

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

1. **VISIT** [www.athleticclearance.com](http://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 have to **VERIFY** your account by reviewing your email and clicking on the link.

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](http://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. **COMPLETE** any required fields for student information, educational history, medical history and consent.
8. **PRESS** submit and you have now completed the entire registration process.
9. All of this data will be electronically filed with your school athletic department for review. An email will be sent to you upon approval of your students forms.

## **-PHYSICALS-**

When completing the online clearance process, you may **scan & upload** your completed physical or **download & print**.

- If you upload a physical, it will be attached to your son or daughter's profile for review.
- If you download a physical, you can still complete the clearance process, but you will need to remember to walk-in your documents to your school athletic department.

## **-TRANSFER STUDENTS-**

Each CIF 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.

## **-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 expire and log you out of the system, if your session is idle.

## **-OTHER SPORTS-**

Once you complete registration, you can reload all of your data without having to enter it again, thus saving time.