



HOME CAMPUS

ONE STOP SHOP FOR SCHOOL ATHLETICS

Setting Up Athletic Clearances



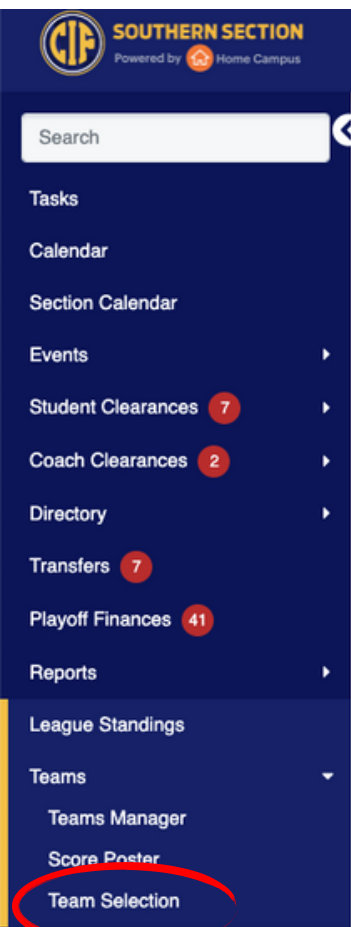
APRIL 2023



Initial Set-Up: Team Selection

Complete Team Selection for the upcoming school year.

1. Go to Teams - Team Selection in the left navigation bar.
2. Use the Year drop-down to Select Year and click Search
3. Check off Sports & Levels at your school
 - a. You can Copy over from previous years Team Selection by checking off "Copy from Pervious Year"
4. Click Save



Team Selection 2022-23

Check off teams you intend on having for this school year. This can be edited anytime. Keep in mind that some functions might still be blocked, such as adding events, if the association has placed the sport in a classification. If you do not see all your level, go to the "Levels Manager" to select the ones you have at your school.

Filter Search

Year

- ✓ 2022-23
- 2023-24
- 2024-25

Search

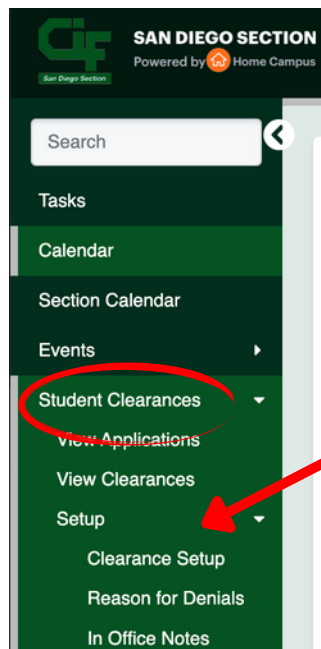
Official Sports

Sport	Varsity	Junior Varsity	Fresh/Soph	Freshman	Novice	Junior Varsity Reserve	Middle School	Sophomore	Middle School Varsity
Badminton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Basketball, Boys	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basketball, Girls	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beach Volleyball, Girls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competitive Sport Cheer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country, Boys	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country, Girls	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once this step is completed you can begin the Athletic Clearance Set-Up Process.



Setting Up Athletic Clearance



Go to Student-Clearances

- Click Set-Up
- Select Clearance Set-up



Section: Choose Sports & Activation Date

Select:

- Year
- Sports you would like to activate
 - If you do not see the correct sports you must complete the Team Selection for the new year.
- Activation Date
- Projected Close Date.
- Click Save & Next

Clearance Setup

Choose Sports | Student/Parent Info | Additional Questions | Signature Forms | Files | Shop/Donations | Notifications

Need help on this page ?

Choose Year

2022-23

Choose Sports

Which Sports/Activities would you like to allow people to register for? Please customize them according to school implementation.

Official Sports	Activation Date	Projected Close Date
<input checked="" type="checkbox"/> Basketball, Boys	5/1/2022	5/30/2023
<input checked="" type="checkbox"/> Football (11 man)	4/14/2022	5/13/2023
<input checked="" type="checkbox"/> Football (8 man)	4/14/2022	5/13/2023

Additional Sports/Activities

Save & Next

Help



Section: Additional Questions

Additional Questions that were set-up from the previous year will pre-fill. If you would like to delete the question click the Trash Can Icon. To add a question for the new year follow the steps below.

Set-Up Additional Questions. If you would like to ask custom questions for your athletic department or specific sports teams.

Example Questions:

- Shoe Size
- Position
- Parent Volunteer
- Driving Privileges

You have successfully completed Step 2.

Clearance Setup

Choose Sports Student/Parent Info **Additional Questions** Signature Forms Files Shop/Donations Notifications

Additional Questions

If there are any additional questions that you would like posed to the applicant, please enter them below.

