**HOME CAMPUS**
ONE STOP SHOP FOR SCHOOL ATHLETICS

# Setting Up Athletic Clearances
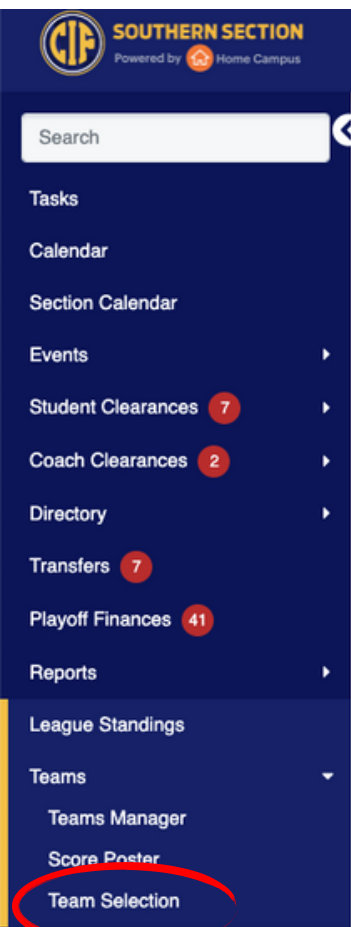
APRIL 2023

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

### CIF SOUTHERN SECTION
Powered by Home Campus

Search

Tasks
Calendar
Section Calendar
Events ▸
Student Clearances 7 ▸
Coach Clearances 2 ▸
Directory ▸
Transfers 7
Playoff Finances 41
Reports ▸
League Standings
Teams ▾
  Teams Manager
  Score Poster
  Team Selection

## 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 | Frosh/Soph | Freshman | Novice | Junior Varsity Reserve | Middle School | Sophomore | Middle School Varsity |
|-------|---------|----------------|------------|----------|--------|------------------------|---------------|-----------|-----------------------|
| Badminton | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Baseball | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ | ☐ | ☑ | ☐ |
| Basketball, Boys | ☑ | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Basketball, Girls | ☑ | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Beach Volleyball, Girls | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Competitive Sport Cheer | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Cross Country, Boys | ☑ | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Cross Country, Girls | ☑ | ☑ | ☑ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

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

# Setting Up Athletic Clearance
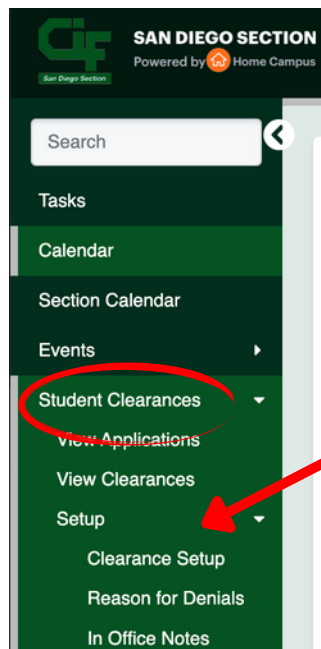
Go to Student-Clearances
- Click Set-Up
- Select Clearance Set-up

## 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

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



**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.

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 Agreememts
### 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.

School Agreements do copy over from the previous year. Verify the Signature forms you wold 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 | | |
|---|---|---|---|---|---|---|---|---|---|
| ☰ | School Code of Conducts | Both | Baseball, Basketball, Boys, Ba... | Download File | Preview | April 13, 2023 | Pdf | Pending Approval | ✏️ | 🗑️ |
| ☰ | 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, Basketb... 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

Choose File    No File Chosen

Can Decline?
○ Yes  ● No

Is Statement of Consent?
○ Yes  ● No

Close    Submit

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

## 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

| | | | |
|---|---|---|---|
| ≡ | Physical | Yes | Download File | No Link |

➕ 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

### 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

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.

Verify and updated your notifications for the new year. Please make sure to review each Notification
- Confirmation Message
- Clearance Email
- No Insurance Message
- Change Sport Email

To edit type in each Notification Box.



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.

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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HOME CAMPUS SUPPORT ARTICLES