



## Evergreen Union School District Athletic Clearance Checklist

We are so glad that you are signing up to be a student-athlete for the Evergreen Union School District. Please complete the process below. *(If you do not have internet at home, please ask for a paper copy or come to the school office and use a Chromebook.)*

1. Visit [www.athletclearance.com](http://www.athletclearance.com) and choose your state.
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 and password. (Email verification is required prior to registration so be sure you include a valid email address.)
4. Once you create an account, you will receive a code (via email or on screen). Enter this code to continue the process. (If the email is not in your inbox, make sure you check your junk or spam folder.)
5. Login at [www.athletclearance.com](http://www.athletclearance.com) using the username and password you created via the instructions above.
6. Select the "Start Clearance Here" button (upper left corner) to get started.
7. Select:
  - a. The current school year (2019-2020)
  - b. The site (Evergreen Middle School or Bend Elementary School)
  - c. The season (cross country, soccer, volleyball, basketball, baseball, softball, track)  
(If you are a multi-sport athlete, you will need to log in at the start of each new season and complete clearance for that sport as well.)
8. Complete the clearance process:
  - a. Section #1 - Student Information - complete all required fields
    - i. \*Note - All athletes are required to have insurance. (If you would like to obtain insurance please contact the main office for more information.)
    - ii. We DO NOT require your child to have a sports physical to participate.
  - b. Section #2 - Medical History - complete all required fields
  - c. Section #3 - Parent/Guardian Information - complete all required fields
  - d. Section #4 - Signatures - read all documents and provide your electronic signature for each form; both parents/guardians and students have forms to review in this section
  - e. CLICK SUBMIT  
(We DO NOT require you to print the confirmation message, sign it and return it to the Athletic Director.)
9. All of the data will be electronically filed with your school's athletic department for review. When the student has been cleared for participation, an email notification will be sent.
10. If you designate another adult to transport your child to/from athletic events, please contact the school office and add this adult to your child's pick up list.