

CLHS Online Clearance

Easy as 1-2-3...

Website Problems: email Wes Carty wes@home-campus.com
Crean Lutheran Contact: Deirdre Peak peak@creanlutheran.org

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”
Colossians 3:23

1. Visit 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.
 - a. Provide a valid email address & password
 - b. *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.
 - a. *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 using the username & password you created via the instructions above.
6. **SELECT** the “New Clearance” button (upper left corner) to get started.
7. **SELECT** the year **2019-2020...**, Crean Lutheran High School, and also your **first season sport**.
 - a. *Note: **Multiple Sport Athletes:** Please select your first season sport. At the start of every new sport season, you will need to log in again and complete the clearance for that particular sport.*
8. **Section #1: Student Information**
 - a. **COMPLETE** all required fields
 - b. **STUDENT ID:** not required
 - c. **INSURANCE-** All athletes are required to have insurance
 - d. **Physical Evaluation -** **It is your responsibility in home campus to upload a signed and dated physical evaluation by parent, athlete and doctor**
9. **Section #2: Medical History**
 - a. **COMPLETE** all required fields
10. **Section #3: Parent/Guardian Information** a. **COMPLETE** all required fields
11. **Step #4: Signatures**
 - a. **Parent/Guardian Signature:** Initial all forms
 - b. **Student Signature:** Initial all forms
 - c. **Participant Waiver Form:** **It is your responsibility in home campus to upload a signed and dated waiver form**
 - d. **Click Submit**
12. You are now **CLEARED** for this sport season. You will receive an email about your completed online clearance.

Multiple Sport Athletes

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

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.