



# **Lyman High School Athletics**

## **New Online Student-Athlete Clearance System**

### **Beginning June 1<sup>st</sup> 2020**

All student-athlete paperwork for clearance to participate in Lyman Athletics will be submitted online at [AthleticClearance.com](http://AthleticClearance.com). As a parent, digitizing this process eliminates the need to bring your paperwork to the school or send it with your student-athlete. We look forward to the numerous benefits that this system will provide to you, your student-athlete, our coaches, and our department.

In order to be eligible for any preseason conditioning, team workouts, or team tryouts ALL student-athletes must create an online account at [athleticclearance.com](http://athleticclearance.com) and upload all required documents. Student-athletes are not cleared for participation until they have received confirmation of clearance to participate from Lyman Athletics.

# #START THE CHASE

## LYMAN ATHLETICS

### Lyman Athletics – Online Sports Physical Submission Information

**ALL ATHLETES** interested in participating in athletics at Lyman High School **MUST COMPLETE** the process below.

**Documents to have on hand: Physical (on SCPS EL2 form), Insurance Card, Parent Driver's License and Original Birth Certificate (9<sup>th</sup> Graders/Transfers Only)**

1. Visit [www.AthleticClearance.com](http://www.AthleticClearance.com) and choose FLORIDA.
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 that you registered with.
6. Select “**Start Clearance Here**” to start the process.
7. Select “School Year”, select “School”, Select “Sport” in which the student plans to participate in first. (you can select other sports later)
  - a. **Example 2020-2021, Lyman, Golf**
8. Complete all required fields for
  - a. Student Information – Please use legal name as it appears in Skyward
  - b. Student Uploads-
    - i. If your current physical on file in the athletics office does not expire before or during your next sports season, we can upload it. Remember a physical dated from your doctor lasts 365 days.
    - ii. If you have been cleared to participate in a sport at Lyman prior to the fall semester 2020, we have already verified your original birth certificate. **Incoming 9<sup>th</sup> graders and transfers need to upload these documents. AND bring your ORIGINAL birth certificate to Mrs. Karen Bennett in the administrative office.**
    - iii. Please upload a picture of your insurance card. If you have school insurance we will verify coverage in the athletic office.
    - iv. Parent Driver's License, Military, or State ID – used to confirm parent consent
  - c. Medical History- Answer all questions and provide necessary information.
  - d. Signature Forms- Parents and Students sign each form.
9. Athletic Participation Contribution to your athletic program.
10. Once you reach the **Confirmation Message** you have completed the process.
11. If you would like to register for additional sports you may check off those sports below the Confirmation Message. Electronic signatures will be applied to the additional sports/activities.
12. 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.

**Note:** Participation in a program for conditioning, open facilities, tryouts, or practice cannot occur until you have been notified by the athletic department of your clearance status.

If you have any questions or concerns please contact the Athletic Department via email at [karen\\_bennett@scps.k12.fl.us](mailto:karen_bennett@scps.k12.fl.us) or call 407-746-2057



## Lyman Athletics – Online Sports Physical Submission Information

### Returning Athletes

ALL athletes interested in participating in athletics at Lyman **MUST COMPLETE** the below process. An EL2 (physical) lasts 365 days from the date it was signed by a doctor.

#### Documents to have on hand: Physical (SCPS EL2 Form) and Insurance Card

If you already have an account, you will need to update physical and personal information into the new school year or to add a sibling please see below:

1. Login using your email address that you registered with.
2. Your registered athlete will be displayed.
3. Click on "Start Clearance Here" in top left corner.
4. Select "School Year", select "School", Select "Sport" in which the student plans to participate in first. (you can select other sports later)
  - a. **Example 2020-2021, Lyman, Volleyball**
5. Click drop down box, select your athletes name and grade.
  - a. To add siblings fill out demographics.
6. You will then need to fill in insurance information and education history then hit save.
7. Upload physical form then click save.
8. Any edits can be made by clicking on the pencil icon under each section.

If you have any questions or concerns please contact the Athletic Department via email at [karen\\_bennett@myscps.k12.fl.us](mailto:karen_bennett@myscps.k12.fl.us) or call 407-746-2057

## **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**

The physical form that your school uses can be downloaded on the Athletics page of the school website. Lyman High School will only accept the EL2 physical online (done by uploading the completed form on Step #2). Wellness exam certificates cannot be accepted.

#### **[EL2 Preparticipation Physical Evaluation](#)**

(can also be found here: <http://www.lyman.scps.k12.fl.us/athletics/eligibility.stml>)

### **Athletic Clearance Stages**

Completed: All upload areas are filled (may not be required).

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 the following years. 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.

### **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?**

If you are an incoming 9<sup>th</sup> grader, or if you are transferring from another high school you will need to upload your original birth certificate and bring the original birth certificate in to Karen Bennett in the Athletics office for verification.

### **If I am transferring to Lyman 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 <https://nfhslearn.com/courses> and search by course name

## Instructions for Accessing the Required NFHS Courses

### Course 1: NFHS “Concussion in Sports”

(Important Note: If you have completed this course in the past, the course must be “ordered” prior to beginning the course.)

#### Course Ordering

**Step 1:** Go to [www.nfhslearn.com](http://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”

(Important Note: If you have completed this course in the past, the course must be “ordered” prior to beginning the course.)

#### Course Ordering

**Step 1:** Go to [www.nfhslearn.com](http://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 “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)**

### Course 3: NFHS “Heat Illness Prevention”

(Important Note: If you have completed this course in the past, the course must be “ordered” prior to beginning the course.)

#### Course Ordering

**Step 1:** Go to [www.nfhslearn.com](http://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 “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](http://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.

***Be sure to save your certificates. For safe storage and easy access, upload to your document library on [www.athleticclearance.com](http://www.athleticclearance.com).***