

# WOODBIDGE ATHLETIC CLEARANCE INSTRUCTIONS

2017-2018

## Step-by-Step Instructions:

- Open your web browser and type/click on <http://athleticclearance.com>. Watch the tutorial video which can help you along the way.
- Next, create an account. Click on the "register" link to start an account and provide a valid email address and password. It's important that you include a valid email address because you will have to verify your email address before you can begin any clearance.
- Once you create an account you will verify your account by checking your email and clicking on the link (provided in your email). If the email doesn't show up in your inbox, check your junk or spam folders.
- After you click on the link (contained in your email), you will be able to start the clearance process by logging in.
- Log in with your User Name and Password.
  - Click on the "New Clearance" or "Start Clearance Here".
  - From there, enter in information for your student. Under "education history", if you choose "other", then you might need to fill out additional paperwork if your student has transferred from another school.
  - Please fill out the attached form and bring it to our athletics office.
  - At the bottom of the form, you will download your physical form
  - The physical form is to be filled out by the physician who is conducting the physical.
  - Once completed, scan the physical form and upload it to your clearance account.
  - If you do not have a scanner, you may simply take a picture of the form with your phone.
  - Email or save it to your computer.
- 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.
- Step 3 is filling out the parent or guardian information. List any additional emergency contact information.
- Step 4 is the Signature Form(s) where you, as the parent/guardian, will need to read the form(s) (located on the right side of the screen) and type in your name on the line requesting an online signature indicating that you have read, understood, and will adhere to the corresponding text. You may also download a copy of the forms via the link below the text. There will be a section for the parent/guardian to fill out and also a section for the student. Make sure that you go over them with your student present and have him/her sign their section as well.
- Last step – PRINT OUT the signature page. Parent/Guardian signs, student signs and return the Athletics Office.
- You are not CLEARED to participate until all of the above steps are completed and verified by the school.

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## Returning Athletes – You DO NOT need to create a NEW athletic clearance account.

- Log into your student personal account at <http://www.athleticclearance.com>
- Click on NEW CLEARANCE
- **Select Year: 2017-2018**
- Select School: Woodbridge from drop down menu
- Select Sport from the drop down menu
- Hit Submit
- Select Student: Your name will appear in the drop down menu
- Your student information will populate.
- Go through your entire account to update or edit any information that has changed from the previous year.
- Upload a current physical; your physical will not carry over from the previous year.
- Complete all online signatures for both parent and student
- Print out the completed registration confirmation letter for 2017-2018
- Student and Parent will sign confirmation letter
- Bring this letter to the Athletics/Activities Office