



## Registration Process

1. Visit [Athletic Clearance](#) to begin the creation of a profile or update existing profile(s).
2. **Parents**, please register with **your** name, email, and password. You will be asked to type in a code to verify that you are human. If this step is skipped, your account will not activate.
  - a. Please use your email address as you will be able to create an account for your child/children under the same email/account.
3. Login to Athletic Clearance using your email address that you have registered with.

## Clearance Process

1. Select "**Start Clearance Here**" to begin the process.
2. Choose the school year in which the student plans to participate. *Example: Football in August 2020 would be for the 2020-2021 school year.*
  - a. Select **Lake Highland Preparatory School**.
  - b. Choose the sport that you are registering for.
3. Complete all required fields for student information, educational history, medical history, and signature forms.
4. You will be asked to upload documents, including the FHSAA EL2 (physical), Assumption of Risk, and NFHS Video Completion Certificates. Please upload the forms to their respective titles on the screen. The Assumption of Risk form should be uploaded under the "Additional Forms" section.
  - a. There are multiple ways that you can scan and upload a document on the website (printer/scanner, mobile app, etc.). The simplest way is to take a picture of the document on your phone and upload it. If utilizing this method, please include the entire form in the picture and make sure that it is legible. You will need to merge the images or PDFs into one file. Below are two great tools that will allow you to merge PDFs into one file and JPG images into one file.
    - Merge multiple PDFs - <https://smallpdf.com/merge-pdf>
    - Merge multiple JPGs - <https://smallpdf.com/jpg-to-pdf>
5. Once you reach the confirmation message, you have completed the process.
6. If you would like to register for additional sports, you may select the sports below the confirmation message. Please choose sports that you know you will play.
7. The data you provide will be electronically filed with the school for **review**. When the student has been cleared for participation, an email notification will be sent.

## Frequently Asked Questions

### What is my username?

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

### What if I want to participate in more than one sport?

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. **Please only check off sports you know you will play.** 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.

### Why haven't I been cleared?

Lake Highland will review the information you have submitted and **clear or deny** your student for participation. If cleared, you will receive an email for clearance. If denied, you will receive an email explaining why the athlete has been denied and what is needed for clearance.

If you have any further questions or need assistance with the submission process, please contact Scott Schenker.

### **Scott Schenker**

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