

SAN CLEMENTE HIGH SCHOOL



2016-17 ONLINE ATHLETIC CLEARANCE INSTRUCTIONS



- 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.*
- 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 CLEMENTE HIGH SCHOOL**, and also your **first season 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.)*
- 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. **You will receive an email confirmation** that you must print out and sign, verifying you have given your consent to each form. **Please return the signed consent form, physical form and copy of insurance card** to the SCHS Athletics Office to receive your athletic clearance for the 2016-17 school year.

*Attn: **Multiple Sport Athletes** will need to re-login at the beginning of each season of sport to complete the clearance for that particular sport.*

RETURN SIGNED CONSENT FORM, PHYSICAL FORM AND COPY OF INSURANCE CARD TO SCHS ATHLETIC OFFICE TO RECEIVE FINAL ATHLETIC CLEARANCE FOR 2016-17 SCHOOL YEAR (PRIOR TO SUMMER IF PRACTICE/TRYOUTS)