Question	Question Type	Sport	Status		
Shoe Size	Multiple choice	Baseball, Basketball, Boys, Ba...	Approved	Edit	Trash
Driving Options	Checkboxes	Baseball, Basketball, Boys, Ba...	Approved	Edit	Trash
Parent Volunteer Option	Checkboxes	Baseball, Basketball, Boys, Ba...	Approved	Edit	Trash

[Add Question](#)

[Back](#) [Save & Next](#)

To Add Question:

1. Click Add Question.
2. Type in Question.
3. Select Type of Response.

For Checkboxes, Dropdown & Multiple Choice Questions enter in selections under Option. After each selection hit ENTER. The selection will show up in Green indicating it is a choice for users.

4. Select Applicable Sports.
5. Choose if the question is required.
6. Click Submit.

Add Question

Question
What position would you like to Play

Type
Checkboxes

Option ?
Pitcher x Catcher x Outfield x Short Stop x

Description
Please let us know your preferred position. Note - this DOES NOT mean you will play this position. |

Applicable Sports ☐ Select All

☒ Baseball ☐ Basketball, Boys ☐ Basketball, Girls ☐ Cross Country, Boys ☐ Cross Country, Girls ☐ Football (11 man) ☐ Golf, Boys ☐ Golf, Girls ☐ Soccer, Boys ☐ Soccer, Girls ☐ Softball ☐ Swimming & Diving, Boys ☐ Swimming & Diving, Girls ☐ Tennis, Boys ☐ Tennis, Girls

☐ Is required?

[Close](#) [Submit](#)



Section: Signature Forms

Standard Signature Agreements **DO NOT** copy over from the previous year. You will need to select the Standard Agreements you would like on the application.

Standard Signature Agreements Standard CIF Forms

1. Click Choose from Existing Standard Agreement.
2. Select File.
3. Choose if the user "Can Decline" the Agreement. If this is selected users will be able to complete the signatures without consenting.
4. Click Submit.

You have successfully completed Step 3.

Clearance Setup

Choose Sports Student/Parent Info Additional Questions **Signature Forms** Files Shop/Donations Notifications

[Need help on this page ?](#)

Standard Agreements

These are the agreements that will be need to be signed by the parents and students.

Agreement Name	Signee	Sport	File
Choose from Existing Standard Agreements			

Choose Existing Standard Agreement

Title	Year Added	Can Decline? ?
<input type="checkbox"/> Statement of Consent (No File)	2022-23	No
<input type="checkbox"/> CIF-SS Code of Ethics (Download File)	2022-23	<div>Yes ✓ No</div>
<input type="checkbox"/> CIF-State Concussion Information Sheet (Download File)	2022-23	No
<input type="checkbox"/> CIF-State Sudden Cardiac Arrest (Download File)	2022-23	No
<input type="checkbox"/> CIF-State Opioid Fact Sheet (Download File)	2022-23	No
<input type="checkbox"/> CIF-State Heat Illness Information Sheet (Download File)	2022-23	No

[Close](#) [Submit](#)



Section: Signature Forms

School Agreements do copy over from the previous year. Verify the Signature forms you would like for the new year.

- Preview the document by clicking Preview
- Delete a document by clicking the Trash Can Icon
- Edit a document by clicking the pencil Icon

School Agreements

These are the agreements that will be need to be signed by the parents and students.

Agreement Name	Signee	Sport	File	Uploaded At	File Type	Status	
<div>☰</div> School Code of Conducts	Both	Baseball, Basketball, Boys, Ba...	Download File Preview	April 13, 2023	Pdf	Pending Approval	✎ 🗑
<div>☰</div> Signature Confirmation Agreement for Sports	Guardian	Baseball, Basketball, Boys, Ba...	Download File Preview	April 13, 2023	Pdf	Pending Approval	✎ 🗑

If you need to add new School Agreements follow the steps below.

Adding New School Specific Agreements

Adding a New Agreement

1. Click Add Agreement.
2. Type in Agreement Name.
3. Select Signee Type (Student, Parent/Guardian or Both).
4. Select Sports/Activities who will sign the form.
5. Click Choose File to upload the Document users are signing.
6. Select if Users "Can Decline" the form.
7. Choose if Document is a "Statement of Consent. Schools are only eligible to have 1 Document listed as a Statement of Consent.
8. Click Submit.

Existing Agreements from Previous Years

1. Click Choose from Previous Years Agreements.
 - Follow Steps from CIF Standard Form.

School Agreements

These are the agreements that will be need to be signed by the parents and students.

Agreement Name	Signee	Sport	File	Uploaded At	File Type	Status	
Covid 19 Waiver	Both	Baseball, Basketball, Ba...	No File	April 23, 2022		Approved	✎ 🗑

[Add Agreement](#)
[Choose from Previous Year Agreements](#)

Add Agreement

Agreement Name

Signee Type

☒ Select

☐ Student

☐ Guardian

☐ Both

☐ Baseball
 ☐ Basketball, Boys
 ☐ Basketball, Girls

☐ Cross Country, Boys
 ☐ Cross Country, Girls

☐ Wrestling
 ☐ Band
 ☐ Biking Club

File

No File Chosen

Can Decline?





































☐ Yes
 ☒ No

Is Statement of Consent?

☐ Yes
 ☒ No

Edit your upload instructions by typing in the text field and clicking save.

