

## NEW WEBSITE for Palmetto Ridge High Athletic Clearance Instructions

### [www.athleticclearance.com](http://www.athleticclearance.com)

1. Choose **FL** then watch the tutorial video **BEFORE** creating your account.
2. Click on the “register” link. Fill in your first and last name, email address and choose a **password**. Click Submit. You only need one account per family as siblings are registered from the same account. Your information will be saved from year to year.
3. Log in to your account by using the **code that is given to you**.
4. Click on the “**Start Clearance Here**” button to begin a registration (Step #1).
5. Select the Year: 2017-2018  
School: Palmetto Ridge (region 3)  
Sport: Select your **first** sport from the drop down menu - Click **Submit**.  
You may add other sports at the end of the registration process.
6. Fill in all required information on this page and click **Save**.
7. Uploads Section for **Physical, Proof of Insurance**, and original **Birth Certificate**: You will need to scan each of these documents and save to your computer. When uploading forms use the “choose file section” **NOT** the “choose from documents library” section. Two uploads are labeled for you. Please use “additional Forms” to upload the third document. You must have all three of these documents on file to be cleared. Physical must be current – good for 365 days.  
  
(If you have already submitted these documents through the old website (register my athlete), please bring your clearance form (printed at end of registering) to the Activities office in order for the documents to be checked off/approved for new site).
8. Once all information has been inputted onto the computer...click **Save**.
9. Fill out the Medical History (Step #2) – for any “yes” answers please provide details in space given then click **Save**.
10. Fill out the Parent/Guardian Info (Step #3) – if you live in a single parent household as personal situations differ; you may choose “N/A” for the second parent. You will also need to add an additional emergency contact other than a parent.
11. Step #4: Signature Forms. This step is broken up into two sections (**parent**) and (**student**). The parent/guardian is to read the forms on the right side of the screen and electronically sign them by typing their name on the left side of the screen. The student should do the same for the forms listed under the “student” section.
12. **FINAL STEP**: After you have completed this step, a confirmation letter will generate – **Print this form out** – Both parent and student sign this form. The student must bring the signed confirmation form to the Activities Office for final approval.