**ATHLETIC CLEARANCE**

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

**Prepared for:**

Athletic Directors

Athletic Assistants

Parents/Students

**Prepared by:**

Home Campus

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**Online Athletic Clearance**

1. Visit **AthleticClearance.com**. Click on the Florida Picture
2. Click on “**Create an Account**” and follow steps. Watch tutorial video if help is needed or you can contact the Athletic Department at HCHS.
3. **Register**.
	1. **Use Student School Email**: first.last@my.hamiltonfl.com
	2. **Use School Password**: HCHSTrojan1
4. Login using your email address that you registered with
5. Select “**Start Clearance Here**” to start the process.
6. Choose the School Year in which the student plans to participate. *Example: Football in Sept 2021 would be the 2021-2022 School Year.*

Choose the School at which the student attends and will compete for.

Choose Sport. \*Make sure to “Add New Sport” if a multi-sport athlete and ADD ALL sports you might be interested in participating in.

Electronic signatures will be applied to the additional sports/activities.

1. Complete all required fields for Student Information, Educational History, Medical History and Signature Forms. This is where you will upload copies/pictures of your physical, insurance cards, NFHS class certificates, and note for permission to ride home with parent/guardian after events (must be signed off by admin before uploading)
2. Once you reach the **Confirmation Message** (if your school uses it) you have completed the process.
3. 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 to the student, all coaches, Athletic Directors, and administration.

**Online Athletic Clearance FAQ**

What is my Username?

Your username is the email address that you registered with.

School Email: first.last@my.hamiltonfl.com

Password: HCHSTrojan1

Multiple Sports

On the first step of the process you have the ability to “Add New Sport”. If you use this option, you fill out the clearance one time and it is applied to the sport selected.

If you complete a clearance and come back at a later date to add a sport, you will “Start New Clearance” and then autofill student and parent information using the dropdown menus on those pages.

Physicals

The physical form can be downloaded on Files page. Most schools will accept the physical upload you do not need to turn in a hard copy to the athletic department. If you have turned in a hard copy to Mrs. Denson we will upload this for you.

 Why haven’t I been cleared?
 Your school will review the information you have submitted and Clear,

 Clear for Practice or Deny your student for participation. You will receive an

 email when the student’s status is updated.

 My sport is not listed!

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