**CHECK LIST**

1. **Visit** [www.athleticclearance.com](http://www.athleticclearance.com)
2. **Review** the tutorial video for a quick reference instructional guide.
3. **Create and account**. Click the “Register” button if you do not have an account. Provide a valid email address and password. *Note****: It is important that you include a valid email address. Email verification is required prior to registration.***
4. Once you create an account, you will receive a code (via email or on screen). Enter this code to continue the process*. Please check your junk/spam folder if you did not receive the confirmation email.*
5. Now **LOGIN** at [www.athleticclearance.com](http://www.athleticclearance.com) using the username and password you created via the instructions above.
6. **SELECT** the “New Clearance” button (upper left corner) to get started.
7. **SELECT** the year **2019-20** **DANA HILLS HIGH SCHOOL**, and also your **first season of sport.**
8. **Section # 1: Student Information**
9. **COMPLETE** all required fields.
10. **STUDENT ID:** not required
11. **INSURANCE** – All athletes are required to have insurance. *(If you would like to obtain insurance, please contact the athletics office for a list of resources.)*
12. **Section # 2: Medical History**

**COMPLETE** all required fields

1. **Section # 3: Parent/Guardian Information**

**COMPLETE** all required fields

1. **Section # 4: Signatures**
   1. **Parent/Guardian Signature:** Initial all forms
   2. **Student Signature:** Initial all forms
   3. Click **Submit**
2. **You will receive an email confirmation** that ***you must print out and sign***, verifying you have given your consent to each form. **Please return the signed confirmation, the physical form and a copy of your insurance card** to DHHS Athletics Office to receive your athletic clearance for the **2019-20** school year.

*Attn:* ***Multiple Sport Athletes*** *will need to re-login to print each sports confirmation page.*