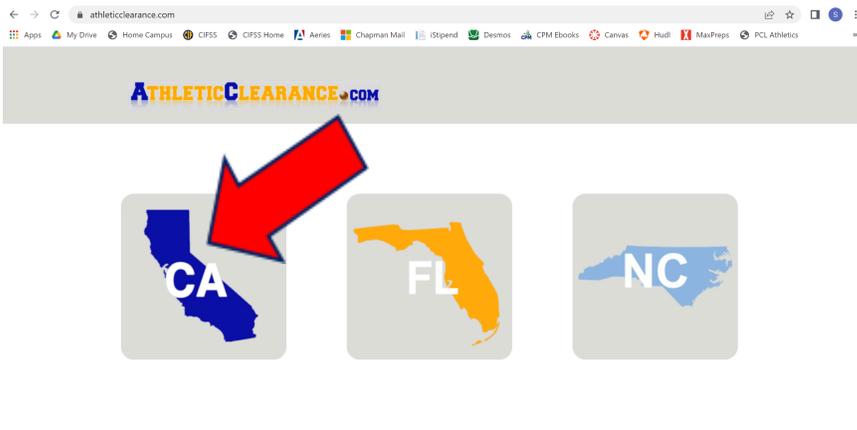
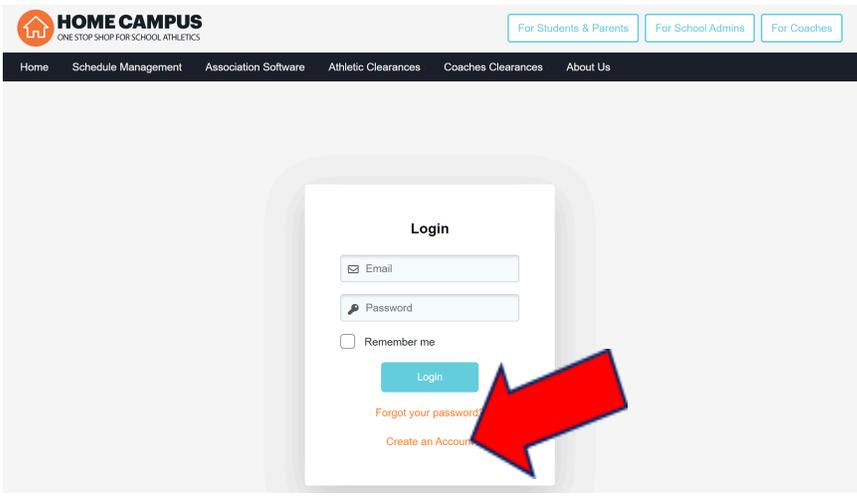
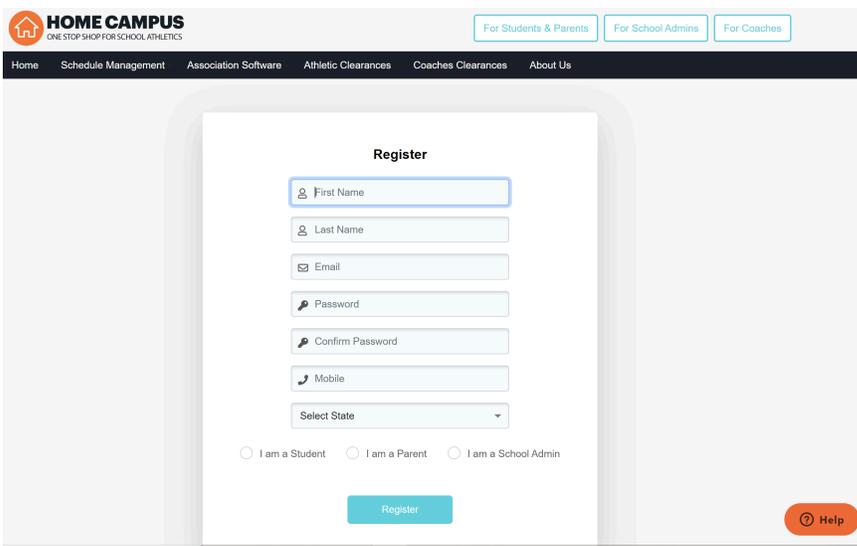
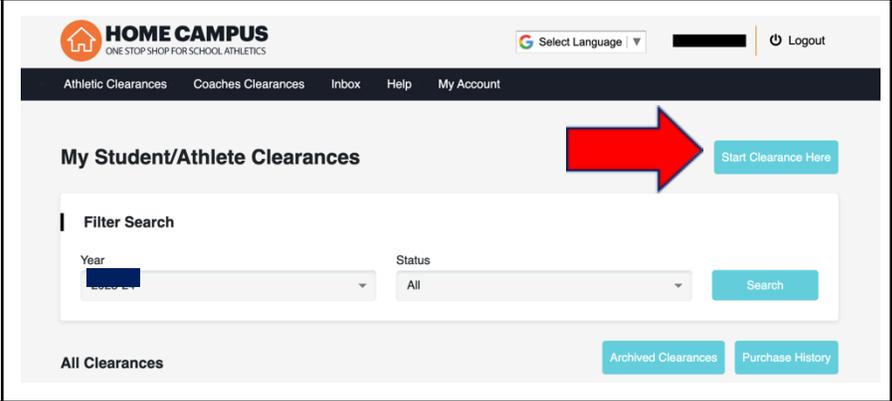


