

Parent/Guardian

& Student-Athlete Manual

Steps to obtain athletic eligibility at Evangelical Christian School

The following is an outline of the steps that each student-athlete must complete in order to be eligible to play athletics at Evangelical Christian School. Each step is further explained as you read through this manual.

Step #1: Students must complete FHSAA Required Videos

Step #2: Gather all documents required for athletic eligibility

Step #3: Scan all required paperwork and upload to your computer

Each required form should be scanned/saved separately. There are a few options for scanning documents and uploading them to your computer. Please read the manual for further instruction!

Step #4: Submit a clearance through Athletic Clearance

This is how you will submit all athletic eligibility requirements for each student-athlete. The athletics office will not accept any hard copies of athletic paperwork. They must be uploaded through your athletic clearance account!

Step #5: Athletic Office Confirmation

Once you have submitted your child's paperwork online, the athletics office will review your file. <u>Your child is not cleared until you have received a confirmation email from athletics stating</u> <u>that everything is complete and your child may participate!</u>

<u>Please allow 48 hours for your completed account to be reviewed. You will receive an email</u> <u>stating whether your child is cleared or denied once their account has been reviewed.</u>

The following manual will help walk you through the required steps outlined above.

If you have any questions, please feel free to contact the athletics department at ECS.



Step #1: Complete Required FHSAA Videos

To comply with FHSAA and ECS requirements, **each student athlete will need to create a separate account through NFHS Learn.** Please follow the directions below to create your account and watch the required videos. <u>ALL VIDEOS ARE FREE!</u>

- 1. Go to www.NFHSLearn.com
- 2. Click on the "Register" button in the top right corner of the page
 - a. <u>If you already have an account from last year</u>, you can use the same email/password to log in. If you don't remember your password, click "'Forgot password" and follow the instructions. Log-in and go to step 7.
- 3. You will be asked to create an account and enter profile information
 - a. Please note that Evangelical Christian School does not come up as a school in the drop down list. However, if you type in "Evangelical" you will get the option to "add school". Then you can type in ECS. This is a third party site so we are not able to correct this issue.
- 4. The next page will ask what name should appear on the certificate at the completion of each required course. Please enter the appropriate name for whose account you are setting up. *Each athlete should be creating their own account!*
 - a. Please enter the student name, a valid email (each athlete's account will need their own email address) and choose their sport. For this website, it does not matter what sport you choose. It will not appear on the certificate and it does not change this process. The website asks this information for their records only.
- 5. Check the appropriate boxes that are available (Ex: student)
- 6. Click "Finish"
- 7. Once you are logged in, type in the search box "**Concussion In Sports**". You may have to click the magnifying glass in top right corner of the screen if the search box does not automatically appear
- 8. When the course appears on your screen, click on the title it will take you to a page with the course description and outline.
- 9. On the right side, above the description, is a drop down box for you to select your state. Select Florida and click on the button that says "Order Course". You will be asked who is completing the course, select "myself" and hit continue.
- 10. The next page will show your shopping cart, click "Continue Shopping "
- 11. Follow steps #7-10 to add "Sudden Cardiac Arrest" and "Heat Illness Prevention" courses to your cart.
- 12. Once all three videos have been added to your cart. Click the "Checkout" button
- 13. The next page will review your order, check a box at the bottom of the page agreeing to the no refund policy and click "continue"
- 14. Once you complete your purchase, your receipt will be on the screen. Click the button that says "Go to my courses". This will take you to your course library where you can watch each video.
- 15. After watching each video you will be given a competition certificate. You can either print each certificate or save it as a PDF to your computer.
- 16. All three video completion certificates will need to be uploaded to your Athletic Clearance account. You will be able to upload them individually into the program.



Step #2: Gather all documents required for athletic eligibility

You will need a copy of each document listed below to complete the eligibility process.

