST



- 1. Visit www.athleticclearance.com
- 2. **Review** the tutorial video for a quick reference 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 click on the button that says “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 the instructions above.

- 6. **SELECT** the “New Clearance” button (upper left corner) to get started.

- 7. **SELECT** the year **2016-2017**, San Juan Hills High School, and also your **first season sport**.

*Note: **Multiple Sport Athletes:** Please select your first season sport. At the start of every new sport season, you will need to log in again and complete the clearance for that particular sport.*

- 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 can upload your physical form and insurance card into our database during this process. You will need to scan/take picture of each document and then upload it from your own PC.

- 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:** Initial all forms
 - b. **Student Signature:** Initial all forms
 - c. Click **SUBMIT**

- 12. Once your athlete has been cleared, you will receive an email that you must print out and sign, verifying each form you have given consent to. **Please return the signed consent form to your coach.**

-Multiple Sport Athletes: Once you complete registration, you can reload all of your data without having to enter it again, thus saving time for multiple sport athletes.

-Transfer Students: The CIF-SS section requires special forms when a student is transferring from one school to another. Make sure you are adhering to all of the eligibility and transfer rules. The online athletic clearance process may not be the only forms you are required to complete. Contact the Athletic Director for transfer related questions.