



HOME CAMPUS
ONE STOP SHOP FOR SCHOOL ATHLETICS

Setting Up Athletic Clearances



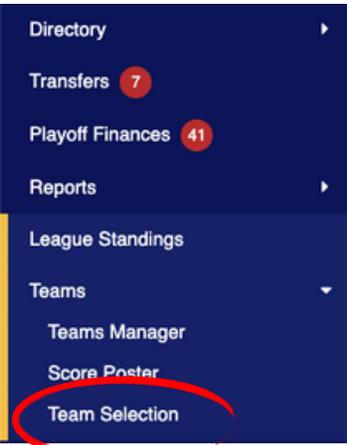
EXISTING USER



Initial Set-Up: Team Selection

Complete Team Selection for the upcoming school year.

- Go to Teams - Team Selection in the left navigation bar.
- Use the Year drop-down to Select Year and click Search
- Check off "Copy from Previous Year" to copy the previous years team selection.
- Add a Sport by clicking the + Button.
- Select the sport and check off the levels.
- Click Save.
- Edit a Sport by Clicking the Pencil Icon.
 - Delete the sport by clicking Drop Sport.



Team Selection 2024-25

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 not 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.

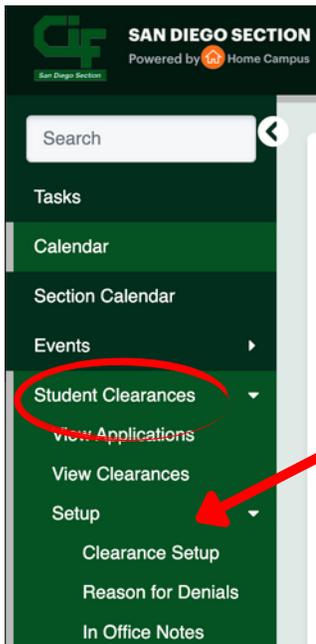
Official Sports Copy Previous Year

Sport	Level	
Badminton	Varsity	
Baseball	Junior Varsity, Varsity	
Basketball, Boys	Varsity, Junior Varsity	
Basketball, Girls	Varsity, Junior Varsity	
Beach Volleyball, Girls	Varsity	

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



Setting Up Athletic Clearance



Go to Student-Clearances

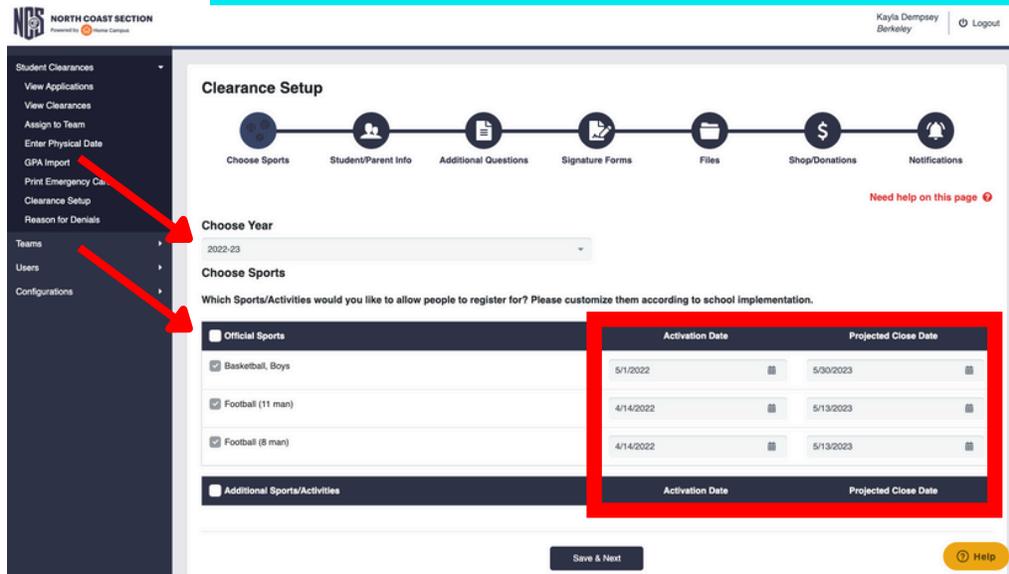
- Click Set-Up
- Select Clearance Set-up



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





APPLICATION SET-UP

For the Questions and Signatures section of the application set-up, users will be shown the previous years information. The user will then either:

- Keep for the current year.
- Delete from the current years application.
- Edit for the current year.