File Edit View Insert Format Tools Table Help

B I                                    

You must complete all required upload slots before you will be able to move on and submit your clearance. Please make sure to click Save & Continue at the bottom of the page to confirm that you have fulfilled all of your requirements and submit your clearance.

Save

Standard Files **DO NOT** copy over from the previous year. You will need to select the Standard Files you would like on the application.



Standard Files Generic CIF Forms

1. Click Choose from Existing Standard Files
2. Select File.
3. Indicate if the file is Required or Not Required. Files not required will allow the user to complete the uploads section without uploading the document.
4. Click Submit.

Save

Standard Files

These Files are typically used by most schools.

Title	Required	File	Link	Sports	Year	Status
 CIF-SS Pre-Participation Physical	Yes	Download File	No Link	Baseball, Basketball, Boys, Ba...	2022-23	Pending Approval 

Choose from Existing Standard Files

Edit Standard Files

Choose Existing Standard Files

Title	Year Added	Required Upload?
<input type="checkbox"/> CIF-SS Pre-Participation Physical (Download File)	2022-23	<div><div>✓ Yes</div><div>No</div></div>

Close

Submit




Section: Files

Custom Files do copy over from the previous year. Verify the files you would like Parents & Students to upload for the year.

- Delete a document by clicking the Trash Can Icon
- Edit a document by clicking the pencil Icon
- Drag to rearrange the order of documents

Custom Files

These Files are custom for just your school.

Title	Required	File	Link	Sports	Uploaded At	Status	
Proof of Insurance	No	Download File	No Link	Baseball, Basketball, Boys, Ba...	April 13, 2023	Pending Approval	 

To add new Files Follow the Steps Below

Custom Files School Specific Forms

Adding a New Upload

1. Click Add File.
2. Type in a Title.
3. If upload has a link, copy and paste the Link into the field.
4. Choose the file that needs to be uploaded so students can download the form.
5. Select whether it is a Physical. *Please note their can only be ONE physical file uploaded for a Clearance.*
6. Choose if the file is Required or Not. *Files not required will allow the user to complete the uploads section without uploading the document.*
7. Select Sports/Activities that need to upload the File.
8. Click Submit.

Previous Year Custom Files

1. Click Choose from Previous Years Custom Files.
 - Follow Steps from CIF Standard Forms

	Physical	Yes	Download File	No Link
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[+ Add File](#)
[+ Choose from Previous Year Custom Files](#)

Add Custom File

Title

Link

File

[Choose File](#) No File Chosen

Is Physical?

☐ Yes ☒ No

Required Upload?

☒ Yes ☐ No

Applicable Sports

☐ Select All

☐ Baseball ☐ Basketball, Boys ☐ Basketball, Girls

☐ Track & Field, Girls ☐ Volleyball, Boys

☐ Volleyball, Girls ☐ Water Polo, Boys ☐ Water Polo, Girls

☐ Wrestling ☐ Band ☐ Biking Club

[Close](#) [Save](#)



Section: Shop/Donation

The Shop/Donation page will pre-fill with the previous years information. If you would like to have a Shop/Donation page for the new year follow the below steps.

Donation

1. Type in Description for Donation.
2. Select Image for Donation. If you do not select an image it will default to your school logo.

Item

1. Name the item in the "Title" field.
2. Add description of item.
3. Select if the product has sizes. If select "Yes" choose sizes.
4. Choose picture of item (if no picture selected School logo will be default picture)
5. Enter price.
6. Click submit.

Refund Requests
Standard Agreements
Standard Fees
Teams
Users
Section Dues
Configurations

Shop/Donations

Receiving donations or having items available for purchase is optional but a good way to bring in extra money for your program.

Would you like to have a donation step at the end of the clearance process?
☒ Yes ☐ No

Would you like to include a description and/or image for your donation?
☒ Yes ☐ No

Donation Description

File Edit View Insert Format Tools Table Help

Type Donation Description Here

Current Thumbnail

NO IMAGE AVAILABLE

Thumbnail

Choose File No File Chosen

Save

Thumbnail	Name	Price	Year	Status
	T Shirt	\$20.00	2022-23	Approved

+ Add Item

Back Save & Next

Add Item

Title

Description

File Edit View Insert Format Tools Table Help

Does this product have different sizes?
☒ Yes ☐ No

Available Sizes
☐ XXS ☐ XS ☐ S ☐ M ☐ L ☐ XL ☐ XXL ☐ XXXL

Thumbnail

Choose File No File Chosen

Price
0.00

Close Submit



- Confirmation Message
- Clearance Email
- No Insurance Message
- Change Sport Email

Confirmation Message

Select if an ink signature is required on the confirmation message. If you select yes, indicate if it will be uploaded or turned into the Athletic Office. If you select Uploaded an upload slot for the confirmation message will be on the Files upload page.

Save & Next



Clearance Set-Up Sent for Review!

A Home Campus team member will review the set-up before activating clearances or will reach out with follow up questions via email. Please allow for upward of 2-3 business days before activation during peak business times (May and June).

Preview the Clearance Set-Up by clicking Preview.
If you have edits or changes type a message and click send.



CONTACT

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