

# ATHLETIC CLEARANCE

*Quick steps for parents/students using the online athletic clearance process.*

**Prepared for:**

Athletic Directors  
Athletic Assistants  
Parents/Students

**Prepared by:**

Home Campus

Updated: June 2, 2021

Questions? Use the yellow Help option in the bottom right of the screen and submit a ticket.

# Online Athletic Clearance

1. Visit [www.AthleticClearance.com](http://www.AthleticClearance.com) and choose your state.
2. **Register.** PARENTS register with valid email username and password.
3. Login using your email address that you registered with
4. Select “**Start Clearance Here**” to start the process.
5. Choose the School Year in which the student plans to participate. *Example: Football in Sept 2021 would be the 2021-2022 School Year.*

Choose the School at which the student attends and will compete for.

Choose Sport

6. Complete all required fields for Student Information, Educational History, Medical History and Signature Forms. **(If you have gone through the AthleticClearance.com process before, you will select the Student and Parent/Guardian from the dropdown menu on those pages)**
7. You might be asked to upload some documents after step one including the physical. There are multiple ways that you can scan a document and upload it on the website (printer/scanner, mobile app, etc.). Perhaps the simplest way is to take a picture of it on your phone and then upload it. However, you might need to merge those images or PDFs into one file. Here are two great tools that will allow you to merge PDFs into one file and also JPG images.

Merge Multiple PDFs - <https://smallpdf.com/merge-pdf>

Merge Multiple JPGs - <https://smallpdf.com/jpg-to-pdf>

8. Optional **Donation** to your athletic program or pay participation fees (private schools only).

Questions? Use the yellow Help option in the bottom right of the screen and submit a ticket.

9. Once you reach the **Confirmation Message** you have completed the process.
10. If you would like to register for additional sports/activities you may check off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports/activities.
11. All of this data will be electronically filed with your school's athletic department for **review**. When the student has been **cleared for participation**, an email notification will be sent.

## Online Athletic Clearance FAQ

### What is my Username?

Your username is the email address that you registered with.

### Multiple Sports

Once you complete a clearance for one sport and arrive at the Confirmation Message, you will have the option to check off additional sports/activities for the current school year. PLEASE ONLY CHECK OFF SPORTS YOU KNOW YOU WILL PLAY. Don't just check ones because you are interested in those.

If you decide to participate in an additional sport/activity later on, you can access the multiple sport check boxes by clicking on "Print" under the Confirmation Message of your original Clearance for that specific year.

### Physicals

The physical form your school uses can be downloaded on the Physicals page. Most schools will accept the physical online (done by uploading the completed form on Step #2) as well as turning in a hard copy to the athletic department.

### Why haven't I been cleared?

Your school will review the information you have submitted and Clear or Deny your student for participation. You will receive an email when the student is cleared.

### My sport is not listed!

Please contact your school's athletic department and ask for your sport to be activated.

Questions? Use the yellow Help option in the bottom right of the screen and submit a ticket.