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## Instructions for Online Athletic Clearance Packet

All Summit High School athletes must complete the online clearance FOR EACH SPORT they are going to participate in during the **2022-2023** school year. They must have a new physical on file dated **within a year prior to participation**. Below are the instructions for completing the online clearance.

Did you complete the online athletic clearance in 21-22? If so, you may use your same account for this school year; you just need to update the information. If you are new to online athletic clearance, please create a new account for your family.

### RETURNING Athletic Clearance Families:

1. Visit [www.athleticclearance.com](http://www.athleticclearance.com)
2. Log in with your user name and password
3. Select the "New Clearance" button to get started.
4. Select Year, School, Sport. If more than one sport you can always add a sport.
5. Complete any required fields for student information, educational history, medical history and consent.
6. UPLOAD completed required documents (Physical, Health History, Insurance card).
7. Press "Submit" and print out your signature page.

### NEW Athletic Clearance Families:

1. Visit [www.athleticclearance.com](http://www.athleticclearance.com)
2. Review the tutorial video for a quick reference instructional guide.
3. Click the "REGISTER" link to create an account. Provide a valid email address and password.
4. Once you create an account you will be asked to enter the code that appears.
5. Select the "NEW CLEARANCE" button to get started.
6. Select Year, School, Sport.
7. Complete any required fields for student information, educational history, medical history, and consent.
8. UPLOAD completed required documents (Physical, Health History, Insurance card).
9. Press "SUBMIT" and print out your signature page.

### Complete your clearance for multi-sport athletes at the same time!

1. If your student plays more than one sport, click "New Clearance" and complete for each sport your student is interested in playing for the school year. Please **DO NOT** complete one for **EVERY SPORT** we have... it will make the system reject your student!
2. Turn in the signed **COMPLETION CONFIRMATION LETTER** to the coach to complete the process.
3. You will receive an email once your athlete has been cleared for each sport.

**IMPORTANT:** Keep this for your records

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Questions/Problems: Please email me at [PeteRA@fusd.net](mailto:PeteRA@fusd.net)