

# Online Athletic Clearance Registration Procedure



## Creating a new Athletic Clearance in 5 easy steps!

Step 1: Go to [AthleticClearance.com](https://AthleticClearance.com).

Step 2: Select "For Students and Parents" from the top of the page.

Step 3: Select California from the state options and select current year.

### Login

Remember me

[Forgot your password?](#)

[Create an Account](#)

Step 4: Click "Create an Account". Complete all fields, making sure to use a valid Parent/Guardian email address and password and select your user type.

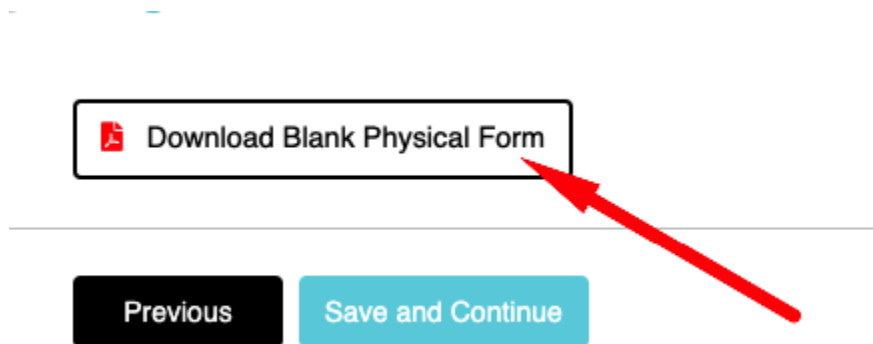
### Register

I am a Student     I am a Parent     I am a School Admin

Step 5: Verify your email via the email sent to the address listed during account registration.

## Downloading a Blank Physical Form

The Physical Form can be found in the Medical section of the Athletic Clearance process. (The Student Information and Parent/Guardian Information pages must be completed before the physical form can be accessed.) The Physical can be found at the bottom of the Medical page. Click on "Download Blank Physical Form" to download the attached file.



The Physical will also be available on the Files upload page. Click "Download File" to access the school's attached document.

### Files

You must complete all required upload slots before you will be able to move to the bottom of the page to confirm that you have fulfilled all of your requirements.

CIF-SS Pre-Participation Physical \* [\(Download File\)](#)



\*Please note that all preceding sections will need to be completed before this section can be accessed.

## Uploading Files

To add a file, click the blue "+" icon under the specific upload slot.

### Files

You must complete all required upload slots before you reach the bottom of the page to confirm that you have fulfilled all requirements.

CIF-SS Pre-Participation Physical \* ([Download File](#))



Proof of Insurance ([Download File](#)) ([Link](#))



To add a new file, click "Browse" (#1) and select the file from your device. To add a file that has previously been attached to a clearance, click "Choose Existing File" (#2). You will then be able to scroll through the log of documents previously attached. Check the box for the item to be uploaded and click "Upload".

Proof of Insurance ([Download File](#)) ([Link](#))

#1 #2

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Once all required documents, as denoted by red asterisks (\*), have been uploaded, click "Save & Continue" to complete the upload process and submit your clearance to your school for review.

## Completing Electronic Signature Agreements

To sign a form, click in the text field "Student signature here" or "Parent signature here" below each section. Proceed to type out either the student or parent's name in the blank text field. To review the information of each agreement, scroll through the text field above the Signature box.

The image shows a PDF document titled "Code of Ethics - Athletes" from the CIF Southern Section. The document includes the CIF Southern Section logo and address: "10932 Pine Street, Los Alamitos, California 90720". Below the logo, it states "Code of Ethics - Athletes" and "DO NOT SEND TO CIF SOUTHERN SECTION". A note says "A copy of this form must be kept on file in the athletic director's office at the local high school." and another note says "Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-". At the bottom, there are two signature fields: "Student signature here" and "Parent signature here", both marked as "Required \*". Two red arrows point from the parent signature field to the student signature field, indicating a relationship or comparison between the two.

The typed signatures need to be an exact match of the names entered on the Student and Parent Info sections in order to be considered valid. These fields are also case sensitive, so please keep this in mind. If the signatures do not match, users will receive a message showing them what the correct signature needs to be in order to be considered valid. Users should be able to copy and paste the name found in the error message to complete the signature section!

Your signature must be an exact match to the information that was entered on the Student Information Page (Luke Skywalker).

