

## How to Guide for Athletic Clearance site:

PLEASE be ready, this will take **AT LEAST 1 HOUR** of your time. You'll need the following forms ready/completed/scanned as '.pdf' files: EL2, EL3, ECG or ECG Waiver and during this process you'll have to watch videos to gain the following certificates: FHSAA Heat Illness Certificate, FHSAA Concussion Certificate, FHSAA Sudden Cardiac Arrest Certificate and lastly, you'll receive the Athletic Clearance Confirmation Printout and you'll need to print, sign and then scan this document because you'll need to email it to the Head Coach (Brian Helton) and the Satellite High Athletic Director (Taylor Gaudy).

Start by going to: <https://athleticclearance.fhsaahome.org/>

- Login with "Florida" as chosen state
- Go to the top-right of the page and click on "AthleticClearance.com", on the next page, watch the "See how it works!" video <https://www.youtube.com/watch?v=gYdu1-cRJjk&t=2s>

### ...or, Shortcut without watching the video:

- Click on "My Clearances" (top-left after you're logged in)
- Click on "Add New Clearance" (centerish-top, big blue button)
- Year dropdown, choose "2025-206"
- School dropdown, choose "Satellite (Satellite Beach)"
- Sport dropdown, choose "Football (11 man)"
  - o Feel free to add other sports if you anticipate your child may play them
- When done selecting sport(s), click the "Next" button

Next page:

- Either choose your existing student or use the options to create your student
  - o Be sure to read/review/update all applicable entries; especially, grade, email(s), phone numbers, medical info, education history
- Click "Save & Continue"

Next page:

- Either choose the existing parent/guardian or use the options to create the parent/guardian
  - o Be sure to read/review/update all applicable entries
- Click "Save & Continue"

Next page:

- Answer all questions as applicable to the student
  - o Be sure to read/review/update all applicable entries
- Click "Save & Continue"

Next page:

- STUDENT: Answer all questions as applicable
  - o Be sure to read/review/update/sign all applicable entries
- Click “Save & Continue”

Next page:

- PARENT: Answer all questions as applicable
  - o Be sure to read/review/update/sign all applicable entries
- Click “Save & Continue”

Next page:

- Upload forms and certificates (if everything is in ‘.pdf’ file form, it’s simply drag from your desktop and drop on the website where applicable)
  - o EL2 (you should have)
  - o Click links, watch and get certificate for: [Concussion](#), [Heat Illness](#) & [Sudden Cardiac Arrest](#) videos
  - o [ECG](#) Waiver (you should have, either the completed ECG or the ECG Waiver)
- Click “Submit Your Completed Registration”
- Click “Confirmation Page”
- Click “Print”
  - o Save this form to your desktop. You need to print, sign, then email to:
    - After printing the parent and student need to print and sign and date this form!!!
    - Then email to [burke.dan@brevardschools.org](mailto:burke.dan@brevardschools.org) and [gaudy.taylor@brevardschools.org](mailto:gaudy.taylor@brevardschools.org)
    - \*Suggest two things
      - 1) Name email, “Athletic Clearance Docs; Football 2024-2025; Your Kids Name”
      - 2) Attach 7 docs (you may need to zip these files before sending):
        - a. Athletic Clearance Confirmation Page
        - b. EL2
        - c. EL3
        - d. ECG or ECG Waiver
        - e. Heat Illness Certificate
        - f. Concussion Certificate
        - g. Sudden Cardiac Arrest Certificate
      - 3) You can Cc your own email and or another parent/guardian and your kids email also; ensures everyone has copies!
- Click “Logout” (top-left bar in white text)

*NOTE: You should receive an email from “**Athletic Clearance** <noreply@fhssaahome.org>”, this confirms you either started the submission and It’s now awaiting the Satellite High Athletic Director review/approval.*