



Winter Springs High School Athletics

New Sports Physical Submission Process

Online System Going Live June 1st, 2020

Welcome to Winter Springs High School Athletics! We are very excited that your child is interested in trying out for one of our 32 sports teams! Being involved in extracurricular activities is instrumental in the overall development of our students and there is a sport here for everyone. Any student with a minimum of a 2.0 cumulative GPA that is interested in trying out for a WSHS Sports Team **MUST COMPLETE** the clearance process detailed in this packet in order to be cleared for participation.

All sports physicals and clearance paperwork will now be submitted online as we transitioned from the old paperwork format to our new digital platform. As a parent, this process eliminates the need to “DROP” your paperwork at the school or “SEND” it with your student-athlete. We look forward to the numerous benefits that this system will provide for you, your student-athlete, our coaches and our department staff.

In order to participate in any preseason conditioning workouts or team tryouts a prospective student athlete must create an online account: www.athleticclearance.com, upload all required documents. It will then be processed by our staff and you will receive an email from our Athletic Department clearing you for the sport(s) you selected. Below you will also find instructions for the required NFHS courses that need to be completed prior to finalizing your clearance online.

Online Athletic Clearance Directions

In order to complete this process you will need the following documents to upload in the system.

- **Completed Sports Physical** (*EL2 Form for Doctor you can printed from the site*)
- **Insurance Card** (*Must upload new card every year with current policy information*)
- **Birth Certificate** (*First Time WSHS Athletes, All Freshman and Any Transfer Student*)
- **FHSAA GA4 Form** (*For any student who is a transfer or has attended another high school*)
- **Parent Driver's License or Government Issued ID Card**

1. Visit www.AthleticClearance.com and choose your state.



2. Watch quick tutorial video (Optional)
3. **Register** and complete the 7 fields, including a security question. Parents must register with a valid email username and password.
4. You will be asked to submit an activation code that will be displayed on the screen. Enter the code and click Submit.
5. Login using your email address and password.
6. Select "**Start Clearance Here**" to start the process.
7. Select "School Year" = 2020-2021
Select "School" = Winter Springs High School (Section 2)
Select "Sport" = ex: Football or any other Fall Sport you want to play
(**MUST BE THE FIRST SPORT** that you will need clearance for at WSHS, any other Winter sports or Spring sports can be added in a later screen).
8. Complete all required fields for the following 5 steps:
 - a. Student Information – please use legal name in Skyward.
 - b. Medical History – Answer all questions, provide necessary information.
 - c. Parent/Guardian Information – Answer all questions, provide necessary information.
 - d. Signature Forms – Parent and Student sections.
 - e. \$25 Athletic Participation Contribution, supporters receive official Athletics T-shirt
Upload All Forms – Sports Physical (EL2 Form), Insurance Card, Birth Certificate, Transfer Student (GA4 Form), Parent Driver's License (used to confirm parental consent for participation) in the appropriate sections.

9. Once you reach the **Confirmation Message** you have completed the process.
10. If your student athlete is interested in trying out for any other teams in order to be cleared for preseason conditioning or team tryouts. **THEY MUST REGISTER FOR ANY ADDITIONAL SPORTS** by you checking off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports/activities.
11. All of this data will be electronically filed with the WSHS athletic department for **review**. When the student has been **cleared for participation**, an email notification will be sent. At that point their name will be added to a coaches cleared to participate list.

If you have any questions or issues with process please contact WSHS Athletic Office Manager christina_gibbs@scps.k12.fl.us or (407) 320-8757.

Participation in any preseason conditioning, open facility workouts or official team tryouts is not permitted until you have received email from the Athletic Department regarding your clearance status. Additionally all Head Coaches will have live time access to their sports cleared to participate list.



Follow WSHS Athletics on Twitter: @WSBearAthletics

**Updates / Results can also be found online at:
www.winterspringshs.scps.k12.fl.us/athletics**

Online Athletic Clearance FAQ

What is my Username?

Your username is the email address that you registered with.

