



# Olympian Eagle Athletics

## Sports Clearance Instructions For Students



**ASB Phone #** – (619) 656-2450 ; **Fax #** – (619) 656-2450

**Athletic Director: Eduardo Venegas** – (619) 656-5698

1. All incoming and returning student-athletes are **REQUIRED** to have athletic physical and online consents completed as part of the clearance process. Here are the basic steps to follow when registering your athlete for the first time:
2. Start your registration process by going to your school clearance domain.
  - a. <http://www.olympianeagleathletics.com>
3. **Create an account:** Now begin creating your account by clicking the “Create An Account” button. After filling in the required information the system will automatically log you in and you will be required to accept the terms of use.
4. **Add a new athlete:** The next step is to add an athlete. You can do so by clicking the “My Athletes” tab on the left-hand side of the page or by clicking “Add Athlete” underneath the “My Athletes” tab. This only needs to be done once during your athlete's entire career at a school. The information entered here will carry over from year to year. This information includes your athlete's contact information and medical information.
5. **The athlete's profile:** After you've created your athlete, you will be brought to their Profile page. This page is a summary of their info and involvement.
6. **Register for a sport:** Click “+ Register For A Sport” to begin registration, you will be asked to choose which sport your athlete is registering for.
7. **Your registration checklist:** This page shows the status of your athlete's registration. You will be asked to complete several steps to complete registration including agreeing to consent forms and other documents.
8. **Reminder:** Physical documents should be completed by the parents and returned to your ASB office. If you do not have a physical document, you can print one from the school website under ‘Athletics’ or you can pick one up at the ASB office.
9. **NEXT STEPS ARE VERY IMPORTANT!!!**
10. After completing your registration, **you must print you athlete profile, sign, and return the form (with your physical) to the ASB.** Below is an example of the steps to completing this process in your account.

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**Step #1: Select 'Print Student Profile' (NOTE: #5 will be Incomplete until you submit a physical to the ASB.)**

Your Registration Checklist	
1. Registration Started:	07/25/2016
2. Electronic Documents:	Complete
3. Guardian E-Signature:	Complete
4. Athlete E-Signature:	Complete
5. Additional Requirements/Physicals:	Incomplete

**Print Student Profile**

**Step #2: Check the first box that says "Print Athlete Info" and select Print.**

What would you like to print?

Print Options?

Print Athlete Info

Documents To Print

- Sudden Cardiac Arrest Information (Document)
- Athletic Contract (Document)
- Notice To Parents And Students (Document)
- Notice Of Involvement In High Risk Activity (Document)

**Step #3: Return this 'Athlete Information' form with a valid physical (on the district physical form) to the ASB. Students can turn them in NB or lunch.**

Athlete Information

Athlete Info: Nickname: [REDACTED] Age: 17 DOB: [REDACTED] Grade: 12	Parent Name: [REDACTED] Address: [REDACTED] City: Chula Vista State: CA ZIP: 91910 Home Phone: [REDACTED] Cell: [REDACTED]
Guardian 1: Home Phone: [REDACTED] Cell Phone: (619) [REDACTED]	Guardian 2: Home Phone: [REDACTED] Cell Phone: [REDACTED]
Emergency Contact: Relationship: [REDACTED] Phone 1: [REDACTED] Phone 2: [REDACTED]	
Insurance Company: Kaiser Permanente Group #: [REDACTED] Member #: [REDACTED] Policy #: [REDACTED] Phone: [REDACTED]	Doctor: [REDACTED] Doctor Phone: [REDACTED]
Medical Conditions: • Previous Medical Conditions: 1	
Sports Registrations This Academic Year: •	
Parent E-Signature [REDACTED] Successful signature at July 18, 2016, 10:47 pm Signature _____	Athlete E-Signature [REDACTED] Successful signature at July 18, 2016, 10:47 pm Signature _____

### Adding a Second or Third Sport & Future Years of Participation:

Once your athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport. If their physical is still valid, then you will only need to turn in the athlete profile with signatures to the ASB. If the physical is expired or due to expire during the season, you will need to turn in a new physical before you will be cleared.

### Register My Athlete Tech Support

**Email Support:** support@registermyathlete.com

**Phone Support:** 435-213-1601

**Phone Support Hours:** Monday – Friday: 8:00am – 5:00pm