Click Begin Set-Up on each section of the application to begin creating the section of the application.

Begin Setup

Athletic Clearance Setup - Additional Questions

Please select which items you would like to keep on your Athletic Clearance Applications.

Each Question is copied from the previous year.

Each Question has specific sports applied to it from the previous year

If you would like to make changes, please click on **Make Edits**.

If you would like to delete it from the application, select **No** and then **Save & Next**.

You can also make changes at the end after adding it to the application.

Begin Setup

Review Question

You asked this question last year:

I give permission for my student's image and/or name to be used in publications (both electronic and print) as a member of a sports/activity team at WHS. *

Yes

No

Would you like to include this Question for your 2024-25 application? *

Yes

No

Make Edit

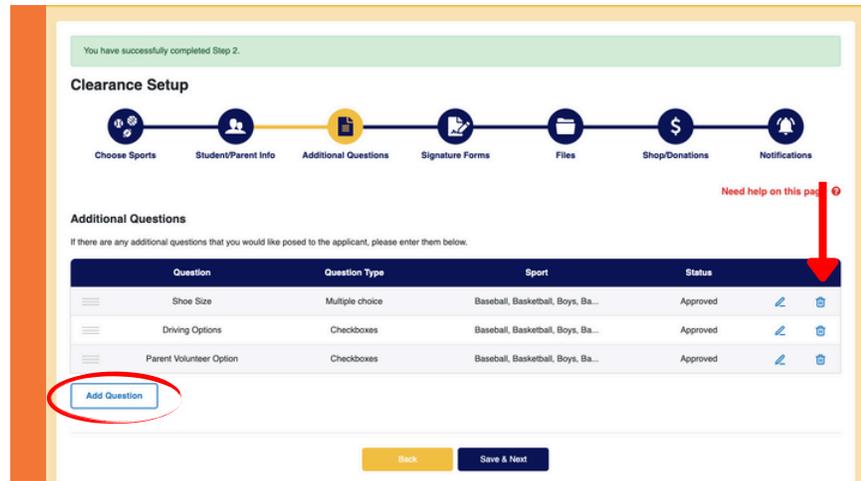
Save and Next

ADDITIONAL QUESTIONS

After you have gone through the previous years questions you can add any additional questions to the application.

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.

The 'Add Question' form contains the following fields and options:

- Question:** Text input field containing "What position would you like to Play".
- Type:** Dropdown menu set to "Checkboxes".
- Option:** Text input field containing "Pitcher x", "Catcher x", "Outfield x", and "Short Stop x".
- Description:** Text area containing "Please let us know your preferred position. Note - this DOES NOT mean you will play this position.".
- Applicable Sports:** Radio button for "Select All" and a list of sports with checkboxes:
 - 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?:** Radio button.

Buttons at the bottom: "Close" and "Submit".



After you have gone through the previous years signature forms you can add any additional documents to the application.

If you need to add any additional Standard Signature Agreements:

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?
Statement of Consent (No File)	2022-23	No
<input type="checkbox"/> CIF-SS Code of Ethics (Download File)	2022-23	Yes ✓ No
<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](#)



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 Name listed as a Statement of Consent.
8. Click Submit.

Existing Agreements from Previous Years

1. Click Choose from Previous Years Agreements.
 - o 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, Boys, Basketball, Girls	No File	April 23, 2022		Approved

