



Athletics



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

Step 1: Go to www.AthleticClearance.com and 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!

Step 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.

Step 3: Next, log back in using password you registered with and select *Start Clearance Here*.

Step 4: Choose 2024-25 as the School Year & then choose Maclay (Tallahassee) from the list of schools menu.

Step 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.

Step 6: Complete ALL of the required fields beginning with Step 1: Student Information.

Step 7: Next, Complete all required fields for Step 2: Parent/Guardian Information

Step 8: Complete all required fields for Step 3: Medical Information

Step 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*.

Step 10: Next, you may choose to upload any Proof of Insurance.

Step 11: Next, if you have a current Physical that is signed and complete, you can Upload the EL-2 Form into the Profile.

Step 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.

The athletic clearance must be completed for all Middle and Upper School student-athletes prior to the first day of tryouts. For questions, contact Associate Athletic Director Mark Maley at mmaley@maclay.org.