

# UNIVERSITY ATHLETIC CLEARANCE INSTRUCTIONS

## Must be completed each year

1. Visit [www.athleticclearance.com](http://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 **2019-2020** for the year. Choose **University (CIF-SS)** for the school.

- **Note:** At the end of the process you will have the option to select additional sports. Sign up for all sports that student is participating in. Student must have “Cleared” status for each sport they are participating in.

### 5. Section #1: Student information

- Complete all required fields.
- Student ID: not required
- Insurance: All Athletes are required to have insurance. (If you need to obtain insurance, please contact the athletics office for a list of resources.)
- Upload Physical: You will need to scan/take a picture of your physical and then upload it from your own PC. Click “Save” to move on.

\*\*\*Physicals must be dated **AFTER** May 1, 2019 to be accepted for the 2019-2020 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.

- Parent/Guardian Signatures:** Parent should read and “sign” all forms by typing FULL NAME in box – do not just initial
- Student Signatures:** Student should read and “sign” all forms by typing FULL NAME in box – do not just initial
- Click Submit

9. A “**Confirmation**” page will generate that you must print out and sign. Bring this page to the Uni Athletic Office to complete the process. Student **MUST** have “Cleared” status on **www.athleticclearance.com** prior to any participation in summer camp, try-outs or practices. You can check the status of your child’s athletic clearance by logging in to your account at **www.athleticclearance.com**. It must show “Cleared” for the 2019-2020 school year.

### Uploading your Physical after creating an account:

- Login to [www.athleticclearance.com](http://www.athleticclearance.com)
- In the “Physicals” column, click the yellow pencil.
- Where it says: “Upload Physical Form,” click the “Choose File” button
- Find your physical form from where you saved it on your computer, click “open”
- Click “save” button