



Oakleaf High School [www.athleticclearance.com](http://www.athleticclearance.com) Instructions

#### Directions to getting started

1. Go to [athleticclearance.fhsaahome.org](http://athleticclearance.fhsaahome.org)
2. Click on **EL**
3. Register for an account (unless you already have one)
4. Select: "Start Clearance Here"
5. Select year: **22-23**
6. Select school: **OAKLEAF**
7. Select sport: (all sports that you think you will play)
8. Fill out all of the STUDENT'S information
9. Fill out all of the PARENT'S information
10. Fill out all of the medical information
11. Student must sign all of the required documents
12. The parent must sign all of the required documents
13. Upload your physical paperwork (EL2)...

Uploading your physical paperwork (EL2) and other required forms to AthleticClearance.com

#### **PHOTOS MUST BE IN PDF OR JPEG FORMAT**

1. **Both** pages of the physical paperwork (EL2) must be uploaded to AthleticClearance.com
2. You can scan or take a picture of the physical paperwork (EL2) and every other required document.
3. **PHOTOS MUST BE IN PDF OR JPEG FORMAT**
  1. **Each page of the physical gets uploaded into a different slot under Physical (EL2) upload**
  2. **Upload a picture of Insurance Card, Birth Cert, Parent ID**
  3. **Student must watch all 3 mandatory videos from NFHSlearn.com (Blue hyperlink on "Upload Page" (Concussions for Students, Sudden Cardiac Arrest, Heat Illness)**
  4. **Must take a picture and upload all 3 video certificates and upload them.**
  5. **Make sure you click "SAVE" at the very bottom of the screen or uploads won't save**
  6. **Confirmation message is for your records only. Does not need to be turned in.**

### ***In order to be clear to play:***

1. Email Oakleaf Athletic Secretary Jennifer Parrett at [jennifer.parrett@myoneclay.net](mailto:jennifer.parrett@myoneclay.net) to inform that everything is done and you need to be cleared. You will receive a confirmation email or denial from Home Campus or an email stating that you are missing paperwork. Clearances are done Wednesday, and Friday after school. Please don't wait until the day of tryouts to turn in your paperwork and notify the Athletic office.