You will be able to create an account even if you don't have all the documents at this time but please be aware that until <u>ALL</u> documents have been <u>uploaded and approved</u> by the athletics department, your child will not be eligible to participate in athletics at ECS. *This includes conditioning, off-season workouts, pre-season workouts, summer conditioning, regular season practices and competition!*

- FHSAA EL02 Preparticipation Physical Form
- Proof of Age (birth certificate, passport, visa, etc)
- Proof of Insurance (if applicable)
- Parent/Guardian Government Issued Photo ID
- FHSAA Required Video Certificates (see step one on the previous page for details)
- FHSAA GA04 High School Transfer Form (if applicable)
 - Any athlete transferring to ECS as a 7, 8, 10, 11 or 12 grader will need to complete this form!

**If you are a returning family/student, and you use the same log-in email address as last year, you will have access to the documents you have previously uploaded. Therefore, your old physical, parent ID and proof of insurance will be in the system for you to choose from, if they are still valid.



Step #3: Scan all required paperwork and upload to your computer

Each of the documents above will need to be uploaded into the Athletic Clearance program. There are several options for this process.

Option #1: You can use an ipad/tablet to take pictures of each document and save them on your tablet to upload later. It is recommended that each document be saved as a PDF.

Option #2: If you are an iPhone user, you can use your Notes app. Simply open a new note and click on the camera icon at the bottom of the note. Choose "Scan Documents". You will then take a picture of the document you need. Each required form should be scanned individually so that it is its own document when you are done. You will be able to upload each document individually into your athletic clearance account. Once you take the picture of your document, click "keep scan" then hit "save". Once you do that, you can email the document to yourself by clicking the box with an arrow that is in the top right corner of your screen.

Option #3: Download the Genius Scan App on your phone (its free).

Option #4: You can use your own scanner at home to scan the documents onto your computer.

***If you use the Genius Scan app or your notes app, you will need to email the documents to yourself, download/save them on your computer and then upload them into Athletic Clearance. You can not send the forms from the app directly into Athletic Clearance.

PLEASE DO NOT USE A PHONE TO TAKE PICTURES OF YOUR DOCUMENTS.

When you take a picture on your phone and try to upload it from there, the format of the photo changes and it is not compatible with the online program.



Step #4 Submit a clearance through Athletic Clearance

Logging into your previously created Athletic Clearance Account

If you created an account last year, please follow the instructions below.....

(If you don't have an account that you previously set up, please go to the next page for account set-up instructions)

Go to <u>https://athleticclearance.com</u> and click the Florida icon.



** You can also bypass this page by going directly to <u>https://athleticclearance.fhsaahome.org</u>

Enter the email address and password that you created last year and click the "sign in" button. If you don't remember your password, click "Forgot password" and follow the instructions.

Florida	\$ Usemame (Email)	Password	Sign In
		Forgot	Password?
	Create an Acco	punt	
		_	



Creating a new account on Athletic Clearance

If you need to create a new account (this would only apply if you did not have an account last year), click on the "Create an Account" button.

Florida	Username (Email)	Password Forgot Passv	Sign In
	Create an A	Account	

The next page will ask you for account registration information. Enter the appropriate information for each box and click "Register".

This should be a parent name and email address.

Account Registration						
First Name		•				
Last Name		•				
Email		•				
New Password		•				
Confirm New Password		•				
	Register					

This should be a parent name and email address.

Please use the same email address that you gave the school for Renweb. This should be a valid email that you check regularly. Any communication through the athletic clearance program will go to the email provided on this screen.

ONE EMAIL/ACCOUNT PER FAMILY, NOT PER ATHLETE!

You will be redirected back to the log-in page. Use the username (email) and password that you just created to log-in to your account.



Adding a Student-Athlete to your account

		My Clearances Start Clearance Here Archived Clearances	
Clearance deleted successfully! Filter Search Year: 2005-22	Status:		a Search
		You have no clearances available	

To add your student-athlete, click on "Start Clearance Here"

From the drop down menu, selected "2023-2024"

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Once you select the year, a drop down menu will appear that will allow you to search and select our school, "Evangelical Christian (Fort Myers)". Then a drop down menu will appear asking what sport your child would like to participate in. Please select a sport from the drop down menu. Please be aware that some sports are specific to gender, please select appropriately.

