

# Online Clearance. Easy as 1-2-3...

1. **VISIT** [www.athleticclearance.com](http://www.athleticclearance.com)
2. **REVIEW** the tutorial video for a quick reference instructional guide.
3. **CREATE an account.** Click the "register" link to start an account. Provide a valid email address & password.

Note: *It's important that you include a valid email address because email verification is required prior to registration.*

*If you do not receive a CONFIRMATION EMAIL, after creating an account, request help from your ASB or email [support@home-campus.com](mailto:support@home-campus.com).*

4. Once you create an account you will have to **VERIFY** your account by reviewing your email and clicking on the link.

If the email is not in your inbox, make sure you check your junk or spam folder. After you click on the link, you will be able to start the clearance process.

5. Now **LOGIN** at [www.athleticclearance.com](http://www.athleticclearance.com) using the username & password you created via the instructions above.
6. **SELECT** the "New Clearance" button (upper left corner) to get started.
7. **COMPLETE** any required fields for student information, educational history, medical history, consents and download physical.

8. **PRESS** submit and you have now completed the **first steps** of the clearance process. You will receive a **second email** for the next steps.

9. All of your data will be electronically filed with your school ASB.

**REMINDER:** *Your school may send three emails over the course of this process. The first, is for email verification. The second is the request for a printed form and the third is a final approval of your completed clearance.*

10. After completing the online registration process, your ASB **requires a SIGNATURE FORM** for verification of consent, which will be available via an email to your personal account. This form must be printed, signed and returned to your school ASB along with your physical.

12. If you are participating in more than one sport, you will be required to register for your next sport using the same process at a later date.