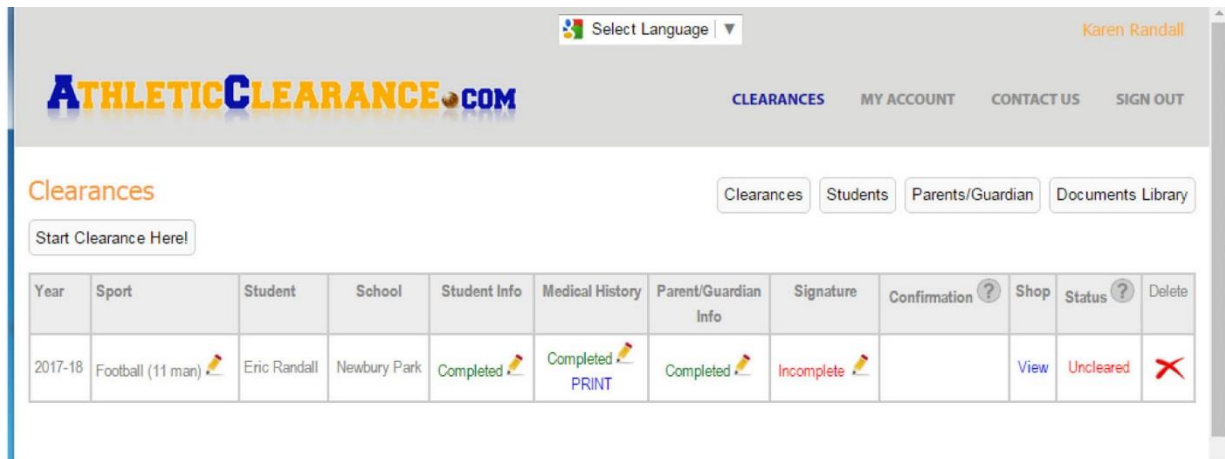


## TOHS Athletic Department – Mandatory Participation Clearance

1. Go to [athleticclearance.com](http://athleticclearance.com) to create your account. (A tutorial video is available for guidance.) Only one parent account is needed per household, however a separate clearance is needed for each student athlete.
2. Once you have an account, please click on the button that says **Start Clearance Here!** You will then select the year, school, and sport for your athlete. Be sure to select the **2020/2021** school year.
3. Click the “submit” button on the bottom of each page to save your work. If you need to edit a section that is already completed, or to complete another section, click the “pencil” icon for that section. (See graphic below)



4. There is a “Signature” section for all forms requiring signatures. These are done electronically (athlete and parent).
5. Complete the TOHS/CVUSD doctor’s form. It must be filled out in its entirety, signed and dated by the doctor. Upload finalized form into the “Student Info” section indicated as “upload doctor form.”

### Documents Library

This can be useful for storing scanned copies of clearances if the athlete plays multiple sports.

- a) Scan the TOHS/CVUSD doctor’s form and save it on your computer.
- b) In your [athleticclearance.com](http://athleticclearance.com) account, click on “Documents Library” (see graphic above).
- c) Click “choose file stored”.
- d) Upload file.

This only stores the documents. To retrieve them and apply them to the athletic clearance account:

- a) In your [athleticclearance.com](http://athleticclearance.com) account, click on the “pencil” in the “Student Info” section.
- b) Click “from documents library”.
- c) Select the file.
- d) Click “submit to attach clearances”.

The name of the file you uploaded must appear at that location in the “Student Info Section.”

**When you have completed all sections for student clearance**, you will receive an email stating you have begun the clearance process. The TOHS Athletic Office will continually review the online forms. If the forms are complete, the “Status” column will be changed to “cleared.” You will then receive a confirmation that your student athlete is clear for participation.

### Transportation

- Transportation should be paid **when the student makes a team.**
- **Students will not be excluded from participation due to a lack of sufficient funds.**
- Fee Breakdown:
  - First Sport \$124      Second Sport \$71      Third Sport \$55
  - No one student pays more than \$250/No one family pay more than \$500
- Transportation is due before the first away game. Students who quit their team or are cut from a program for behavior issues are not entitled to a refund.
- You can pay the transportation two ways.
  - By credit card through the TOHS website Student Store Portal.
  - By cash/check in the Athletics Office. Please make transportation checks payable to TOHS. **Be sure that your student’s name appears on the check**