If your child is only trying out for one sport, click "Next" at the bottom of the page, once you have selected that sport.

If your child is trying out for multiple sports, please select "Add New Sport" and select another sport from the drop down menu. Continue to do this for all sports that your child wants to try-out for, then click "Next".

**It is recommended that you select any sports that your child may want to participate in this school year. If not, you will have to redo this process later on and add the other sports.



Sport specific directions:

Please be sure you are selecting the appropriate gender for those sports where it is specified.

Cheerleaders please <u>select BOTH</u> Competitive Cheerleading and Sideline Cheer, if applicable. This will allow your daughter to be added to both rosters, pending try-outs. If you do not want your daughter to do both, then only choose the one you give permission for.

Clearance - Setup	
Choose Which Year, School & Sport	
Year*	
2021-22	\$
School	
Evangelical Christian (Fort Myers)	\$
Sport" (If you are a multiple sport athlete click "Add New Sport") Baseball	\$
Add New Sport Remove Sport	
Add New Sport Remove Sport	

When you have finished selecting the sport(s) for your child, click "Next"



Student Information

Year: 2021-22	School: Evangelical Christian (Fort Myers		hool: Iristian (Fort Myers)	Sport: Baseball Golf, Boys	
Student	Parent/Guardian	Medical	Program Information	Signatures	Files

If you have done the athletic clearance process previously for your student, then you will see a drop down option to "**Choose Existing Student**". You can choose the student that you are doing a clearance for and their information will auto-populate. You will still need to fill in certain boxes and please verify that the auto-filled parts are correct.

If you have not previously done an athletic clearance for your student, please fill in all boxes appropriately. Please read the following notes to complete the Student Information page properly.

- Fill in all demographic, insurance, and physician information.
- **The student ID box is not mandatory.** Please click the box that says "Student ID not known"
- If you have insurance on your student, please provide the Insurance company and policy number in the boxes provided once you click "yes"
- If you do not have a primary physician, please enter "N/A" in the appropriate box.
- For your preferred hospital, please note that in Lee county all minors are sent to Golisano Children's Hospital unless otherwise directed by EMS.
- Education history: Please select the appropriate description for your child.
- If your child is <u>transferring from another school</u>, please select "Student has previously attended a different high school". A blue link will appear for a "Affidavit of Compliance with the Policies on Athletic Recruiting & Non-Traditional Student Participation". Please click the link and download the form. You will upload it later. In the box that appears that says "Other Details", please type in the school that you previously attended.

*** If your child is in 7th or 8th grade but is transferring from another school, please select "transfer student" as you will be required to complete the GA04 Form that populates when you choose that option! Do not choose "In elementary or middle school"!

At the end of the page, click "Save and Continue".



Parent/Guardian Information

Year:			Sport:			
2021-22		Evangelical Christian (Fort Myers)				Baseball
						Golf, Boys
		_ <u>_</u>			-K	(+)
	Student	Parent/Guardian	Medical	Program Information	Signatures	Files

Please fill in all the required information that is requested for parent/guardian and emergency contacts.

If you have done the athletic clearance process previously then you will see a drop down option to "Choose Parent/Guardian". You can choose the appropriate person and their information will auto-populate in the boxes below. Please verify that the auto-filled information is still correct.

**At the bottom of the Parent/Guardian page is an option to team up with the NCSA College Recruiting Process. *This is a third party organization and has nothing to do with ECS athletics*. You have the option to sign up or select "No thanks". *Any fees associated with NCSA are the responsibility of the parent/guardian and will not be paid for by ECS.*

Click "Save and Continue" at the bottom of the page when you are done.



