

Website for Naples High Athletic Clearance Instructions

www.athleticclearance.com

Please follow these steps to use our online athletic clearance process.

1. Choose **FL**.

2. FIRST TIME USERS: Click on the “register” link. PARENTS/GUARDIANS - Fill in your email address and a **password** (please remember the password or write it down). Click Create an Account (blue box). You only need one account per family as siblings are registered from the same account. **NOTE:** Please make sure to enter the grade level the student will be in for school year 2021-22.

3. RETURN USERS: Enter your login information (email and password you registered with in 2020-21) and click “Sign In” (blue box). Click on the “**Start Clearance Here**” button to begin a registration.

4. Watch the YouTube tutorial at the bottom of the page if you have any questions regarding the new system.

5. Select the Year: 2021-2022

School: Naples High (region 3)

Sport: Select all sports that the student will participate in - Click **Submit**.

6. Complete all required fields for Student Information, Parent/Guardian Information, Medical History, Signature Forms and upload a File. (If you have gone through the Athletic Clearance process before, you will select the Student and Parent/Guardian from the dropdown menu on those pages and the information will autofill.

7. Upload Section for Physical, Proof of Insurance and FHSAA Required Video Certificates: You will need to scan each of these documents and save to your computer. When uploading forms use the “choose file” section **NOT** the “choose from documents library” section. The uploads are labeled for you – physical, insurance and FHSAA Required Video Certificates (3 videos are required). You must have all of these documents uploaded and on file (electronically) to be cleared. The physical must be current – good for 365 days from the date the physical was given by a doctor and it must be signed by parent, student and doctor. **If you were previously on athletic clearance, and you use your same login and password, you will be able to upload your physical and insurance from the old account (as long as the physical is not expired).** You must also bring in your original proof of birth (original birth certificate or passport) to the Athletic Secretary or the Athletic Director to be cleared to participate if you have not previously brought it in to their office.

8. Once you reach the Confirmation Message you have completed the online registration process.

9. THE STUDENT IS NOT CLEARED YET! The data will be electronically filed with your student’s athletic department for their review. When the student has been cleared for participation, an email notification will be sent.

Questions? Call the Athletic Office at 239-377-2228