

# CLHS Online Athletic Clearance Process

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

**Please Note: A new home campus account must be set-up for each school year.**

1. Visit [www.athleticclearance.com](http://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](http://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 **2022-2023...**, 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
  - d. **Click Submit**
12. You will be receiving an email confirmation stating you are cleared to participate or if additional information is needed.

## Transfer Students

Transfer students in grades 10 - 12 are **REQUIRED** to complete CIF transfer paperwork. Please contact John Byszewski at [john.byszewski@creanlutheran.org](mailto:john.byszewski@creanlutheran.org) to request the appropriate forms.

## Issues?

Home Campus software issues - email: [support@homecampus.com](mailto:support@homecampus.com)

Crean Lutheran Athletic Clearance contact/questions - email: [mitch.mattoon@creanlutheran.org](mailto:mitch.mattoon@creanlutheran.org)