

NORTHWOOD ATHLETICS CLEARANCE INSTRUCTIONS

Step-by-Step Instructions:

- Open your web browser and type/click on <https://www.athleticclearance.com/>
Watch the tutorial video, which can help you along the way.
- Next, create an account. Click on “register” to start an account and provide a valid email address and password. It’s important that you include a valid email address because you will have to verify your email address before you can begin any clearance.
- Once you create an account you will verify your account by checking your email and clicking on the link (provided in your email). If the email doesn’t show up in your inbox, check your junk or spam folders.
- After you click on the link (contained in your email), you will be able to start the clearance process by logging in.
- Log in with your User Name and Password.
 - a) Click on the “New Clearance” or “Start Clearance Here”.
 - b) From there, enter in information for your student. Under “education history”, if you choose “other”, then you might need to fill out additional paperwork if your student has transferred from another school.
 - c) The physical form must be filled-out by the physician who is conducting the physical. Physical forms are valid for 1 full year from the date of the exam. (Example: doctors’ physical exam performed on May 22, 2017, expires on May 22, 2018.)
 - d) A blank [physical form](#) can be printed from the NHS website under Athletics
 - e) Once completed, scan the physical form and upload it to your clearance account in the “Uploads” section
 - f) You must also upload a copy of your proof of medical insurance card; attach it in the “Uploads” section where it says “Proof of Insurance”
 - g) If you do not have a scanner, you may simply take a picture of the form with your phone
 - h) Email or save it to your computer and upload the documents that way.
- The next step is filling out the medical history section by answering “yes” or “no” to the conditions that apply. If “yes”, you may be prompted to provide additional explanations.
- Step 3 is filling out the parent or guardian information. The emergency contact information must be someone other than a parent.
- Step 4 is the Signature Form(s) where you, as the parent/guardian, will need to read the form(s) (located on the right side of the screen) and type in your name on the line requesting an online signature indicating that you have read, understood, and will adhere to the corresponding text. You may also download a copy of the forms via the link below the text. The first half of the section is for a parent name and the last half is for a student name; enter each name as prompted and **DO NOT USE AUTO-FILL**. Make sure that you go over them with your student present and have him/her sign their section as well.
- Step 5 – Select all additional sports that the athlete is interested in and/or participating in. **PRINT OUT** the confirmation/signature page. Parent/Guardian signs, student signs and upload a picture of the signed confirmation to the “Uploads” section where it says “Confirmation Message”.
- Step 6 – Print & sign the [COVID waiver form](#) and upload a picture of the signed waiver to the “Uploads” section where it says “COVID Waiver”
- You are NOT CLEARED to participate until all of the above steps are completed and verified by the school and you receive an email indicating the student athlete is cleared.