

The FHSAA has rolled out its Athletic Clearance program for all athletic paperwork. All athletic paperwork will now need to be taken care of **online**. We need you to do the following **right away** to make sure your child/children are eligible to participate over the summer and next school year. Please be patient as we go through this new program together. Feel free to email me with any questions you have, or any situation you run into. That will help me to make the instructions clearer next year.

- Visit www.AthleticClearance.com
- Select Florida
- First Time Users:
 - Create an Account. PARENTS/GUARDIANS will register with a valid email username and password.
- Return Users:
 - Enter the login information and click “Sign In”
- Sign in using the email address that you registered with.
- Select “Start Clearance Here” to start the process.
- Choose:
 - School Year in which the student plans to participate. Example: Football in August 2021 would be the 2021-2022 School Year.
 - School at which the student attends and will compete.
 - Sport/s (We recommend that if the student will be participating in multiple sports, that those sports are added all at once.)
- Complete all required fields for Student Information, Parent/Guardian Information, Medical History, Signature Forms and upload a file if applicable. You will go through the signature process twice – once for parents and once for students. Make sure you check the block to see who is signing.
- **The student is not cleared yet!** This data will be electronically filed with the athletic department for review. When the student has been cleared for participation, an email notification will be sent.

*If your physical is still current, the only thing that the FHSAA requires that you do at this time is to complete the EL3 form, upload your current video certificates (must be dated after March 2021), and electronically sign any paperwork on this site. If it will not let you advance without uploading the physical, let me know and I will send you the current one I have via email. I am hoping I will be able to upload your current EL2 on this end. **Please do this right away so we can keep your student-athlete eligible.***

Here are some answers to questions you may have about the process as you go forward:

1. How do I add additional students? An additional account is NOT NEEDED on AthleticClearance.com for a new student. Stay in the same account and go back to the "Clearance" page and click the "Start Clearance Here!" button. Instead of selecting the first student from the student dropdown menu, manually complete the Student Information page for the additional student.
2. Where can I find the physical form or EL2? The Physical document can be found on the Uploads page. The Student Information portion of the Athletic Clearance process must be completed before the Uploads section can be accessed. Once on the Uploads page, the Physical can be downloaded by clicking on the hyperlink titled "Download Your School's Physical Form Here".
3. How can I scan my document? To upload documents to a clearance, they will first need to be scanned or photographed. **Option 1:** A photo can be taken using a smartphone. **Option 2:** Use a third-party scanning app. There are many free third-party apps like Genius Scan (Apple) (Android). These apps will take pictures and merge the forms within the app. **Option 3:** Use a scanner to upload documents to a computer before attaching them to a clearance.
4. Where can I upload forms? To access this feature, click on the pencil icon under the column titled Uploads and select "Choose File" to upload the required form.

5. How do I replace or delete an uploaded document? Documents that have been uploaded to an AthleticClearance.com account cannot be deleted by the user. To replace an existing upload, select "Replace File" and select the updated file to upload in its place. Once all the updated files have been selected, click Save at the bottom to finalize the updates.
6. Electronic signatures: The electronic signature section is where parents and athletes can sign a school's release forms and waivers. To sign a form, click in the text field "Please Sign Correct Signature" on the left side of the page, then proceed to type out either the student or parent's name in the text field (whichever corresponds). To view the text of the document, you can scroll through the provided text box. If a user wishes to view the full PDF version of the document, they can click the Blue Hyperlink under the text box and the document will be downloaded to the device.
7. I have finished the process, why isn't my student Cleared? A status of "Uncleared" means that your school has not yet reviewed your athlete's clearance. The school's Athletic Administrators will review the information that is submitted before they clear a student for participation. The student will not automatically be cleared after the information has been filled out. Please contact the school's athletic department with any questions regarding the status of one's clearance.