

Instructions for Submitting Physical Packets

Attention Parent/Guardian of an Evans Trojan Student-Athlete:

Starting in 2020, we are switching over to digital submission of physical packets for students looking to participate on any athletic team. The only physical piece of paper you will need to have is the EL2 page 2 for your primary care physician's evaluation. We are hoping this will alleviate the problems we have had with missing signatures, missing paperwork, etc. The platform we will be utilizing for this is Athletic Clearance. Below this page, you will find step-by-step instructions on how to create an account and start the submission process.

Please note that physicals will have to be uploaded and completed correctly **48 HOURS PRIOR** to tryouts. Physicals will not be accepted if there is any missing information and/or signatures. Physicals are good for one calendar year. If the date of your physical exam expires during your sport's season, you will not be allowed to participate until a new physical is submitted. A violation of this may cause the team to forfeit contests and/or be fined by the FHSAA. If you have any questions or concerns, please email me at tiffany.edwards@ocps.net or send your student-athlete to room 4-109 by the Gymnasium during their lunch or after school. Thank you and as always Go Trojans!

Best regards from your Evans Athletic Training Staff,

Tiffany Edwards ATC LAT - Head Athletic Trainer

Erik Del Orbe ATC LAT – Assistant Athletic Trainer

Jabrea Joiner ATC LAT – Assistant Athletic Trainer

Instructions for Athletic Clearance

After a physical exam is performed by the appropriate health care provider, this information along with other documents must be uploaded to Athletic Clearance. *Any questions please contact the Head Athletic Trainer, Tiffany Edwards, at tiffany.edwards@ocps.net or 407-522-3422 *(not available by phone over the summer).*

- 1 Visit www.AthleticClearance.com and choose your state (FL).
 - a. At the top of this page, you can change the language you want the website to be in.



- 2 Watch quick tutorial video (if needed).
- 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 Home Campus to activate your account).

- a. You only have to register once and can add multiple student athletes to the same original account.



- 4 Once you have registered your account, go back to the main screen and login using your email address that you registered with.

Login

User Name (Email):	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Sign In"/>

Forgot Password

PARENTS WILL NEED TO CLICK THIS BUTTON TO REGISTER AN ACCOUNT

Don't have an account?

5 Select “New Clearance” to start the process.

- a. Select 2020-2021 under year
- b. Select Evans High School (Section 2) for school
- c. Select the **FIRST** sport you are trying out for in the 2020-21 school year
 - i. If you are playing multiple sports you can add them all at the end of the process



Clearances

Choose Which Year, School, & Sport

Year *

School *

Sport *

If your schools allows, you will be able to include additional sport/s on the Confirmation page

You can pick more sports at the end - so only pick the **FIRST** sport you are trying out for this year.

6 Fill out student information.

- a. Make note that under Education History to click one of the following:

Education History *

- My student has never attended a different high school.
- Student is entering 9th grade
- Student is in elementary or middle school
- Student transferring from another school

- i. 1st Option – IF YOU STARTED YOUR FRESHMAN YEAR AT EVANS
- ii. 2nd Option – IF YOU ARE AN ENTERING 9th GRADER
- iii. 4th Option – IF DID NOT START YOUR FRESHMAN YEAR AT EVANS

** The 3rd Option is not a valid option and could result in your clearance being denied**

- 7 Upload the required documents under the following sections:
 - a. Page 1 of EL2 physical form – history portion
 - b. Page 2 of EL2 physical form – doctors portion
 - c. Insurance card – proof of insurance (if applicable)

****PLEASE NOTE THAT THE DEPARTMENT OF HEALTH PHYSICAL FORM WILL NOT BE ACCEPTED AS A SPORTS PHYSICAL**

**Uploading the documents can be done in a variety of ways. A couple of examples are taking pictures with a cell phone, using a scanning application on a cell phone or using a scanner.

** Please ask questions if you need help.

- 8 Fill out medical history
- 9 Fill out parent/guardian information
- 10 Fill out **ALL** signatures

* Make sure to place the correct signatures in the appropriate boxes. Place parents name where it says parent signature and place students name where it says student signature. **Doing this incorrectly can cause your physical to denied.***

- 11 Once you reach the **Confirmation Message**, you have completed the initial process. Please follow the directions indicated on the confirmation message.
 - a. Remember it takes 48 hours for physicals to be processed. Submitting paperwork does not guarantee clearance. All documents must be verified and grades must be checked to ensure the student athlete is above a 2.0 GPA.
- 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 choose **ALL SPORTS** you will/may try-out/participate in.
- 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 stating what the status of your student athlete's eligibility for participation in sports is and telling them to return to the athletic trainer for their wristband for clearance.

Please take a moment and check that all paperwork on Athletic Clearance is filled out **COMPLETELY and CORRECTLY** with all student and parent/guardian signatures before submission to Evans HS Athletics.

Note: If you have not clicked all the sports you want to play you will have to go back into athletic clearance and do it again. In addition, if the signatures are done incorrectly they will be reset for you to do them again. A copy of a current health insurance card (front and back) is required if you indicate that the student athlete is insured.

Incomplete accounts will NOT be accepted and will result in a denial status on athletic clearance. To avoid any delay in their participation eligibility please be sure the packet is **100% COMPLETE**.

Thank You,

Athletic Department

Any questions please contact the Head Athletic Trainer, Tiffany Edwards, at tiffany.edwards@ocps.net or 407-522-3422 *(not available by phone over the summer).