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

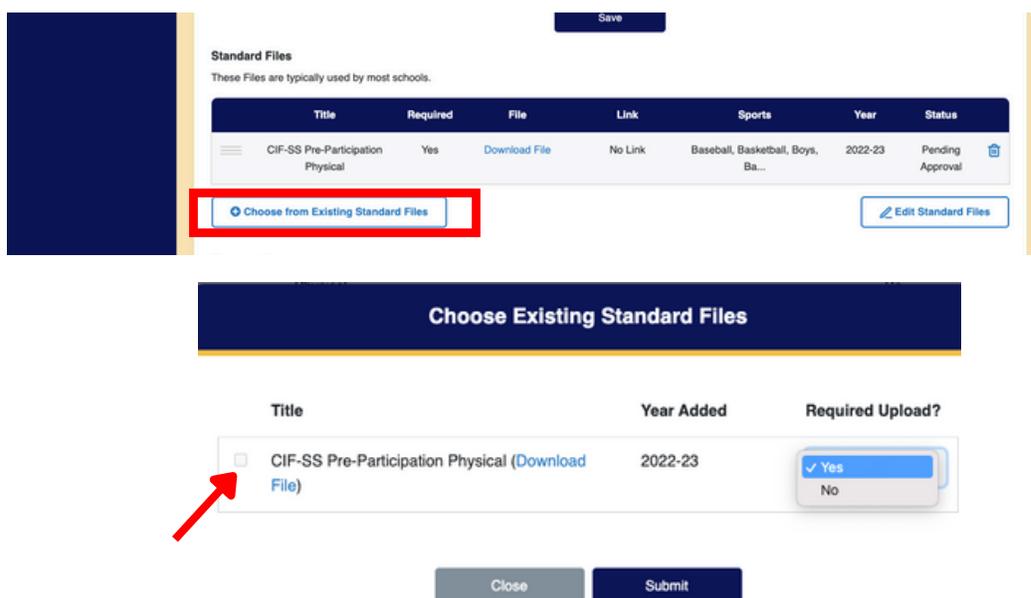
Section: Files

Standards Files will pre-fill with the previous years documents. 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

If you need to add any additional Standard Files:

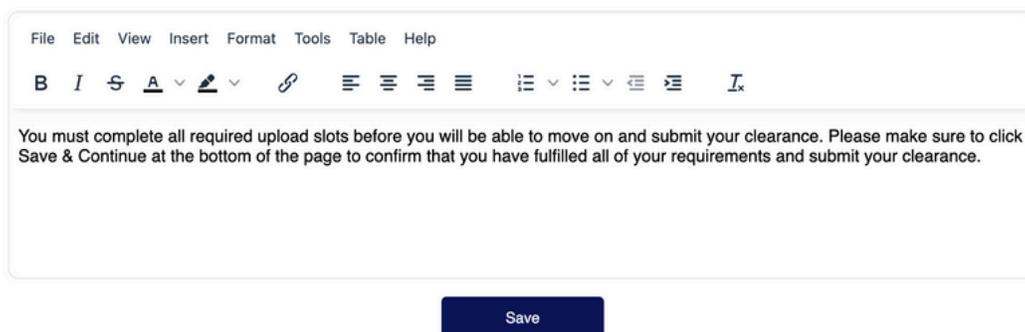
1. Click Choose from Existing Standard Files
2. Select File.
3. Indicate if the file is Required or Not Required. Files not required will allow the user to complete the uploads section without uploading the document.
4. Click Submit.



The screenshot shows the 'Standard Files' interface. At the top, there is a 'Save' button. Below it, the text 'Standard Files' and 'These Files are typically used by most schools.' is displayed. A table lists files with columns: Title, Required, File, Link, Sports, Year, and Status. One file is listed: 'CIF-SS Pre-Participation Physical' with 'Yes' in the Required column, 'Download File' in the File column, 'No Link' in the Link column, 'Baseball, Basketball, Boys, Ba...' in the Sports column, '2022-23' in the Year column, and 'Pending Approval' in the Status column. Below the table, there is a button 'Choose from Existing Standard Files' (highlighted with a red box) and an 'Edit Standard Files' button.

Below the main interface is a modal titled 'Choose Existing Standard Files'. It contains a table with columns: Title, Year Added, and Required Upload?. One file is listed: 'CIF-SS Pre-Participation Physical (Download File)' with '2022-23' in the Year Added column and a 'Yes' selection in the Required Upload? column. A red arrow points to the checkbox for this file. At the bottom of the modal are 'Close' and 'Submit' buttons.

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



The screenshot shows a rich text editor interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', and 'Help'. Below the menu bar is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink) and a 'Save' button. Below the toolbar is a text area containing the following text: '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.'



Section: Files

Custom Files will pre-fill with the previous years documents. 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

Title	Required	File	Link
Physical	Yes	Download File	No Link

Add Custom File

Title

Link

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



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.

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



Section: Notifications

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.

