

WOODBRIIDGE ATHLETIC CLEARANCE INSTRUCTIONS

Here are step-by-step instructions:

- Open your web browser (Internet Explorer, Firefox, Chrome, Safari) and type/click on <http://athleticclearance.com>. We have the direct link on our website.
- Once you have gone to the website, we suggest that you watch the tutorial video which can help you along the way.
- Next, you would need to create an account. Click on the "register" link to start an account and provide a valid email address and password. It's important that you include a valid email address because you will have to verify your email address before you can begin any clearance.
- Once you create an account you will have to verify your account by checking your email and clicking on the link (provided in your email). If the email doesn't show up in your inbox, kindly check your junk or spam folders.
- After you click on the link (contained in your email), you will be able to start the clearance process by logging in.
 - ▶ Click on the "New Clearance" button to start a clearance.
 - ▶ From there, you will have to enter in information for your student. Under "education history", if you choose "other", then you might need to fill out additional paperwork if your student has transferred from another school.
 - ▶ Please fill out the attached form and bring it to our athletics office.
 - ▶ At the bottom of the form, you will download your physical form
 - ▶ The physical form is to be filled out by the physician who is conducting the physical.
 - ▶ Once completed, scan the physical form and upload it to your clearance account.
 - ▶ If you do not have a scanner, you may simply take a picture of the form with your phone.
 - ▶ Email or save it to your computer.
 - ▶ A helpful application that you can download on your phone is called "Genius Scan", which makes it very simple to scan files with your phone.
- The next step is filling out the medical history section by answering "yes" or "no" to the conditions that apply. If "yes", you may be prompted to provide additional explanations.
- Step 3 is filling out the parent or guardian information. You may check "N / A" if the father or mother does not apply. In addition, you may also add an additional emergency contact, which we highly encourage.
- Step 4 is the Signature Form(s) where you, as the parent/guardian, will need to read the form(s) (located on the right side of the screen) and type in your name on the line requesting an online signature indicating that you have read, understood, and will adhere to the corresponding text. You may also download a copy of the forms via the link below the text. There will be a section for the parent/guardian to fill out and also a section for the student. Make sure that you go over them with your student present and have him/her sign their section as well.

I've already created my account. but I need to go back in to upload my physical.

- ▶ Go back to the athleticclearance.com website.
- ▶ Log in
- ▶ Sign in
- ▶ Look under Student Info
- ▶ Click on the little pencil
- ▶ It will take you Step #1 - Student Information
- ▶ Scroll down to the bottom
- ▶ Look for "Download Physical Form"
- ▶ Click on Choose File
- ▶ Select File to upload
- ▶ Hit the **SAVE** button
- ▶ You must hit the **SAVE** button. If you don't hit the **SAVE** button, the file will not attach to your account.