Athletic Clearance Instructions New Student-Athletes

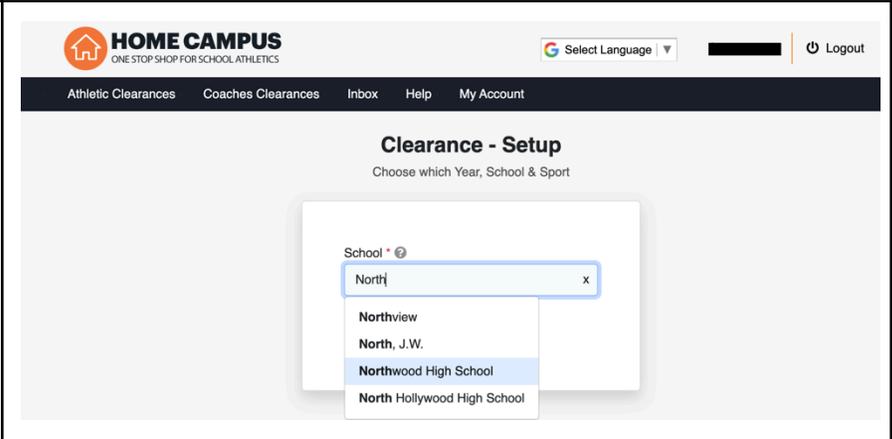
Step	Directions	Screenshot
1.	<p>Visit www.athleticclearance.com and click on "CA"</p>	
2.	<p>If this is your first athlete at Portola, click on "Create an Account." If you are a returning parent, log in to your existing account and skip ahead to Step 6.</p>	
3.	<p>Provide the following information to create an account. A valid email address and password is required before you can begin the process. Once you click the bubble for being either a student or a parent, click "Register."</p>	
4.	<p>Once you create an account, verify your account by checking your email and clicking on the link provided. If the email doesn't show up, check your junk or spam folders.</p>	

5. After you click on the email link, you will be able to start the clearance process. Go to www.athleticclearance.com and log in to your account with your email (username) and password.

