

ATHLETIC CLEARANCE

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

Prepared for:

Athletic Directors
Athletic Assistants
Coaches
Parents/Students

Prepared by:

Home Campus and modified for HOB Athletics

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Online Athletic Clearance

1. Visit **www.AthleticClearance.com** and choose your state.
2. Watch quick tutorial video
3. **Register.** PARENTS register with valid email username and password. You will be asked to type in a code to verify you are human. **If this step is skipped your account will not activate.** (If this step is skipped, please contact us to activate your account)
4. Login using your email address that you registered with.
5. Select "**New Clearance**" to start the process.
6. Choose the School Year in which the student plans to participate. *Example: Football in Sept 2020 would be the 2020-2021 School Year.*
Choose the School at which the student attends and will compete for. Choose the sport
7. 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

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Parent/Guardian from the dropdown menu on those pages)

8. Be certain to download, complete and then upload the EL2 physical form and the Consent for Medical Treatment form. The CMT must also be notarized before uploading.
9. There is a link to the NFHS website to register and view the three free videos required by the state. They are Concussions in Sports, Heat Illness Prevention and Sudden Cardiac Arrest. The videos are free, but you must still go through the purchase process. Then view them and complete the short quiz. You will be awarded a completion certificate to upload onto the clearance website.
10. Optional **Donation** to your athletic program or pay participation fees (private schools only).
11. Once you receive the **Confirmation Message**, you know you are registered and have begun the process. **You are not cleared to participate until you receive the clearance email.**
12. If you would like to register for additional sports/activities you may check off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports/activities. ****PLEASE ONLY CHOOSE SPORTS THAT YOU WILL ACTUALLY PLAY.**
13. All of 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.

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

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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, CMT and video completion certificates-Very Important

The state **EL2 Physical Form** can be downloaded on Physicals page. Most schools will accept the physical online (done by uploading the completed form on Step #2) as well as turning in a hard copy to the athletic department. AHEC will upload the physical for you if you have it done here at HOB.

Other uploads:

The **Consent for Medical Treatment** form must be downloaded, printed, signed by a parent. Importantly, it must also be notarized (the HOB office manager, Kaleena Rodriguez is a notary and can help with this step). The notarized form then must be uploaded to Athletic Clearance.

The **FHSAA Required Video Certificates** form has a space for completion codes that are displayed on the completion certificate awarded upon course completion of the three state-required videos. The form also states clear instruction as to completing the courses. Just follow the instructions and fill the valid and current completion codes in the space on the form. Then upload the form.

Statuses for this page are as follows:

Completed: Necessary upload areas are filled (Only the physical, Consent for Medical Treatment and three video completion certificates are required by HOB)

In Progress: At least one upload area is filled.

Incomplete: No files have been uploaded

Uploading the forms is easily done by taking a picture of the completed form and then uploading that image onto Athletic Clearance.

Document Library

This area is meant to store your files so they can be accessed later in the year or perhaps years following. You can either upload your files to the Document Library then apply them to your Clearance on the Physical page OR you can choose/browse for the file on the Physical page and the file will save to the Document Library for future use.

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.

My sport is not listed!

Please contact your school's athletic department and ask for your sport to be activated.

Athletic Director:
John H. Grimesey
John.grimesey@keysschools.com

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