### CIF-SS Code of Ethics

☰ pVM3UDEfHT01aruTIGfIEfZ8rQ2Cithr


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A copy of this 1  
Athletics is an integra

Required \*

## Multiple Sport Athletes

Multi-sport athletes must complete clearances for each sport they are planning on participating in. Multiple sports can be selected at the beginning of the clearance process. Click Add New Sport to populate a new dropdown menu that will list the sports offered by the school.

School \* 

Monache x

Address

960 N Newcomb Porterville, California

Year \*

2022-23

Sport \* (If you are a multiple sport athlete click "Add New Sport")


Football (11 man)

Sport \*

Baseball

[Add New Sport](#) | [Remove Sport](#)

Next



\*Users who decide to add new clearances/sports after completing an initial clearance must contact their school's athletic department to have the information copied over to any additional sports.

# Adding Multiple Students

Multiple athletes' clearance information can be housed and managed from the same Athletic Clearance account.

Each student will need their information to be typed in the first time a clearance is completed for them. To create a clearance for the second athlete, log in to an existing Athletic Clearance account and click "Start Clearance Here". On the Student Information page, SKIP the Choose Existing Student dropdown and type in all of the required fields with the new athlete's information. Each time after that the additional student will also be available from the Choose Existing Student Dropdown.


The image shows a web form titled "Choose Existing Student". At the top, there is a dropdown menu with "Select" and "Dalton Davenport" as options. A red arrow labeled "Student #1" points to "Dalton Davenport". Below this are several input fields: "First Name" with "Luke", "Last Name" with "Skywalker", "Grade" with "10", "Is the Student Covered by Insurance?" with "Yes", "Insurance Company" with "1", and "Insurance #" with "1". A red arrow labeled "Student #2" points to the "Last Name" field.







<b>Choose Existing Student</b>	
✓ Select	
Dalton Davenport	
<b>First Name *</b>	<b>Is the Student Covered by Insurance? *</b>
Luke	Yes
<b>Last Name *</b>	<b>Insurance Company *</b>
Skywalker	1
<b>Grade *</b>	<b>Insurance # *</b>
10	1



## Updating Information on an Existing Clearance

Most sections of the Athletic Clearance Registration can be updated after it has been submitted. Click on the bubble for the corresponding section that needs to be updated. Delete the information in the respective fields and enter the new, correct information.

BYE 

Year	Sports	Status	Student	Submitted by	Student	Parent/Guardian	Medical	Additional Questions	Signatures	Files	Confirmation
2022-23	Baseball	Denied	Dalton Davenport	Dalton Davenport							

Two red arrows point to the 'Student' and 'Files' bubbles in the progress bar.

For multiple sections the editing process will be different.

**Signature Section:** Once completed, the signature section cannot be updated. A School Administrator must access the information and reset ALL signatures. This will require the user to complete both the Student and Parent Signature sections again.

**Files:** Once the status of a clearance has been updated to Cleared, files can no longer be deleted (contact the school's athletic department to have documents removed). Users can click the Browse button to locate their updated files on their device and attach it to the clearance. Once all documents have been attached to the clearance, click Save & Continue to set the clearances status to Pending. (Clearances with a status of Pending, Physical Expired or Expiring Soon won't be set back to Pending).

## My School is not Available

Only schools with activated clearances will show as options to begin registration. If a school is not available, clearances have not been activated. Please contact the school's athletic office for a timeline as to when the school/specific sports will be activated.

Behnoush Aghili, Athletic Liaison:

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(925) 552-2881

Andy Popper, Athletic Director

[apopper@srvusd.net](mailto:apopper@srvusd.net)

## Clearance has been Submitted. Why am I not Cleared?

Clearances that are still showing as "In Progress" need to have all of the required fields completed. Users will need to click Save & Continue on each page until the Confirmation Message is reached. A status of "Pending" means that your school has not yet reviewed your athlete's clearance.

The school's Athletic Administrators and/or Athletic Trainers will review the information that is submitted before they clear a student for participation. The student will not automatically be cleared after the information has been filled out. Please contact the school's athletic department with any questions regarding the status of one's clearance.

**TIP FOR ATHLETES:** The physician's physical is valid for one calendar year. Time your annual physical to ensure participation throughout the school year. Hard copy forms are no longer required.