

Athletic Clearance Cheat Sheet
(updated 4/27/23)

1. Go to www.AthleticClearance.com and choose the state of Florida. Create an account with a valid email address and a password that you will REMEMBER. Then click the blue "Start Clearance Here" button.
2. Select the current school year (2023 - 2024), choose North Fort Myers HS, and then select the PRIMARY sport you're playing (you'll be able to select MORE sports by clicking the blue "Add More Sports" button). After you've selected your sports, click "next".
3. Complete ALL the fields in the **Student** tab. You MUST make sure to enter your **STUDENT ID NUMBER**, as well as the other information asked for. Failure to enter your student id number can delay verification of your GPA for academic clearance. Once you have completed everything, Click Save & Continue.
4. Complete ALL fields in the **Parent/Guardian** tab. Click Save & Continue at the bottom once you've completed EVERY field. Click NO at the bottom for Student Recruiting Services unless you want a bunch of junk mail coming your way.
5. Answer ALL of the questions in the **Medical tab**. At the bottom, click on the pinkish box to open up and print the 5 page FHSAA physical form you'll need signed by your physician. Click Save & Continue once you've done that.
6. The next tab is **Signatures**. Here you will electronically sign/acknowledge various forms. You must type the EXACT same name in each of the acknowledgement fields for the required forms in order for the system to accept it. Once the student has electronically acknowledged the forms, they will click Save & Continue. Parents/Guardians will then follow the same process. Please make sure you type the same exact name all the time. Copy and paste is the best option. Then click Save & Continue at the bottom.
7. Next up is the **Files** tab. This is the section where you will upload all of your signed documents into their appropriate storage slots. These will need to be in PDF form. There is a free app for phones called Genius Scan. You can download this and it will turn any document into a single or multi page PDF file. It's very easy to use and you can then email yourself your PDF's to upload. You will need to upload the following documents...
 - a. EL2 - PreParticipation Physical (5 pages): this is the physical form that you must have your physician use. Please merge this into one 5 page PDF.
 - b. FHSAA Concussion Video Certificate: <https://nfhslearn.com/courses/concussion-for-students>
 - c. FHSAA Heat Illness Video Certificate: <https://nfhslearn.com/courses/heat-illness-prevention-2>
 - d. FHSAA Sudden Cardiac Arrest Certificate: <https://nfhslearn.com/courses/sudden-cardiac-arrest>
 - e. Birth Certificate
 - f. GA4: This is ONLY signed, notarized, and uploaded if you are TRANSFERRING IN from another high school.
 - g. Proof of Insurance
 - h. Parent Transportation Form
- Please note that many of the hard copy forms MUST be signed by both the parent/guardian AND the student. If any signature is missing, then you will have to submit again. All items MUST be dated as well. Pay very close attention to all forms to ensure you don't miss anything.
8. Confirmation Message: This means you have submitted something for every spot you were supposed to. Please print this out and sign for your records.

Once you complete ALL these steps, the athletic office will clear you. You are NOT cleared until athletics ensures that you are. Make sure your coach has verified with athletics that you are eligible to participate.