Medical History

Year: 2021-22	:	Eva	Sport: Baseball			
			Golf, Boys			
	Student	Parent (Quardian	Madical	Dragram Information	- Cignatura	(+)
	Student	Parent/Guardian	Medical	Program Information	Signatures	Files

Please answer each line clicking yes, if your student has been diagnosed or had an issue with the medical situation given or click no, if he/she has not been diagnosed or had a previous history with the medical situation given.

If you click yes, a box may appear asking you for details. Please give specific details so that we can best treat your child in the event of an injury/illness. This is extremely important, particularly if we are not able to reach you immediately and/or your child is unconscious.

This is the only information a coach will have on the sideline so It is vital that the information given is accurate!

At the bottom of the page is a link to download the FHSAA Athletic Physical Form. This is the only form that we can accept for athletic physicals, per state policy.

Evangelical Christian (Fort Myers) Physical Download							
Previ	ous Save & Continue						

When you have completed the medical history, click "Save and Continue" at the bottom of the page.



Program Information

Year:		School:				Sport:
2021-22		Evangelical Christian (Fort Myers)				Soccer, Boys
s	Student	Parent/Guardian	Medical	Program Information	Signatures	Files

This page has questions specific to ECS that will be used by the athletic department and coaching staff. Please answer the questions accordingly.



Student Signatures Page

Year:		Eva	Sport: Baseball				
		_			K	+	
S	Student	Parent/Guardian	Medical	Program Information	Signatures	Files	

This page requires the student-athlete to sign each box, as indicated. The name in the signature box must match the full name given on the student information page; initials will not be accepted.

Student Signature Forms
Electronic Signature Form 🖉
By signing this form, you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this form. By signing you consent to be legally bound by this form's terms and conditions.
* Required
\$tudent signature here

The text boxes have the wording of each form you are signing. Scroll up and down in each box to read the entire form. You can also click the paperclip icon next to each forms' name and a PDF version of the form will download to your computer.



Parent/Guardian signatures Form

This page will look identical to the previous one, but a Parent/Guardian will need to sign each box, as indicated. The name in the signature box must match the full name given on the parent/guardian information page; initials will not be accepted.

Parent Signature Forms Athletic Trainer Consent to Treat 🖉
My student-athlete may be participating in athletics while enrolled at Evangelical Christian School. By signing this permission form. I grant the current Certified Athletic Trainer (or his/her designee), permission to evaluate and treat my child for any sports related injuries arising out of participation through Evangelical Christian School. This includes, but is not limited to, the prevention, evaluation, treatment and rehabilitation of athletic injuries and illnesses.
My permission allows the forgoing whether or not I, or another parent/guardian, are present. In the event, that I wish to have this authorization revoked, I understand that a written letter must be given to the Certified Athletic Trainer and that any treatment done prior to the letter will not apply to the revocation.
Parent signature here

The text boxes have the wording of each form you are signing. Scroll up and down in each box to read the entire form. You can also click the paperclip icon next to each forms' name and a PDF version of the form will download to your computer.



Files Page



A list of all required forms is on this page. If you previously have uploaded documents (including documents from last year), you can click on "Choose existing file" and search for the document you need. If not, you will need to click, "browse" and upload the document from your computer.

The blue font for each of the NFHS Certificates is a link to the NFHS Learn site. Please go back to page three of this manual for more detailed instructions on how to complete this requirement.

Files		NFHS Concussion Certificate	
EL2 - PreParticipation Physical * (Download File)		No flo choson	Drowco
Please try to upload just one file for the EL2		No lite chosen	browse
Choose Existing File		NFHS Heat Illness Certificate	
No file chosen	Browse	Choose Existing File	
No file chosen	Browse	No file chosen	Browse
No file chosen	Browse	NELIS Sudden Condine Americ Contifecto	
Proof of Insurance * Choose Existing File		Choose Existing File	
No file chosen	Browse	No file chosen	Browse
Parent/Guardian Government Issued Photo ID *		GA4 (Download File) Choose Existing File	
No file chosen	Browse	No file chosen	Browse

You must upload all of the required documents in order to submit your clearance.

