



Pittsburg High School
Athletic Clearance Packet (User Guide)

<https://www.athleticclearance.com/login.php>

1. Once you log on to the page you will need to create an account. You can do this by clicking on the Register button.
2. After you have created an account and logged in you may begin. Click the **Start Clearance Here** in the upper left corner of the page.
3. **Clearance:** From the drop down menu select the following:
 - a. School Year: 2019-2020
 - b. School: Pittsburg (CIF-NCS)
 - c. Sport: Select sport and then hit submit.
4. **Step #1—Student Information**
 - a. When selecting the birthday you must select the **year of birth first**, and then the date of birth!
 - b. Proceed to fill in any of the fields with a red asterisks
 - c. Once you have completed the first page, hit the SAVE button at the bottom of the page and continue to the next page.
5. **Step #1—Student Information—Physical Uploads**
 - a. If you do not have a copy already you may download a copy of the physical form by selecting the link: [Download Your School's Physical Form Here](#). If you already have this completed and saved on your computer you can click the browse button and upload the physical form here.
 - b. You can then do the same for Proof of Insurance. Click the browse button and upload your form here. Once you have uploaded both forms click the save button and continue.
6. **Step #2—Medical History**
 - a. Answer yes or no to each question asked and then hit save at the bottom of the page.
7. **Step #3—Parent/Guardian Information**
 - a. Complete all fields with red asterisks
 - b. Hit submit at the bottom of the page
8. **Step #4—Signatures (Parent and Student Sections)**
 - a. In this section you will see a series of documents that will require you the parent to type in your name as your signature: statement of consent, sudden cardiac arrest information sheet, concussion information sheet, acknowledgment of athletic policies and information, assumption of risk document, authorization for emergency medical treatment, CIF code of ethics, Code of behavior, eligibility requirements, ImPACT consent form, insurance verification, media release, NCAA eligibility sheet, parent authorization for non-district transportation, sports equipment agreement, statement of risk, and transportation policy.
 - b. In this section you will see a series of documents that will require the student to type in their name as their signature: Sudden cardiac arrest, concussion information sheet, acknowledgment of athletic policies and information, assumption of risk, CIF code of ethics, code of behavior, eligibility requirements, ImPACT consent form, NCAA eligibility, sports equipment agreement, statement of risk, and transportation policy.
 - c. At the bottom of the page hit submit.
9. Once you have completed this you will receive a message that states: You have successfully completed the registration for “your student-athletes name” to play, “whatever sport” for Pittsburg. You will then have the option to click any box for other sports your student-athlete may participate in. If you think they will play any other sport for PHS during the 2019-2020 season please check all boxes that apply, and then click on the I, the parent guardian of the student, acknowledge that my electric signatures will be applied to all additional clearances and then hit submit.