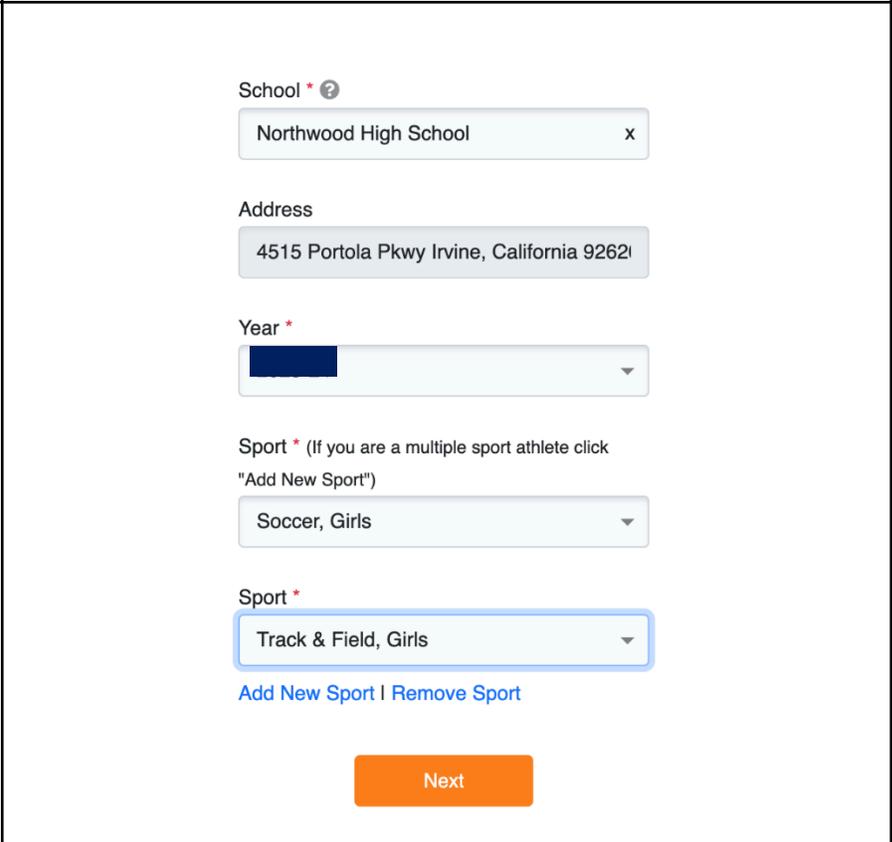
6. Click "Start Clearance Here" in the upper right corner.

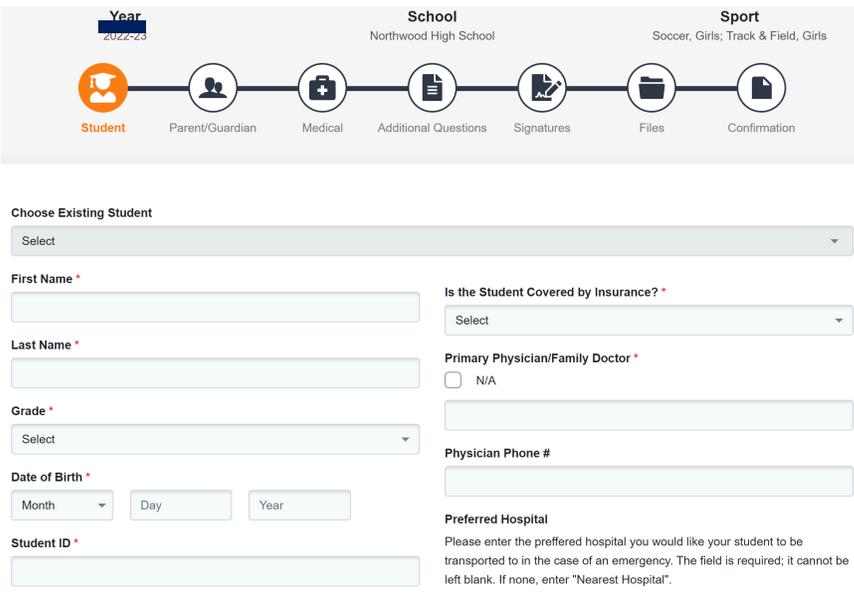


7. Under "School" start typing "Portola." Once Portola appears, click on it. The address should auto-fill.



8. Select the current school year.
Next, add the sport.
If your student plans to participate in multiple sports, click "Add New Sport" and continue to add any additional sports.
Once completed, click "Next."



