

# 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.
3. Next, Log back in using password you registered with and select **Start Clearance Here**
4. Choose **2022-23** as the School Year & then choose **Maclay (Tallahassee)** from list of schools menu.
5. Next, choose the sports you believe your child will participate in - this is just to register your child, you are not actually committing your child to play each sport!
6. Complete ALL of the required fields Beginning with **Step 1: Student Information**
7. Next, Complete all required fields for **Step 2: Parent/Guardian Information**
8. Next, Complete all required fields for **Step 3: Medical Information**
9. Finally, after reading the EL-3 information, please complete **ALL** required fields for **Step 4: 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.**
10. Next, you may **choose** to Upload any Proof of Insurance.
11. Next, if you have a Current Physical that is signed and complete, you can Upload **the EL-2 Form into the Profile**.  
  
*If for some reason you cannot upload the EL-2 pages into the PROFILE, simply scan the forms and email them to [BrittanyChristie@maclay.org](mailto:BrittanyChristie@maclay.org) – or just drop them off – and the athletic director will upload them for you.*
12. 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. 2 weeks prior to the physical expiration date, the clearance site will notify you that a new physical is needed.
13. Any questions? Please contact Brittany Christie, Athletic Operations Coordinator at [BrittanyChristie@maclay.org](mailto:BrittanyChristie@maclay.org)