

BNS/BHS Athletics Clearance Upload Instructions



In an effort to streamline all of our athletics paperwork, all paperwork to become eligible to compete in athletics at BNS/BHS for 2022-2023, must be completed online. The majority of the paperwork is required by the FHSAA. If your student has an FHSAA physical already on file (EL2 form) in the athletics office, as well as a Consent and Release Form (EL3), then when it comes time to download these two documents, just upload the attached file (Physical/Consent Form On File) that lets us know the form is on file. If your physical will expire soon, then you are encouraged to get a new physical and upload into the system. All other paperwork must be resubmitted for the 2022-2023 school year online. **Without completing all of these requirements, your child will not be eligible to compete in our sports programming to start the school year.** Thank you for your understanding, the instructions are below.

1. Visit **AthleticClearance.com**. Click on the Florida picture.
2. Click on **“Create an Account”** and follow the steps. Or sign in if you have previously created an account. Watch the tutorial video if help is needed.
3. **Register**. PARENTS register with valid email username and password.
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, volleyball in August 2022 would be the 2022-2023 school year.
7. **Choose the school** at which the student attends and will compete for.
8. **Choose the sport**. You can also “Add New Sport” if the student is a multi-sport athlete. Electronic signatures will be applied to the additional sports/activities.
9. Complete all required fields for Student Information, Educational History, Medical History and Signature Forms. **(If you have gone through the AthleticClearance.com process before, you will select the student and Parent/Guardian from the dropdown menu on those pages. (In the fall of 2022, everyone is new).**
10. Once you reach the **Confirmation Message**, you have completed the process.
11. All of this data will be electronically filed with the athletics department for **review**. When the student has been **cleared for participation**, an email notification will be sent.

Frequently Asked Questions

What is my username? Your username is the email address that you registered with.

Multiple Sports - During 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.

Why have I not been cleared? The athletic department will review the information that has been submitted and Clear, Clear for Practice, or Deny the student for participation. You will receive an email when the student athlete’s status has been updated.