

# **COACHES CLEARANCE**

*Quick steps for coaches using the online coaches clearance process.*

**Prepared for:**

Athletic Directors

Coaches

**Prepared by:**

Home Campus

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# Online Coaches Clearance

1. Visit [www.CoachesClearance.com](http://www.CoachesClearance.com).
2. **REGISTER** an account. Please use a 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 us to activate your account)
3. **LOGIN** using your email address that you registered with
4. Select “Start Clearance Here!” to start the process
5. Choose the School Year in which you plan to coach.  
*Example: Football in Sept 2020 would be the 2020-2021 School Year.*  
Choose the School  
Choose the Sport  
Choose the Position & Level
6. Complete all required fields for the **Coaches Information** step
7. Step #2, **Coaches Certifications**, is a list of Certifications your school requires. Depending on the school, you may either turn the certification in to the office, or **upload a copy of the certification. Make sure these are in PDF or JPEG format.**
8. Electronically sign your school/district’s **Signature Forms**
9. Once you reach the Confirmation Message, you have completed the online process
10. If you would like to register to coach additional sports/activities, you may check off those sports below the Confirmation Message. Electronic Signatures will be applied to the additional sports/activities.
11. All of this data will be electronically filed with your school’s athletic department/district for review. When the Athletic Department has cleared you for coaching, you will receive an email notification.

# Online Coaches Clearance FAQ

## What is my Username?

Your username is the email address that you registered with.

## Multiple Sports

Once you complete a clearance for one sport and arrive at the Confirmation Message, you will have the option to check off additional sports/activities for the current school year.

If you decide to coach an additional sport/activity later on, you can access the multiple sport check boxes by clicking on "Print" under the Confirmation Message of your original Clearance for that specific year.

## Why haven't I been cleared?

Your school will review the information you have submitted and Clear or Deny you. You will receive an email when you have been cleared.

## My sport is not listed!

Please contact your school's athletic department and ask for your sport to be activated.