Confirmation Message

File Edit View Insert Format Tools Table Help

B *I* *I**

Dear [user-firstname] [user-lastname],

[student-firstname] [student-lastname]'s Athletic Clearance to participate in [sport] was submitted to [school] for review.

This does not mean that [student-firstname] [student-lastname] has been cleared to participate in athletics/activities at [school]. An email will be sent notifying you of any updates regarding your clearance status. Please contact the [school] Athletic Department with any questions regarding the status of your clearance.

By signing below, you confirm that all digital signatures and uploads submitted via the Athletic Clearance process have been completed by the Student and Parent/Guardian on record. Please upload confirmation message with a wet signature to the Files Upload page.

Thank you,

[school] Athletic Department

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.

Do you need an ink signature form confirmation?

Yes No

Do you want it to be uploaded or turned into office?

Uploaded Turned into Office Either

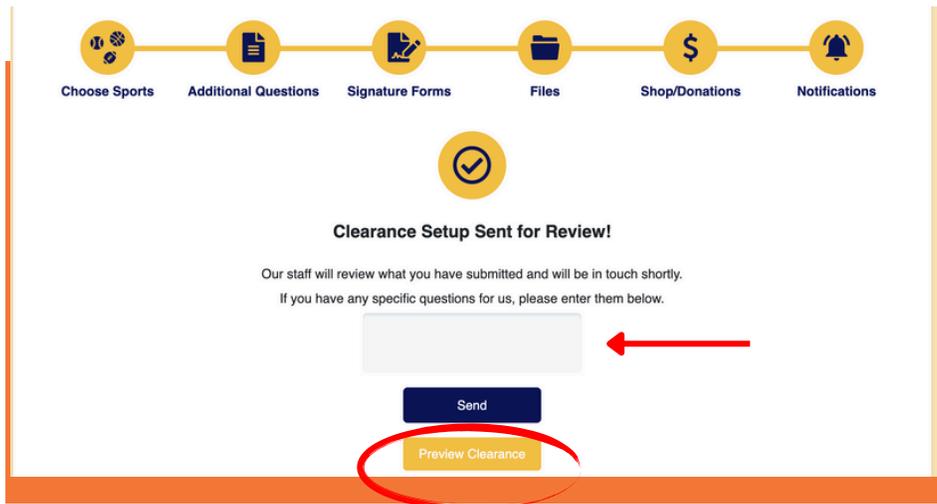
Back

Save & Next

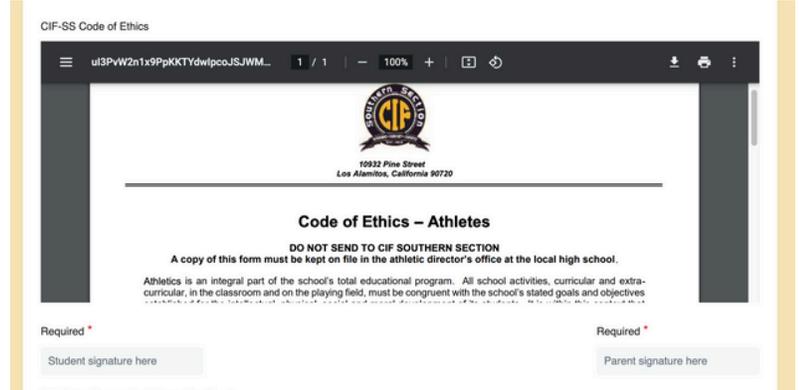
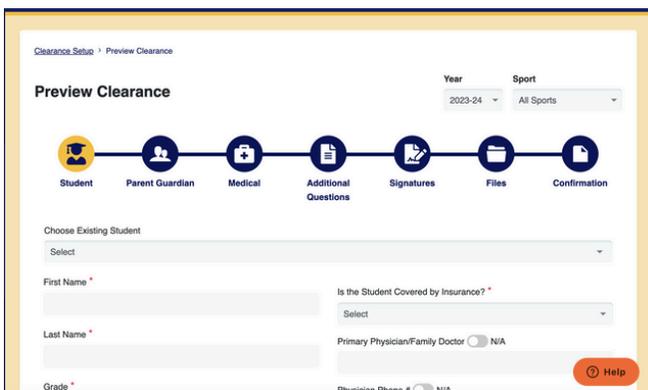


Clearance Set-Up Sent for Review!

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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