



Cabrillo Middle School Athletic Clearance Instructions



Dear Parents and Students,

Before students will be allowed to tryout, practice or play, athletic clearance - including a sports physical - must be completed. **Online clearance may be completed at www.registermyschool.com**. Please carefully follow the instructions below. If you do not have access to a computer, would prefer to complete a paper version of the clearance packet, or if you have questions, please call (805) 641-5155x1011 or inquire in the school office.

- I. COMPLETE THE ONLINE CLEARANCE STEPS BELOW.
- II. UPLOAD SPORTS PHYSICAL CLEARANCE OR TURN IT IN TO THE CMS OFFICE.
- III. PRINT [STUDENT REGISTRATION PROFILE](#) AND [CERTIFICATE OF COMPLETION](#) AND SUBMIT TO COACH PRIOR TO TRYOUT/PRACTICE.

Instructions for Parent/Guardian:

1. **Create a Parent/Guardian Account or Log in:** Go to <https://registermyschool.com/login/>. Log in to your existing account or Click the "Create Account" button and **create a Parent/Guardian account** using a parent/guardian email address. Fill in or update the required information and accept the terms of use. You will only create one parent/guardian account, which will be used for all your students for both middle school and high school, and will be reused each year in VUSD

Note: At any point during the online registration/clearance process, you may logout and return later to complete the clearance process.

2. **Click "Start/Complete Registrations."** Complete the steps in the Registration Checklist:
 - a. **"New Registration"**
 - b. **Select School.** Find and select "Cabrillo Middle School".
 - c. **Select Athlete.** Choose a returning athlete OR choose "Add New Athlete". Complete/update the information requested; here are a few tips:
 - Select appropriate grade level for school year for 2021-22
 - Grad years for grade levels in 2021-2022: 6th (2028), 7th (2027), 8th (2026)
 - **Note:** Email and Cell Phone requested on this page will be used by the coach or administration for team communications. Do not use student's "@venturaedu.org" email address, because it might not receive emails from outside of the venturaedu.org domain.
 - d. **Select Sport.**
 - Select 2021-22 academic year. (*Ignore the warning message.*)
 - Select all of the sport(s) you may be interested in playing.
 - e. **Guardian Info & Emergency Contact.** Enter information for at least one Parent/Guardian and an additional Emergency Contact, in the event a parent/guardian cannot be reached in an emergency.
 - f. **Insurance.** Insurance is required for all athletes per State of California Education Code 32221. Students must provide evidence of adequate coverage (\$1,500 or more coverage through group,

blanket or individual policies) or purchase insurance through Myers-Stevens & Toohey & Co, Inc. (flyer available in the school office).




g. Additional Opportunities. You may be asked if your student “would like to begin physically preparing now to be competitive and stay injury free during the season.” This section refers to offers from external vendors who are not affiliated with or endorsed by our school. **This IS NOT REQUIRED.** You may click “No” and “Continue”.

h. Note re: Medical Information. If there are any health concerns you want the coach to be aware of, go to the Athlete Information, edit the “Medical Information” and complete the “Other Medical Concerns” box at the bottom of the page. If your student needs to carry specific medication while participating in sports, such as an asthma inhaler or epi-pen, please submit an “[Authorization for Medication](#)” form to the school Health Office.

3. School Requirements. Click “Continue” if prompted.

Complete the steps requested in the Registration Checklist:

- **Electronic Documents:** Read, click “Finish Reading Document” and click “I Agree” (documents can be printed or downloaded for future reference).
- **Document Questions:** Read and click “I Agree”
- **Guardian E-Signature:** Click the box, enter your name and click “E-sign”. (*Type exactly as it shows*)
- **Student E-Signature:** Click the box, enter your name and click “E-sign”. (*Type exactly as it shows*)
- **Sports Physical Exam – Pre-participation Physical Evaluation Clearance.** (Form available at [Cabrillo Middle School website](#)) Physical must be dated within the past 12 months and must be signed by your physician/medical practitioner. Upload your completed sports physical clearance. If you can not upload the form online, bring it to the ASB secretary in the school office to complete your registration. (*Physical forms will not be accepted until on line registration is complete pending for physical.*) **This step must be completed before you will be permitted to tryout/practice.** **NOTE:** *After uploading your physical, student’s profile will show as “Incomplete / Pending Verification” until the ASB secretary has verified the document and updated the status.*

<p>When finished with the steps above, Go to the home page and select  Start/Complete Registrations Click on  for your student. Click on “Print Registration Profile”, and <u>print</u>. Click on “Print Certificate of Completion”, and <u>print</u>. Athlete must provide both forms to the coach prior to tryout/practice.</p>	Registration Summary 	
	Status	Complete
	Actions	Print Registration Profile Print Certificate of Completion
	School	Cabrillo Middle School
	City	Ventura, CA

4. Additional Athletes: In the same parent/guardian account, repeat steps 2-3 to register additional athletes.

Once you have finished adding athletes and registering for sports, you may logout. You may login at any time to update/change your student’s information or to register for additional sports.

What happens next? Once on line clearance and sports physical is complete, the student is eligible to tryout for or practice with teams during the season. If the student makes the team, the coach will add them to the roster and will communicate with you when the mandatory parent meeting will be scheduled for further information

Thank you for completing the clearance process for your student-athlete!