



CALVARY CHAPEL CHRISTIAN SCHOOL

Instructions for Registering for Athletics at Calvary Chapel Downey (Summer 2019)

1. Visit www.athleticclearance.com and choose your state.
2. Watch the quick tutorial video (6 minutes)
3. Register. PARENTS register with valid email username and password. You will be asked to type in a code to verify you are human. If this step is skipped your account will not activate.
4. Login using your email address that you registered with
5. Select "NEW CLEARANCE" to start process
6. Choose the School Year in which the student plans to participate. *Example: If registering for Summer 2019, select 2019-2020.*
7. Complete all required fields for Student information, Educational History, Medical History and Signature Forms.
8. Once you reach the Confirmation Message, you have completed the process. **This page must be printed, signed and submitted to the Athletic Office**, along with the physical exam form if applicable.
9. If you would like to register for additional Summer sports, you may check off those sports at the bottom of the confirmation message page. Your electronic signatures will be applied to those additional sports, and an entirely separate clearance form will be created for each additional sport that you select. **You must print the Confirmation Page for each sport that you are enrolling in, sign and submit it to the Athletic Office, along with your Summer Fee check and physical.**
10. All of this data will be electronically filed with our Athletic Department for review. You must submit your confirmation page(s) to the Athletic Office. After all items have been received, your student will be 'cleared' for participation or 'denied' enrollment. When the student has been cleared, or denied, for participation an email notification will be sent to you. No athlete can participate in any fashion until they have been cleared by the Athletic Department and added to the roster.

Online Athletic Clearance FAQ's

What is my username? Your username is the email address that you registered with.

How can I quickly enroll in 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. If you decide to participate in an additional sport later on, you can access the multiple sport check boxes again by clicking on "PRINT" under the Confirmation Message of your original clearance for that specific sport. You must print the Confirmation Page for each sport that you are signing up for, sign and turn it into the Athletic Office.

How do I submit my Physical Exam form? The physical form can be downloaded on Step #1 or Student Info at the bottom of the page. You can also print this form from our athletics website, or pick up a hard copy in the Athletic Office. The Athletic Office will accept the physical online (done by uploading the completed form on Step #1) as well as turning in a hard copy to the Athletic Office.

Why haven't I been cleared? If the student has not been cleared, you likely have not submitted all necessary information. If you feel that you have satisfied all requirements, you should contact the Athletic Office directly. You will receive an email when the student is cleared.