

Ponte Vedra Student-Athlete Registration

All student athletes will register with the FHSAA sponsored online paperless eligibility system, **AthleticClearance.com**, thus making printing forms and turning them in to the school obsolete. The physical form (EL2) form will still need to be printed and signed by the physician, but instead of bringing it to the school, you will simply upload it to the site. In the event of an emergency, medical staff will have immediate access to this vital information. The EL3 Consent Form, Pursuing Victory with Honor agreement, and insurance information will also be filled out online utilizing digital signatures. Although easy to navigate, please do not hesitate to contact us if you have any questions or hardship our expectation is that all student-athletes will be cleared prior to their tryouts.

For help please contact

Athletic Director – Eric Frank – Eric.Frank@stjohns.k12.fl.us or 904-547-7350

Athletic Trainer – Cody Pontius – Cody.Pontius@stjohns.k12.fl.us

Athletic Secretary – Debbie Strauch – Deborah.Strauch@stjohns.k12.fl.us 904-547-7380

Instructions for Parents/Guardians: (Register using any computer, tablet, or smartphone device.)

- 1. Find Your School:** Find Ponte Vedra by going to www.athleticclearance.com and select Florida.
- 2. Create an Account:** **The video on this screen will provide instructions.** Now begin creating your (Parent/Guardian) account by clicking the “Register” button. After filling in the required information, the next screen will provide an activation code. Please enter that numeric code and click “Submit.”
- 3. Add Athlete Information:** The next step is to add an athlete. You can do so by clicking the “Start Clearances Here!” button on the left-hand side of the page.
- 4. Choose 2019-20; Select Ponte Vedra; Select the Sport.**
- 5. Enter Student Information:** Complete all fields. Use **Grade level for 2019-20** year. Click “Save”
- 6. Upload EL2 Physical Form.** Upload the fully executed FHSAA EL02 Form. This form must be signed by the student (Page 1), parent (Page 1), and physician (page 2). **You will need to scan all pages of the EL2 and upload the document as one file.** Free apps are available for Android and iPhone platforms. Microsoft Lens Scanner or the Adobe Scanner apps are both functional and easy to use.
- 7. Submit Student Medical History:** The information will be utilized to generate student emergency information cards and provided to medical personnel in the event of an emergency. “Save”
- 8. Input Parent/Guardian Information:** Please fill out all applicable information. This information will print on the student information card. “Submit”
- 9. Signature Items:** Parent and students must read the mandatory documents and submit signatures.
- 10. Print Confirmation Page:** Student-athlete and parents should print and keep for their records.
- 11. Apply this Clearance to Additional Sports:** The student may now apply this information to other teams.
- 12. Additional Athletes:** Under the same account, repeat steps 3-11 to register additional athletes



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FAQ

What is my Username?

Your username is the email address that you used to register.

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

Physicals

A blank physical form can be downloaded on **Physicals** page. Please note that physicals expire after 365 days. Also, the **FHSAA EL2 Physical** is the only form accepted. The form **MUST BE SIGNED** by the **PARENT, STUDENT**, and Florida **PHYSICIAN**.

If you got a Physical in April at the Physical event please upload the copy that you were provided. If you do not have that copy please contact our Athletic Trainer – Cody Pontius – Cody.Pontius@stjohns.k12.fl.us.

Document Library

This area is meant to store your files so you can access them 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?

The Athletics Department will review the information you have submitted and Clear or Deny your student

Of course, if you have any challenges with this process, please email the athletic department for assistance.

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