

## **NORTHWOOD RETURNING ATHLETES**

**\*\*You DO NOT need to create a NEW athletic clearance account\*\***

- Log into your existing athletic clearance account at [www.athleticclearance.com](http://www.athleticclearance.com)
- Click on "START CLEARANCE HERE"
- Select Year from the drop down menu, example: 2020-2021
- Select School: Northwood from drop down menu
- Select Sport from the drop down menu
- Click "Submit"
- Select Student: Your name will appear in the drop down menu
- Your student information will auto-populate
- Go through your entire account to update or edit any information that has changed from the previous year. There are many items that are assumed to change within a year's time, so be sure to enter all requested information.
- Upload a current physical if your previous physical has expired. (Physical forms are only good for one full year from the date of the initial doctors' exam.) If you need to know when your physical expires, please reach out to the NHS Athletics Secretary.
- Complete all online signatures for both parent and student. 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.
- Be sure that all documents have been uploaded to the "Uploads" section. Click on the pencil icon and upload all the required documents: [physical form](#), picture of your medical insurance card, any additional forms, the signed confirmation message, and [COVID waiver form](#).
- 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.