

Athletic Clearance Instructions New Student-Athletes



Step	Directions	Screenshot
1.	Visit <u>www.athleticclearance.com</u> and click on "CA"	 If a data is detected anance.com
2.	If this is your first athlete at Northwood, click on "Create an Account". If you are a returning parent, log in to your existing account and skip ahead to Step 6.	For Students & Parents For School Admins For Coaches Home Schedule Management Association Software Athletic Clearances Coaches Clearances About Us
3.	Provide the following information to create an account. Be sure to provide a valid email address and password because you will have to verify your email address before you can begin any clearance. Once you click the bubble for either being a student or a parent, click "Register".	For Students & Parents For Students & Parents For Coaches 2 Noted Managements Association Software Athetic Clearance Coaches Clearance About Us Register First Name First Name Email First Name Email Forstword Mobile Select State Iam a Student Iam a Student Register
4.	Once you create an account y on the link provided in your em	ou will verify your account by checking your email and clicking nail. If the email doesn't show up in your inbox, check your junk or spam folders.

5.	After you click on the link contained in your email, you will be able to start the clearance process. Go to <u>www.athleticclearance.com</u> and log in to your account with your email (username) and password.		
6.	Click "Start Clearance Here" in the upper right corner	Concernances Concernances Inbox Help My Account Athletic Clearances Coaches Clearances Inbox Help My Account My Student/Athlete Clearances Inbox Help My Account Filter Search Year Status All Search All Clearances Purchase History	
7.	Under "School" start typing "Northwood High School". Once Northwood appears, click on it. The address should auto-fill.	Clearances Notx Help My Account Clearance - Setup Clearance Count School * @ North X North x North x North x North x North x North North North North North North North North North Hollywood High School North Hollywood High School North Hollywood High School	
8.	Click the school year. Then add the sport that your student plans to participate in. If your student plans to participate in multiple sports, click "Add New Sport" and continue to add the sports that your student will participate in. Once completed, click "Next."	School * Northwood High School Address 4515 Portola Pkwy Irvine, California 9262 Year * Year * Sport * (If you are a multiple sport athlete click "Add New Sport") Soccer, Girls Sport * Track & Field, Girls Add New Sport I Remove Sport	

			chool Sport d High School Soccer, Girls; Track & Field, Girls
		Student Parent/Guardian Medical Additione	al Questions Signatures Files Confirmation
9.	Enter in the information about your student. Once the information is completed, choose "Save and Continue".	Choose Existing Student Select First Name * Choose Existing Student Exist Name * Choose Existing Student # Choose Existen #	Is the Student Covered by Insurance?* Select Primary Physician/Family Doctor * N/A Physician Phone # Physician Phone # Preferred Hospital Please enter the preffered hospital you would like your student to be transported to in the case of an emergency. The field is required; it cannot be left blank. If none, enter "Nearest Hospital".
10.	Next you will complete the parent/legal guardian information. If only one parent/guardian, then click the orange swiper next to "Parent/Guardian #2" to turn it off. Please note that the emergency contact information must be someone other than a parent. Once completed, click "Save and Continue".		
11.	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. At the bottom of this page you can download a <u>blank physical form</u> that must be completed by a healthcare provider if you do not already have one. Click "Save and Continue".		
12.		nal questions. The shirt size ma ar for their athletes. Please answ "Save and Continue".	

13.	Next is the signatures section. In this section both the parent/guardian and the student will need to read the form(s) provided and type in their name on the line requesting an online signature indicating that you have read, understood, and will adhere to the corresponding text. Your signature is case sensitive and must be an exact match to the information that was entered on the Student and Parent Information Page (first and last name) or you will not be able to continue past this page. Once you have completed the signatures, click "Save and Continue".	<complex-block><complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block></complex-block>
15.	The physical form must be filled-out and stamped by the healthcare provider who is conducting the physical. Physical forms are valid for 1 full year from the date of the exam. Once completed, scan the physical form. Click the box with the cloud to upload your completed physical under "Physical Form". If you need to add more than one file, you can click the box again to add another file once one is	Files Please upload the required forms for the following 3 forms need to be uploaded to their account: Up-to-date and completed physical form by a healthcare provider Photo of medical insurance card Signed confirmation page Please note that physicals expire 1 year from the date signed by the healthcare provider. Physical Form * (Download File) Drop file here or click to upload Proof of Insurance *
	Under "Proof of Insurance" you must upload a photo of your medical insurance card. All student-athletes need to have proof of insurance in order to be cleared for athletics. Then click "Submit Completed Application".	Choose Existing file Confirmation Page Confirmation Page Choose Existing file Choose Existing file

16.	The confirmation page w appear. At the bottom of t confirmation message, cl "Print". Sign this form, sca and save it to your compu- then click "Back to Clearances". Once on th screen below, click "Files Click the box under "Confirmation Page" to upload the signed confirmation page. Clicl "Submit Completed Application" then "Back" Clearances". And you ar done!	All Clearances All Clearances All Clearances Vear Sports Status Student Submitted by Sor. Soc.er, Pending Sierra Sierra Girls Wang Wang Track & Pending Sierra Sierra Field, Girls Wang Wang Wang Wang Wang Wang Wang Wang Wang	Purchase History		
You are NOT CLEARED to participate in Northwood Athletics until all of the above steps are completed and verified by the school and you receive an email indicating that your student-athlete is cleared. If you have any questions or concerns please email the Co-Athletics Directors or the NHS Athletics Secretary.					
	Sierra Wang	Co-Athletics Director	SierraWang@iusd.org		
	Erik Terry	Co-Athletics Director	ErikTerry@iusd.org		
[Carlie Chaulsett-Utley	Athletics Secretary	CarlieChaulsettUtley@iusd.org		