

## NEW WEBSITE for Naples High Athletic Clearance Instructions

**[www.athleticclearance.com](http://www.athleticclearance.com)**

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

1. Choose **FL** then watch the tutorial video **BEFORE** creating your account.
2. Click on the “register” link. Fill in your first and last name, email address and choose a **password**. Click Submit. You only need one account per family as siblings are registered from the same account. Your information will be saved from year to year.
3. Log in to your account by using the **code that is given to you**. If you skip this step, your account will not activate.
4. Log back in using the password you registered with and click on the “**Start Clearance Here**” button to begin a registration (Step #1).
5. Select the Year: **2020-2021**  
School: Naples High (region 3)  
Sport: Select your **first** sport from the drop down menu - Click **Submit**.  
You may add other sports at the **end** of the registration process.
6. Fill in ALL required information for **Step 1: Student Information** and click **Save**.
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. You must have all of these documents uploaded and on file (electronically) to be cleared. The physical must be current – good for 365 days and signed by parent, student and doctor. 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.
8. Once all information has been input into the computer...click **Save**.
9. Fill out the Medical History (Step #2) – for any “yes” answers please provide details in space given then click **Save**.
10. Fill out the Parent/Guardian Info (Step #3) – if you live in a single parent household (as personal situations differ), you may choose “N/A” for the second parent. You will also need to add an additional emergency contact other than a parent.
11. Step #4: Signature Forms. This step is broken up into two sections (**parent**) and (**student**). The parent/guardian is to read the forms on the right side of the screen and electronically sign them by typing their name on the left side of the screen. The student should do the same for the forms listed under the “student” section.
12. **FINAL STEP**: After you have completed all the steps, a **completion letter** (not the starting but completion) will generate – **Print this form out** – Both parent and student physically sign this form. The student must bring the signed confirmation form to the Activities Office for final approval.

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

(Updated 5/27/2020)