

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.** (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: There are 4 payment options in the online clearance procedure:
- a) "full" participation donation (plus 50 cents registration and 1% of donation amount) (payable by electronic check or credit card (additional credit card fee));
  - b) "donation" (less than the full amount, in "comments" box, put in the amount you wish to donate);
  - c) "decline" (no payment); and
  - d) "plan" – use this word if you want to pay later in the student store, or if you want to go on installment payments. They will be made in the student store.

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

**\*In Step 6 – Registration Summary Page, click on tab to the right – Alternate Payment (CODE);**

\*In the box " \*CODE " put in one of these words: **donation**, **decline**, or **plan**. Remember that this box is case sensitive. Put in your comments as to what you desire.

\*An email will be sent to the school indicating your request, they will process it, and then you will receive a reply email.

\*If you are making a **partial donation**, you will, after your approval email, be able to go back into your account and finish your registration. Click on tab "VIEW / EDIT INVOICE." It will then allow you to pay by electronic check or credit card.

\*We will turn around requests as quickly as possible.

"SUBMIT"

Click to complete your registration.

QUESTIONS:

Please contact the Athletic Office at email [shiosakij@pvpusd.net](mailto:shiosakij@pvpusd.net)..