

## Mission Viejo High School ATHLETIC CLEARANCE (ONLINE) DIRECTIONS:

Log on to [athleticclearance.com](http://athleticclearance.com)

- Click on 'CA'
- Login to your account *or* create an account if you don't already have one (there is a short tutorial video)
  - Click on 'Start Clearances Here'
    - Year: Select the '2020-2021' School Year
    - School: Mission Viejo
    - Sport: Select sport you will be in (Band)
  - Upload a **current physical** to your student's registration. The physical is good for one (1) calendar year.
  - Print the **confirmation message**, sign, and upload.
    - Under Confirmation, click 'View'
    - Print ALL pages and sign the last page
    - Upload all pages
      - Under 'Uploads' click on the pencil icon
      - Upload confirmation message as Additional Form
      - NOTE: Confirmation message must be uploaded as one single document. Click on 'Tips for Combining Documents' at the top of the Uploads page for help.
    - If you plan on participating in multiple sports during the 2020-2021 school year, please scroll to the bottom of the Confirmation Message and check all additional sports/activities that apply, check the acknowledgement box, and click 'Submit'.
  - Upload **proof of insurance**
    - Under 'Uploads' click on the pencil icon
    - NOTE: Proof of Insurance must be uploaded as one single document.

**NOTE: The student-athlete won't be cleared without a physical AND confirmation message page on file.**

Please have this online 'paperwork' completed prior to the start of the activity in order to be cleared to participate. If the student is NOT registered online, then he/she will NOT be able to participate in extracurricular activities at the high school.