



[Creating Sport Clearances on AthleticClearance.com](#)

1. **Access the Website**—Go to www.AthleticClearance.com. Log into your account or click “Register” to create an account. The link to AthleticClearance.com is also available at www.westlakeathletics.com (under the “More” tab and “Athletic Clearance” heading). It is recommended that PARENTS create this account since one account may be used to create clearances for multiple athletes for multiple sports. This same account may be used year after year, so please REMEMBER YOUR LOGIN INFO.
2. **Start a Sport Clearance**—From your home page, click on “Start Clearances Here!” Select the appropriate school year, school, and sport from the dropdown boxes. The school year refers to the year in which the athlete will be participating in the sport (not necessarily the current school year). If the athlete will be participating in more than one sport, select the sport they will be participating in first (you will be able to add other sports later in the process). Click “Submit” to continue entering information.
3. **Student Info**—Enter the information about the student (required fields are indicated by a red asterisk). If the student’s information has been entered in the past, you will be able to select their name from a dropdown box and most of their information will autofill (update any information that has changed). Once you have completed the Student Information section, click “Save” to continue to the next section.
4. **Sport Medical Clearance Upload**—If a medical clearance has been uploaded for this student in the past and it has not expired, it will automatically be attached to the new sport clearance. If this is your first time to create sport clearances, or if your old medical clearance has expired or is about to expire, you will need to upload a new sport medical clearance. To upload a medical clearance, make sure you have saved a scanned copy or clear picture of the completed form to the device you are using, click “Choose File” next to “Upload Physical Form”, then choose the correct file to upload it. If the upload was successful, you will see the file name next to the “Choose File” button. Click “Save” at the bottom of the screen to complete the upload and continue to the next section. The sport medical clearance form is the ONLY form that must be uploaded. The “Additional Form” and “Proof of Insurance” uploads are OPTIONAL.
5. **Medical History**—Answer the questions about the student’s medical history (this does not autofill from previous entries). This information will be made available to the coach, so include anything that he/she may need to know about the student. Click “Save” to continue to the next section.
6. **Parent/Guardian Info**—Enter the information for the parent(s) of the student. If information for the parent/guardian has been entered in the past, you will be able to choose the name from a dropdown box and their information will autofill (update any information that has changed). Click “Save” to continue to the next section.
7. **Signatures**—Read each document and type your name in the box to the left of the document to indicate that you have read, understand, and agree to the document’s content (this is your “electronic signature”). Both parents and students must read and “sign” each document. You are NOT required to print/upload any of the items from this section. However, you may print or save the PDF documents for your records if you choose. Once all electronic signatures are in place, click “Submit” to complete the sport clearance.
8. **Confirmation/Consent Document**—Once all sections of the sport clearance have been completed, a confirmation/consent document will appear. If it does not open automatically, you can access it from your home page by clicking on the “view” link under the “Confirmation” column of the sport clearance. Scroll down to the bottom of the document and click “print” (or “printer friendly version”) This document must be signed by both a parent and the student and submitted to the Athletics Department at WHS (may email to arrogers@conejousd.org). If the student wishes to participate in more than one sport, continue to step #9.
9. **Multiple Sports**—To create additional sport clearances for the same student within the same school year, open the confirmation/consent letter for the clearance you just created by clicking on the “view” link under the “Confirmation” column. Scroll down and check the boxes next to the other sports in which the student wants to participate (do not check the box next to the sport for which you have already created a clearance). Check the box next to the electronic signature statement and then click “submit”. You will be taken back to your home page where a new (completed) clearance will have been created for each sport you selected. Make sure you initial the additional sports on the confirmation/consent document before you submit it to the Athletics Department.