MONTEREY TRAIL HIGH SCHOOL ATHLETICS
"Home of the MUSTANGS"
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(916) 688-0070, fax (916) 688-0057
Athletic Office - room - HF 1
www.mthsmustangs.com

Hello Mustang Families,
As you may have heard, our Athletic handbook has gone paperless and we are excited about getting you started. Below you will find step-by-step instructions to get your athlete registered.

Mustang's Online Athletic Clearance process

1. Go to www.AthleticClearance.com

2. Watch quick tutorial video

3. Register.
Parents register with valid email username and password. You will be asked to type in a code to verify you are human. If this step is skipped your account will not activate. (If this step is skipped, please contact the Athletic Clearance support team at Lindsay@AthleticClearance.com for help to activate your account)

4. Login using your email address and password you registered with

5. Select "New Clearance" to start the process.

6. 1) Choose the School Year- (2017-18) in which the student plans to participate.
      Example: Football 2018 would be the 2018-2019 School Year,
   2) Choose the School – Monterey Trail High School
   3) Choose Sport

7. Complete all required steps: #1/Student Information, #2 /Educational History, #3 /Medical History and #4 /Signature Forms. Under step #1/Student Information, you will need to upload your athletes' EGUSD sports physical. If you do not have access to a scanner or are having trouble with this process you can turn your physical form into the athletic Directors office. Please note that if you are turning in a hard copy physical the clearance process will take longer.

8. Once you've reached the **Confirmation Message** screen, print it out and give it to your coach or Athletic Director to show proof of registration**.**

9. If you would like to register for additional sports you may check off those sports at the bottom of the **Confirmation Message** screen then hit **Submit.** Electronic signatures will be applied to the additional sports.

10. All of this 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.

Check out the FAQ's at the bottom of this page

2018 Fall Sports,
The following should have already been turned in before try-outs or preseason workouts, so no need to turn them in again:
1) Valid EGUSD sports physical
2) Emergency contact prior to try outs.
3) Print out of the Athletic Clearance "**Confirmation Message"** screen

Remaining items are to be collected or turned into the Athletic Director or each sports coach.

2018-2019 Winter Sports
The following needs to be collected before an athlete can participate in any Monterey Trail pre-season conditioning, clinic or try-out.

1. Valid EGUSD sports physical
2. Emergency information form
3. Print out of the Athletic Clearance **"Confirmation Message"** screen

Remaining items are to be collected or turned into the Athletic Director or each sports coach.

2019 Spring Sports

The following needs to be collected before an athlete can participate in any Monterey Trail pre-season conditioning, clinic or try-out.

1. Valid EGUSD sports physical
2. Emergency information form
3. Print out of the Athletic Clearance **"Confirmation Message"** screen

Remaining items are to be collected or turned into the Athletic Director or each sports coach.

Please note that EGUSD requires a new sports physical each school year regardless of the date of the previous physical.

We hope this guide was helpful. If you have any questions, please email dcoronad@egusd.net.

We look forward to a great year. Go Mustangs!!

Thank you
Monterey Trail High School Athletic Department

Online Athletic Clearance FAQ's

1) What is my Username?
Your username is the email address that you registered with.

2) How do I add Multiple Sports?
Once you have registered your athlete and reached the Confirmation Message page, you will have the option to check off additional sports for the current school year.
3) How do I add additional sports at a later time during the school year?

If your child decides to participate in an additional sport later on, you can access the multiple sport check boxes by going back into your AthleticClearance.com account and clicking on "Print" under the Confirmation Message column and scrolling to the bottom. Be sure to hit "submit" to save your information.

4) Where can I find and print out the Districts Sports Physical and Emergency information form?

The EGUSD physical and Emergency information forms can be found by going into your AthleticCleaance.com account, click the pencil next to Step #1/Student Information, scroll to the bottom of the page and click on "Download Your School's Physical Form Here". Both forms will pop up for you to print.

5) Do I have to upload my child's Sports Physical?

At this time, it is an option to upload your Childs Sports Physical, but it is highly encouraged that you do if you are able to). By uploading your physical you will have quick accessibility to it and it will help to speed up the clearance process.

6) Why haven't I been cleared?

Your coach and Athletic Director will review the information you have submitted and clear or deny your student for participation. You will receive an email when the student is cleared.

7) My sport is not listed!

Please contact your school's athletic department at dcoronad@egusd.net to ask for your sport to be activated.

8) Where can I find the transportation forms?

The transportation forms can be found by going into your AthleticClearance.com account and clicking under the confirmation section. Select "print" to open up that page, and then select which forms you need and print out.

9) How do I print out the transportation forms?

We recognize that each computer is different; here are some basics to hopefully help:
 a) Click on the transportation form – form will open up
 b) The print icon should be located on a black bar at the bottom (drag cursor to bottom). If not,
 c) Click downloads
 d) A drop box window will pop up; you have the options to either:
 •   Sign in or create an account.
 •   Click No Thanks continue with download or click the X box in top right corner to close the window.
 e) Click on the downloaded document and it should open and be ready to print.