

# NEWPORT ATHLETICS

# HARBOR

## ONLINE ATHLETIC CLEARANCE

1. Visit [www.AthleticClearance.com](http://www.AthleticClearance.com)
2. Watch the tutorial video – 6 minutes that is well worth it.
3. **Register.** Parents register with valid email, username, and password. You will be asked to type in a code to verify you are a valid user. If this step is skipped your account will not activate.
4. Login
5. Select “**Start Clearance Here**” to start the process.
6. Choose the School Year in which the student plans to participate.  
Example: 2018-19
7. Choose the school– Newport Harbor HS
8. Choose sport or sports student will participate in. When complete submit this page.
9. Complete all required fields for Student Information, Educational History, Medical History and Signature Forms.
  - a. **You must upload your family insurance card at this time. If you do not have a scanner the scannable app is available free for cell phones. You clearance can not be completed with out this document being scanned.**
10. The **physical form**, signed by a doctor must be submitted directly to the athletic office.
11. Fill out Parent/Guardian information completely
12. Electronically sign the signature page
13. Once you reach the **Confirmation Message**, print a confirmation sheets for each sport you would like to participate in. Have sheet/sheets signed by parent/guardian and bring signed form to the athletic office. All of the data will be electronically filed with

the NHHS athletic department for review. When the student has been **cleared for participation**, an email notification will be sent.

## **Online Athletic Clearance FAQ**

### **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 for the current school year.

### **Physicals**

The physical form must be filled out and stamped by a doctor, and brought to the Athletic Office before athletes can participate in any sport.

### **Future Clearance**

Once you have completed the clearance process your student/athletes information will be saved and moved forward yearly. The only thing that will need to be renewed is the physical form and insurance card upload.

### **To roll over last year's physical**

If you use the same account and you uploaded the physical last year you can use the same file. You will start a new clearance and when you get to the Upload page, choose the file from the "Document Library" and attach it to 18-19 clearance.