

The Menendez Athletic Department utilizes an online paperless registration system, **AthleticClearance.com.** The registration process is explained below. Additional Menendez Athletics information, including coaches’ contact information, can be found at **www-pmhs.stjohns.k12.fl.us/athletics/**.Our expectation is that every athlete will be registered by their parent/guardian **before their desired sport’s start date (see dates below)**.

**REGISTRATION FOR THE 23-24 SCHOOL YEAR IS NOT OPEN YET, DATE TBD**

Please ensure the following when completing the online process:

1. Student ID should be entered WITHOUT a preceding “S”. Numeric ID only!
2. Scan and upload physical as ONE document.
3. Ensure that student information is complete on the physical (EL2).
4. Ensure that the MD has checked “cleared without limitation” AND signed and dated the physical.

Please keep in mind that the FHSAA requires all student athletes to view free video courses on concussions, heat illness, and sudden cardiac arrest (see instructions below). Signatures on the EL3 form indicate that your athlete has completed these three video courses. The FHSAA also requires that all student athletes have at least a **2.0 unweighted GPA** to be eligible for participation.

**Please make sure you are picking “spring football” as choice for sport. You will be registering for the 22-23 school year for spring football only. Registration for fall tackle football and other sports for the 23-24 school year will be open at a later date, during the summer.**

**The only type of physical we accept is the FHSAA EL2 physical form. The updated physical form is 4 pages. Starting in the new year, the old EL2 form WILL NOT** **be accepted. The old physical form will be accepted for spring football but will need to be updated for fall tackle football in the 2023-24 school year.**

**The new physical form can be found at** [**https://fhsaa.com/documents/2023/3/3/EL2\_Form.pdf**](https://fhsaa.com/documents/2023/3/3/EL2_Form.pdf)

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**ONLINE ATHLETIC CLEARANCE INSTRUCTIONS:**

1. Visit **www.AthleticClearance.com** and select Florida.
2. **First Time Users:**
   * **Create an Account.** PARENTS/GUARDIANS will register with a valid email username and password.
3. **Returning Users:**
   * Enter login information and click “Sign In”
4. **Sign In** using your email address that you registered with
5. Select **“Start Clearance Here”** to start the process.
6. Choose:
   * School Year in which the student plans to participate. *Example: Spring Football in May 2023 would be in the 2022-23 School Year.*
   * School at which the student attends and will compete *Example: Menendez (St. Augustine)*
   * Sport *Example: Spring Football* ***Do not choose tackle football.***
7. Complete all required fields for Student Information, Parent/Guardian Information, Medical History, Signature Forms and upload a file(EL2 physical) if applicable. (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 and the information will autofill).
8. Once you reach the **Confirmation Message** you have completed the process.
9. The student is not Cleared yet! 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.

Questions? Go to Support.AthleticClearance.com and submit a ticket.

**FHSAA REQUIRED COURSES FOR ALL ATHLETES:**

The FHSAA has enacted educational requirements for participation in athletics. All coaches and student-athletes are required to complete the courses (see below) before the first practice date for their sport. Failure to comply with these policies may result in fines and/or sanctions.

**Policy 40.1.1** – All FHSAA member school head coaches, paid/supplemented coaches and student-athletes are required to annually view the FREE NFHS online education course ***“Concussion in Sports – What You Need to Know.”***

**Policy 41.1** – All FHSAA member school head coaches, paid/supplemented coaches and student-athletes are required to annually view the FREE NFHS online education course ***“Heat Illness Prevention.”***

**Policy 42.1.1** – All FHSAA member school head coaches, paid/supplemented coaches and student-athletes are required to annually view the FREE NFHS online education course ***“Sudden Cardiac Arrest.”***

**To view the courses:**

**Step 1**: Go to www.nfhslearn.com.

Step 2: **“Sign In”** to your account using the e-mail address and password you

provided at the time you registered.

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 the specific course from the list of courses.

Step 5: Click “View Course”.

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: There is no fee for these courses.)

**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.

*For help viewing the course, please contact the help desk at NFHS. There is a tab on the upper right-hand corner of www.nfhslearn.com. If you should experience any issues while taking the course, please contact the NFHS Help Desk at (317) 565-2023.*

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