

Bartram Trail Student-Athletes 2023-2024

ALL new and returning athletes must be registered and cleared in Athletic Clearance in order to participate in conditioning, camps, and tryouts. The Athletic Clearance platform is a paperless system that manages athlete registrations, physicals, and all necessary documents to be able to play sports at Bartram Trail.

Instructions for Parents/Guardians: (Register using any computer, tablet, or smartphone device.) Computer works best! BEFORE you register, please gather the following items.

- An updated physical on the appropriate **FHSAA EL2 form revised 3/23**. **Only submit page 4 of the new physical and page 5 if necessary from the specialist. Please make sure it is filled out completely name printed, stamped and signed by the doctor. Both student and parent signature. All this is supposed to be completed in front of the doctor.**
- Proof of Insurance* (copy or photo of ins. card is fine)
- Proof of taking 3 on-line courses in the **athlete's name** (not Parents name)
 - FHSAA Heat Illness Certificate
 - FHSAA Sudden Cardiac Arrest Certificate
 - FHSAA Concussion Video Certificate
- GA 4 form (required for ALL athlete's who have attended another high school, or attend virtual/home school) **ignore if you do not meet this criteria**

All physicals expire one year from physician's signature.

*If you do not have insurance, please upload a note stating you will be relying on SJCSJ insurance.

Find Your School: Find Bartram Trail by going to www.athleticclearance.com select Florida.

1. **FIRST TIME USERS:** Create an Account: The [video on this screen](#) will provide instructions. **RETURN USERS:** Enter Login information (email address) and click "Sign In"
2. Select "Start Clearance Here" to start the process.
3. Choose: School Year (2023-24), Select Bartram Trail, select sport.

4. Complete all required fields: Student Information, Parent Information, Medical History, Signature Forms, and upload the current and completed EL2 pg 4 making sure is it completely filled out, copy of insurance card, Heat Illness, Concussion and Cardiac Video Certificates as required and GA 4 form. Esign all signature forms.
5. Once you reach the Confirmation Message, you have completed the online registration process. **Please do not print the Confirmation Message. This form DOES NOT NEED TO BE TURNED IN. It says your child started the process and is not cleared until you get the Cleared Email.**
6. **Your student is not yet CLEARED!** The data is electronically filed with BTHS Athletic Department for review. **When your athlete is cleared for participation, you will receive an email notification.**
7. **Please also register for any additional sports at this time so that your child will be preapproved when it comes time to try outs.**
8. If you have questions, please use the yellow Help Option on the bottom right of the screen or contact the BTHS Athletic Department or the Athletic Trainer shelly.vann@stjohns.k12.fl.us
9. Additional Athletes: **Under the same account**, register additional students.

FAQ

What is my Username?

Your username is the email address that you registered with.

Multiple Sports

If you know or think your student will play multiple sports, it is best to add all sports on the first step. If you are registering for additional sports after completing your initial clearance for the year, you will have to complete the process again. The good news is that if you select the student and parent info from the dropdown on those respective pages, the information will autofill.

Physicals

The physical form can be downloaded on **Medical History** page. Please note that physicals expire after 365 days from the date it is signed by the physician. Also, the **FHSAA EL2 Physical** updated form is the only form accepted. The form **MUST BE SIGNED** by the **PARENT, STUDENT**, all yes answers explained and Florida **PHYSICIAN** prior to uploading the file.

Your Files

This area is meant to store your files so you can access them later in the year or perhaps years following.

Why haven't I been cleared?

The Athletics Department will review the information you have submitted and Clear or Deny your student for participation within a reasonable time frame. You will receive an email when the student is cleared to participate.

My student was denied, now what? You should have received an email with the reason for denial. Please update your Clearance record accordingly, then send an email to the Athletic Trainer shelly.vann@stjohns.k12.fl.us and ask to review the information.

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

