

# Directions to Create or Update an Athletic PROFILE for participation in Maclay Athletics

*This is to UPDATE an existing Profile, or START a Brand New Profile!*

1. Go to [www.AthleticClearance.com](http://www.AthleticClearance.com) - Click on Florida. If you did this last year, just log in as directed. If you are NEW to the system, you will first need to Register. There is a quick tutorial video – this is encouraged, but **NOT required!**
2. **HOW TO REGISTER**. If this is a first time Profile, you will need to register using a valid email username and create a password. You will also be asked to type in a code to verify you are human. **DO NOT skip this step or your account will not activate!**
3. Next, Log back in using password you registered with and select **Start Clearance**
4. Choose **2020-2021** as the School Year & then choose **MACLAY** from list of schools menu.
5. Next, choose **ALL SPORTS** - this is just to register your child, you are not actually committing your child to play every sport!
6. Complete ALL of the required fields Beginning with **Step 1: STUDENT Information** –
7. Next, if you have a Current Physical that is signed and complete, you can Upload **the EL-2 Form into the Profile**. **\*\*\* Please make sure that you upload the EL-2 into the PROFILE, NOT into the Document Library, otherwise the Athletic Director won't be able to see it!**  
***If for some reason you cannot upload the EL-2 pages into the PROFILE, simply scan the forms and email them to me – or just drop them off – and I will upload them for you.***
8. Next, you may **choose** to Upload any Proof of Insurance and the EL-3 forms, however **this is NOT required!** **ONLY the EL-2 upload is required in this section!**
9. Next, Complete all required fields for **Step 2: MEDICAL HISTORY & PARENT Info.**
10. Finally, after reading the EL-3 information, please complete **ALL** required fields for **Step 3: ELECTRONIC SIGNATURES** - “Sign” each section by clicking, and then your child should “sign” each of their sections. When you have “Signed” all of the forms, **Click Submit.**
11. All of the data you enter will be electronically filed with Maclay’s Athletic Department for **review**. The student will be marked **Cleared for Participation** once all items are uploaded at which point you will receive an email notification. You will also be notified 2 weeks prior to the expiration date for their physical.
12. Any questions please contact the following:  
Upper School – Lance Ramer ([lramer@maclay.org](mailto:lramer@maclay.org))  
Middle School – Rapheal Harris ([rharris@maclay.org](mailto:rharris@maclay.org))