



ATHLETIC CLEARANCE

Quick steps for parents/students using the online athletic clearance process.

Updated: APRIL, 2023

Online Athletic Clearance

1. Visit www.AthleticClearance.com and choose your state.
2. **Register.** PARENTS register with valid email username and password.
3. Login using your email address that you registered with
4. Select **"Start Clearance Here"** to start the process.
5. **Choose the School Year** in which the student plans to participate. *Example: Football in August 2023 would be the 2023-2024 School Year.*
Choose the School at which the student attends and will compete for.
Choose Sport
6. Complete **ALL** required fields for Student Information, Educational History, Medical History and Signature Forms. **(If you have gone through the AthleticClearance.com process before, you will select the Student and Parent/Guardian from the dropdown menu on those pages)** Do not make more than one account.
7. You might be asked to upload some documents after step one including the physical. **THE ONLY PAGE YOU WILL NEED TO UPLOAD NOW WILL BE THE 4TH PAGE OF THE EL2, THE OTHER PAGES ARE NOT REQUIRED BY THE FHSAA. PLEASE MAKE SURE EVERY SECTION ON THAT PAGE IS FILLED OUT AND SIGNED.**
8. There are multiple ways that you can scan a document and upload it on the website (printer/scanner, mobile app, etc.). Perhaps the simplest way is to take a picture of it on your phone and then upload it. However, you might need to merge those images or PDFs into one file. Here are two great tools that will allow you to merge PDFs into one file and also JPG images.

Merge Multiple PDFs - <https://smallpdf.com/merge-pdf>

Merge Multiple JPGs - <https://smallpdf.com/jpg-to-pdf>

MAKE SURE YOU CLICK SAVE AT THE BOTTOM

If you have a physical that is still good for the year, just click Archived Clearances, then uploads and it will come up under Upload physical form in blue. Save and upload to new school year.

Also, you will need to do the courses this year (Concussion, Heat and Cardiac Arrest) upload the certificate when done.

9. Optional **Donation** to your athletic program or pay participation fees (private schools only).

10. Once you reach the **Confirmation Message** you have completed the process.
11. If you would like to register for additional sports, you may check off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports/activities.
12. All this data will be electronically filed with your school's athletic department for **review**. When the student has been **cleared for participation**, an email notification will be sent.
13. If you are **updating the physical** after being cleared, just log in and click on the BLUE circle that says files. Scroll down to Choose Existing File, click below on Browse, then upload the new physical. Make sure you click on the blue **SAVE & CONTINUE** at the bottom.

Online Athletic Clearance FAQ

What is my Username?

Your username is the email address that you registered with.

Multiple Sports

Once you complete a clearance for one sport and arrive at the Confirmation Message, you will have the option to check off additional sports/activities for the current school year. **PLEASE ONLY CHECK OFF SPORTS YOU KNOW YOU WILL PLAY.** Don't just check ones because you are interested in those. If you decide to participate in an additional sport/activity later on, you can access the multiple sport check boxes by clicking on "Print" under the Confirmation Message of your original Clearance for that specific year.

Physicals

The physical form your school uses can be downloaded on the Physicals page. (EL2)

Why haven't I been cleared?

Your school will review the information you have submitted and clear or deny your student for participation. You will receive an email when the student is cleared.

If you have any more questions or problems, PLEASE email Mrs. Gloria Massey gmassey@tcjax.org