If you do not have medical insurance for your child, you will need to upload a blank piece of paper that states you do not have medical coverage. This will not make your child ineligible to participate but the program will not allow you to move on without uploading a document for this requirement.



Confirmation page

You will see this page once you complete your part of the athletic clearance process.

This does not mean your child is cleared to participate! Your account must be reviewed and approved by the athletic department.

Please allow 48 business hours for this to be completed, as it takes time on our end to go into each student athlete's account and open each page/document that was uploaded.

Year: 2021-22	School: Evangelical Christian (Fort Myers)	Sport: Baseball Golf. Boys			
Confirmation Message Dear Jessica Weekley.					
This message is to let you know Elijah Everhart has started the Athletic Clearance p	This message is to let you know Elijah Everhart has started the Athletic Clearance process to participate in Baseball, Golf, Boys for Evangelical Christian (Fort Myers) in 2021-22.				
THIS DOES NOT MEAN THAT YOU ARE CLEARED FOR PARTICIPATION. You will receive an email from the Athletic Department with your clearance status after the materials you submitted are reviewed.					
Thank You,					
Evangelical Christian (Fort Myers) High School					
Athletic Department	Return to Home Print Constions/Shop				

If you would like to donate to ECS athletics, please click the "Donate/Shop" button and follow the directions to process your donation.

If you would like to return to your home page, click the "Return to Home" button. This will take you to the dashboard and you should now see a line for each sport that each of your children are hoping to participate in for next school year. You will also see any previous clearances that you have completed (as shown below).



At the end of each line, you will see their status. Initially, it will say "Pending" until your child's account is reviewed by the athletics department.

If you need to go back and make any changes, you can click the blue dot above the name of the page you need to go back to. Be sure to click "Save and Continue" at the bottom of that page after making changes.



Step #5: Athletic Office Confirmation

Thank you for completing this process of your child's eligibility!

Please note that at this point, your child is still not cleared to participate!

Their status will show as "pending" until it is reviewed by athletics!

The athletics office will be notified of your submission and review all documents for each athlete. Once your child's account is reviewed you will receive an email stating that your child is cleared for participation or an email stating they are denied and the reason why (Ex: No athletic physical has been turned in, the doctor did not sign the athletic physical, there is no date specified on the athletic physical, etc)

Please allow 48 hours for your completed account to be reviewed after completion.

If you have multiple students-athletes to add to Athletic Clearance

If you have another student-athlete, click the "Start Clearances" button on the homepage to begin the process for him/her, just like you did for your first child. You can add all your children to the same Athletic Clearance account. As the parent, it is your email that is the main account holder but then each child can be added so that you have access to all of your children's eligibility and we have the ability to email you directly for each child if needed.

If you have any questions about your child's athletic eligibility, please feel free to contact the Athletic Department at any time.

Thank you for being a part of Evangelical Christian School athletics. We look forward to a great year!



Making changes to your Athletic Clearance account

Uploading new or updated paperwork (Ex: New Athletic Physical)

From your homepage on Athletic Clearance, you can click the blue dot above "Files" for the child you need to update.



Be sure to click "Save and Continue" at the bottom of the files page when you are done uploading new paperwork.

Adding another child to your Athletic Clearance account

If you have another student-athlete to add, click the "Start Clearances" button on the homepage to begin the process for him/her, just like you did for your first child. You can add all your children to the same Athletic Clearance account. As the parent, it is your email that is the main account holder but then each child can be added so that you have access to all of your children's eligibility and we have the ability to email you directly for each child if needed.