<p>9.</p>	<p>Enter the information about your student.</p> <p>Once the information is complete, choose "Save and Continue."</p>	 <p>The screenshot shows a web form for Northwood High School. At the top, there are three tabs: 'Year' (2022-23), 'School' (Northwood High School), and 'Sport' (Soccer, Girls; Track & Field, Girls). Below these are seven icons representing different sections: Student, Parent/Guardian, Medical, Additional Questions, Signatures, Files, and Confirmation. The 'Student' section is selected and contains the following fields: 'Choose Existing Student' (a dropdown menu), 'First Name *' (text input), 'Last Name *' (text input), 'Grade *' (dropdown menu), 'Date of Birth *' (Month, Day, Year inputs), 'Student ID *' (text input), 'Is the Student Covered by Insurance? *' (dropdown menu), 'Primary Physician/Family Doctor *' (checkbox for 'N/A' and a text input), 'Physician Phone #' (text input), and 'Preferred Hospital' (text input with a note: 'Please enter the preferred 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"').</p>
<p>10.</p>	<p>Next, 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.</p> <p>Please note that the emergency contact information must be someone other than a parent. Once completed, click "Save and Continue."</p>	
<p>11.</p>	<p>Next, fill out the medical history section by answering "yes" or "no" to the conditions that apply. If "yes," you may be prompted to provide additional information.</p> <p>Download a blank physical form at the bottom of the page. This form must also be completed by a healthcare provider. Click "Save and Continue."</p>	
<p>12.</p>	<p>The next section has 2 additional questions.</p> <p>The shirt size will be shared with any coaches who may wish to purchase athletic gear for their athletes.</p> <p>Please answer both questions then click "Save and Continue".</p>	

In this section both the parent/guardian and the student will need to read the form(s) provided and type their name on the line requesting an online signature.

This indicates that you have read, understood, and will adhere to the corresponding text.

13. 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."

Year
School: Northwood High School
Sport: Soccer, Girls; Track & Field, Girls

Student Parent/Guardian Medical Additional Questions **Signatures** Files Confirmation

To download the forms, click the arrow to download, or the printer to print.

CIF-SS Co...
10922 Pine Street
Los Alamitos, California 90720

Code of Ethics – Athletes
DO NOT SEND TO CIF SOUTHERN SECTION
A copy of this form must be kept on file in the athletic director's office at the local high school.

Required *
Student signature here

Required *
Parent signature here

The physical form must be **completed** 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. **The physical must be good for the entire school year.**

Once completed, scan the physical form.

15. 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 uploaded.

All athletes need to have insurance in order to be cleared for athletics.

Then click "Submit Completed Application".

Files

Please upload the required forms for [redacted]. 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](#)

Choose Existing file

Proof of Insurance *

Drop file here or [click to upload](#)

Choose Existing file

Confirmation Page

Drop file here or [click to upload](#)

Choose Existing file

16.

At the bottom of the confirmation message, click "Print." Sign this form, scan it and save it to your computer, then click "Back to Clearances." Once on the screen below, click "Files." Click the box under "Confirmation Page" to upload the signed confirmation page. Click "Submit Completed Application" then "Back to Clearances." And you are done!

All Clearances Purchase History

Northwood High School

Year	Sports	Status	Student	Submitted by
23	Soccer, Girls	Pending	Sierra Wang	Sierra Wang
23	Track & Field, Girls	Pending	Sierra Wang	Sierra Wang

Progress bar steps: Student, Parent/Guardian, Medical, Additional Questions, Signatures, Confirmation

A red arrow points to the 'Confirmation' step in the progress bar.

Your student is **NOT CLEARED** to participate in Portola Athletics until all of the above steps are completed and verified by the school.

An email will be sent indicating when your student-athlete is cleared.

If you have any questions or concerns please call Portola Athletics at 949-936-8240.