Multiple Sports

Once you complete a clearance for one sport and arrive at the Confirmation Message, you will have the option to check off additional sports/activities for the current school year. PLEASE ONLY CHECK OFF SPORTS that you plan on participating in this year.

If you decide to participate in an additional sport/activity later on, you can access the multiple sport check boxes by clicking on "Print" under the Confirmation Message of your original Clearance for that specific year.

Physicals

You must use the FHSAA's EL2 form to take to your physician for physical exam. You can download this from your athleticclearance.com account or WSHS website athletics page. Wellness Exam Certificates cannot be accepted. You must submit the completed EL2 physical form online (done by uploading the completed form on Step #2).

Clearance Stages

Completed: All upload areas are filled.

In Progress: At least one upload area is filled.

Incomplete: No files have been uploaded.

Document Library

This area is meant to store your files so they can be accessed later in the year or perhaps years following. You can either upload your files to the Document Library then apply them to your Clearance on the Physical page OR you can choose/browse for the file on the Physical page and the file will save to the Document Library for future use.

Why haven't I been cleared?

Your school will review the information you have submitted and Clear or Deny your student for participation. You will receive an email when the student is cleared for the sport selected.

My sport is not listed!

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

Do I need a birth certificate?

Only for incoming 9th graders, students who didn't play a WSHS sport last year or any transfer students.

If I am transferring to WSHS what other forms are required?

The FHSAA GA4 [Click Here for PDF](#) is required of all transfer students

Where do I find the NFHS Learn Courses?

See the attached instructions, but you can easily go to www.nfhslearn.com.

What do I do when I am done with my NFHS Learn Courses

Best practice would be to upload them to your document library and submit under “other documents”? on your upload page of www.athleticclearance.com . You can also simply save them as screen shots or PDF in the event you are asked to produce proof of completion.

Instructions for NFHS Course Videos

If you have completed a course in the past, the course must be “ordered” prior to starting it again for this year.

Course 1: NFHS “Concussion in Sports”

Course Ordering

Step 1: Go to www.nfhslearn.com

Step 2: “Sign In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account—OR-- If you do not have an account, “Register” for an account.

Step 3: Click “Courses” at the top of the page.

Step 4: Scroll down to “Concussion in Sports” from the list of courses.

Step 5: Click “View Courses”

Step 6: Click “Order Course”

Step 7: Select “Myself” if the course will be completed by you.

Step 8: Click “Continue” and follow the on-screen prompts to finish the checkout process. **(Note: No fee for this course)**

Course 2: NFHS “ Sudden Cardiac Arrest”

Course Ordering

Step 1: Go to www.nfhslearn.com

Step 2: “Sign In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account--Or --If you do not have an account, “Register” for an account.

Step3: Click “Courses” at the top of the page.

Step 4: Scroll down to “Sudden Cardiac Arrest” from the list of courses.

Step 5: Click “View Courses”

Step 6: Click “Order Course”

Step 7: Select “Myself” if the course will be completed by you.

Step 8: Click “Continue” and follow the on-screen prompts to finish the checkout process. **(Note: No fee for this course)**

For Head Coaches and Paid/Supplement Coaches

Course 3: NFHS “ Heat Illness Prevention”

Course Ordering

Step 1: Go to www.nfhslearn.com

Step 2: “Sign In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account --- Or-- If you do not have an account, “Register” for an account.

Step3: Click “Courses” at the top of the page.

Step 4: Scroll down to “Heat Illness Prevention” from the list of courses.

Step 5: Click “View Courses”

Step 6: Click “Order Course”

Step 7: Select “Myself” if the course will be completed by you.

Step 8: Click “Continue” and follow the on-screen prompts to finish the checkout process. **(Note: No fee for this course)**

Beginning a Course

Step 1: Go to www.nfhslearn.com

Step 2: “Sign-In” to your account using the e-mail address and password you provided at time of registering for an nfhslearn account.

Step 3: From your “Dashboard”, click “My Courses”

Step 4: Click “Begin Course” on the course you wish to take.

Save certificates and upload to your document library on www.athleticclearance.com