

PV PENINSULA HIGH SCHOOL – FOR PARENT / GUARDIAN
ATHLETIC / ACTIVITY ONLINE CLEARANCE REGISTRATION INSTRUCTIONS

- WEBSITE: Go to <https://pvpeninsula.8to18.com> (no www.). Links will also be on the PVPHS website and Edline.
- CREATE AN ACCOUNT:
(IF NEW, OR LOGIN) Click tab; enter your own email and create your own password. **(Please be sure to remember this password as you will use this for the years to come for all of your children.)**
- BEGIN REGISTRATION: Click tab.
- STEP 1: SELECT "ACTIVITY" Choose the sport or activity your child will be participating in. (Proceed With Registration)
- STEP 2: SELECT
"PARTICIPANT" Add a New Participant (or choose your child once created). All information on this page is for the student, i.e. cell phone, email, etc. (Continue)
- STEP 3: "PRIMARY PARENT/
GUARDIAN INFORMATION" Fill in the Parent information. (Continue)
- STEP 4: "PHYSICAL FORM" Download this form if you need it and take it to the doctor for signature. REMEMBER: YOUR STUDENT WILL NOT HAVE FULL CLEARANCE UNTIL THE HARD COPY OF THE FORM IS TURNED INTO THE HEALTH OFFICE OR ATHLETIC OFFICE. THEY MUST HAVE A CURRENT PHYSICAL ON FILE IN ORDER TO PARTICIPATE. **IF YOU HAVE A CURRENT ONE ON FILE OR TURNED ONE IN DURING SUMMER CAMP, THERE IS NO NEED TO TURN IN ANOTHER ONE. YOU WILL BE NOTIFIED IF WE NEED A COPY. YOU CAN ALSO SCAN THE PHYSICAL FORM AND EMAIL IT TO: shiosakij@pvpusd.net** (Continue)
- STEP 5: "LEGAL FORMS" At this time by clicking on the boxes (forms), you are reading, understanding, and acknowledging all information provided. You will scroll down, click the checkbox for parent/guardian. If there is a student checkbox, that will need to be checked in order to move forward in the procedure. GREEN TAB – ACCEPT. Please DO NOT turn in any of these forms. (Continue)
- STEP 6: "REGISTRATION
SUMMARY" At this time, you can see what you have registered for.
- PAYMENT OPTIONS: IMPORTANT TO NOTE: Listed below are the 4 possible payment options. Look through them and decide which one you want to do::
- a) **"full" participation donation (plus 50 cents registration and 1% of donation amount) (payable by electronic check or credit card (additional credit card fee));**

NOTE: If you choose either (b), (c), or (d) below:

*In Step 6 – Registration Summary Page, click on tab to the right – Alternate Payment (CODE); you will get another window that shows a box for the code and a box for the comments. Fill in the code box with one of the case sensitive words listed below (donation, decline, plan). Fill in your comments.

b) “donation” (code word, case sensitive) – donate **less** than the full amount; in “comments” box, put in the amount you wish to donate; **CLICK BLUE TAB – SUBMIT REQUEST**; you will get notification. **YOU MUST FINISH PAYMENT OF THIS LOWER DONATION ONLINE THROUGH YOUR 8TO18 ACCOUNT. YOUR STUDENT’S CLEARANCE REGISTRATION WILL NOT BE COMPLETE UNTIL THAT HAPPENS;**

*When you get your approval email, if you are making a **partial donation and paying online**, you will be able to go back into your account and finish your registration. Click on tab “**VIEW / EDIT INVOICE**” and pay by electronic check or credit card.

c) “decline” (code word, case sensitive) - no donation; put in your comments; **CLICK BLUE TAB – SUBMIT REQUEST**; **student’s clearance registration will be complete**; or

d) “plan” – (code word, case sensitive) - use this word **(1)** if you want to pay later in the student store, **(2)** if you want to donate a lower amount and pay in the student store, or **(3)** if you want to go on installment payments. All installment payments will be made in the student store. **CLICK BLUE TAB – SUBMIT REQUEST. Student’s clearance registration will be complete**

*We will turn around requests as quickly as possible.

QUESTIONS:

Please contact the Athletic Office at email shiosakij@pvpusd.net.