Adding another sport clearance to your account

To add a sport clearance on an account that you have already done another sport clearance for, please follow the steps below:

- 1. Log in to your account on <u>https://athleticclearance.fhsaahome.org</u>
- 2. Click the blue button that says "Start clearance here"
- 3. On the set-up page use the drop down menus to select the school year, school and sport. The drop down will appear one by one as you complete them. When you get to the sport, please select the sport your child is wanting to participate in. Also, you can click the blue button that says "Add new sport" to add other sports to this clearance. We would encourage you to select any sport your child may want to participate in so that you do not have to do this process again for this school year. When you are done with the set-up page, click "Next"
- 4. On the student page, since you already did a clearance for your child, you can click the drop down menu at the top to select an existing student. If you have multiple students, please make sure you are selecting the right one. This will auto-fill the information that you previously had entered. Please review and make sure that nothing has changed.
 - ** You will need to manually complete the following on this page:
 - Grade
 - Check the box that says "student iD not known"
 - Answer the question about if your child has insurance coverage
 - Select the correct description for your child's education history at the bottom of the page.

When this page is complete, click "Save and Continue".

- 5. On the parent/guardian page, you can click the drop down menu at the top to select the correct parent/guardian and the information will auto-fill based on what you previously have submitted. Please review and make sure that nothing has changed. When this page is complete, click "Save and Continue".
 - ** You will need to manually select "Who is filling out this form?" and also answer the College Recruiting Process at the bottom of the page. Reminder, this is a third party college recruiting option. Any fees associated with this are not covered by Evangelical Christian School.

- 6. On the medical history page, you will need to complete each answer appropriately. There is not an auto-fill option on this page. When this page is complete, click "Save & Continue" at the bottom.
- 7. On the program information page, please answer the question to the best of your ability. When this page is complete, click "Save and Continue".



- 8. On the student signatures page, your student should type in his/her name on each line. It will need to be typed the exact way it was entered on the student information page at the beginning of this process. When this page is complete, click "Save and Continue".
- 9. On the parent/guardian signatures page, you will need to type in the name of the parent/guardian the exact way it was entered on the parent/guardian information page earlier in this process. When this page is complete, click "Save and Continue".
- 10. On the files page, because you have already completed this process, the system saves your documents in a document library. To access those files you will need to click the button that says "choose existing file" under each required paperwork category. The document library will open and you will be able to select the appropriate form for that particular category and click upload. You will need to do this for each required paperwork category.

Files		NFHS Concussion Certificate Choose Existing File	
EL2 - PreParticipation Physical * (Download File)			Deserves
Please try to upload just one file for the EL2		No file chosen	Browse
Choose Existing File		NFHS Heat Illness Certificate	
		Choose Existing File	
No file chosen	Browse		
No file chosen	Browse	No file chosen	Browse
No file chosen	Browse	NEHS Sudden Cardiac Arrest Certificate	
Proof of Insurance *		Nins Sudden Cardiac Arrest Certificate	
Chasses Evisting File		Choose Existing File	
Choose Existing File		No filo eleccer	Drewine
No file chosen	Browse	No lite chosen	Browse
Devent (Overdian Covernment Jacob d Direta JD		GA4 (Download File)	
Parent/Guardian Government Issued Photo ID		Choose Existing File	
Choose Existing File			
No file chosen	Browse	No file chosen	Browse

When this page is complete, click "Save and Continue".

11. On the confirmation page, you can click "Return to home" and this will take you back to your home page. At the bottom of the page, you should now see a clearance line for your child and each sport that they have a clearance for. The ones you just completed, will have "pending" as their status. This will change to "cleared" once their account is reviewed by athletics.

Evange	elical Christi	an (Fort Mye	(ar	
Year	Sport	Participant		
2021- 22	Football (11 man)	Student Name Here	STUDENT PARENT/ MEDICAL PROGRAM SIGNATURES FILES CONFIRMATIONDONATIONS/SHOP GUARDIAN INFORMATION	Cleared
2021- 22	Basketball, Girls	Student Name Here	STUDENT PARENT/ MEDICAL PROGRAM SIGNATURES FILES CONFIRMATIONDONATIONS/SHOP GUARDIAN INFORMATION	Pending

