



ONLINE ATHLETIC CLEARANCE

1. Go to www.athleticclearance.com to register student-athlete for participation.
2. Tutorial video is available.
3. Establish and verify your new account with an email username and password.
4. Log in using your email address and password.
5. Click “**NEW CLEARANCE**” to begin the registration process. If you have previously signed in, click on each incomplete section that needs to be completed for your student.
6. At the “**YEAR**” drop down, select the current school year we are in.
7. At the “**SCHOOL**” drop down, select: Mayport Middle School.
8. At the “**SPORT**” drop down, select any sport (only one sport needed).
9. Click “**SUBMIT.**”
10. Complete all required fields for student information.
11. **UPLOADS:** You **MUST** scan or upload a picture of the front and the back of your completed EL2 physical form, your proof of insurance, and your birth certificate.
12. **MEDICAL HISTORY:** Complete all required fields for your medical history.
13. **PARENT/GUARDIAN INFORMATION:** Complete all required fields for parent/guardian information.
14. **SIGNATURES:** Complete all the signatures on the signature form.
15. Once you have reached the **CONFIRMATION** message, you have completed the registration process.
16. Lastly, sign your student up for PlanetHS. They need to have a profile in order to be put on the eligibility roster should they make the team.
www.planeths.com

Your registration will be reviewed and cleared by the athletic department. If additional information is needed you will be notified directly or via your coach.

