



# Parent/Guardian & Student-Athlete Manual

## **Steps to obtain athletic eligibility at Evangelical Christian School**

The following is an outline of the steps that each student-athlete must complete in order to be eligible to play athletics at Evangelical Christian School. Each step is further explained as you read through this manual.

### **Step #1: Students must complete FHSAA Required Videos**

### **Step #2: Gather all documents required for athletic eligibility**

### **Step #3: Scan all required paperwork and upload to your computer**

Each required form should be scanned/saved separately. There are a few options for scanning documents and uploading them to your computer. Please read the manual for further instruction!

### **Step #4: Submit a clearance through Athletic Clearance**

This is how you will submit all athletic eligibility requirements for each student-athlete. The athletics office will not accept any hard copies of athletic paperwork. They must be uploaded through your athletic clearance account!

### **Step #5: Athletic Office Confirmation**

Once you have submitted your child's paperwork online, the athletics office will review your file.

**Your child is not cleared until you have received a confirmation email from athletics stating that everything is complete and your child may participate!**

The following manual will help walk you through the required steps outlined above.

If you have any questions, please feel free to contact the athletics department at ECS.



## **Step #1: Complete Required FHSAA Videos**

To comply with FHSAA and ECS requirements, **each student athlete will need to create a separate account through NFHS Learn.** Please follow the directions below to create your account and watch the required videos. **ALL VIDEOS ARE FREE!!**

1. Go to [www.NFHSLearn.com](http://www.NFHSLearn.com)
2. Click on the "Register" button in the top right corner of the page
  - a. **If you already have an account from last year**, you can use the same email/password to log in. If you don't remember your password, click "'Forgot password'" and follow the instructions. Log-in and go to step 7.
3. You will be asked to create an account and enter profile information
  - a. Please note that Evangelical Christian School does not come up as a school in the drop down list. However, if you type in "Evangelical" you will get the option to "add school". Then you can type in ECS. This is a third party site so we are not able to correct this issue.
4. The next page will ask what name should appear on the certificate at the completion of each required course. Please enter the appropriate name for whose account you are setting up. ***Each athlete should be creating their own account!***
  - a. Please enter the student name, a valid email (each athlete's account will need their own email address) and choose their sport. For this website, it does not matter what sport you choose. It will not appear on the certificate and it does not change this process. The website asks this information for their records only.
5. Check the appropriate boxes that are available (Ex: student)
6. Click "Finish"
7. Once you are logged in, type in the search box "Concussion In Sports"
8. When you place your cursor over the course, a "view course" button will appear. Click that button.
9. On the next page, click the button that says "Order Course". You will be asked who is completing the course, select "myself" and hit continue.
10. The next page will show your shopping cart, click "Continue Shopping "
11. Follow steps #7-10 to add "Sudden Cardiac Arrest" and "Heat Illness Prevention" courses to your cart.
12. Once all three videos have been added to your cart. Click the "Checkout" button
13. The next page will review your order, check a box at the bottom of the page agreeing to the no refund policy and click "continue"
14. Once you complete your purchase, your receipt will be on the screen. Click the button that says "Go to my courses". This will take you to your course library where you can watch each video.
15. After watching each video you will be given a competition certificate.
16. All three video completion certificates will need to be uploaded to your Athletic Clearance account. You will be able to upload them individually into the program.



## **Step #2: Gather all documents required for athletic eligibility**

You will need a copy of each document listed below to complete the eligibility process.

You will be able to create an account even if you don't have all the documents at this time but please be aware that until ALL documents have been **uploaded and approved** by the athletics department, your child will not be eligible to participate in athletics at ECS. *This includes conditioning, off-season workouts, pre-season workouts, summer conditioning, regular season practices and competition!*

- FHSAA EL02 Preparticipation Physical Form
- Proof of Insurance (if applicable)
- Parent/Guardian Government Issued Photo ID
- FHSAA Required Video Certificates
- FHSAA GA04 High School Transfer Form (if applicable)
  - o Any athlete transferring to ECS as a 7, 8, 10, 11 or 12 grader will need to complete this form!

\*\*If you are a returning family/student, and you use the same log-in email address as last year, you will have access to the documents you previously uploaded. Therefore, your old physical, parent ID and proof of insurance will be in the system for you to choose from, if they are still valid.



### **Step #3: Scan all required paperwork and upload to your computer**

Each of the documents above will need to be scanned so that you can upload them into the athletic clearance website for eligibility. If you have a scanner or program that you use at home to do this, feel free to do that. If not, there are two other options that we are recommending.

Option #1: If you are an iPhone user, you can use your Notes app. Simply open a new note and click on the camera icon at the bottom of the note. Choose "Scan Documents". You will then take a picture of the document you need. Each required form should be scanned individually so that it is its own document when you are done. You will be able to upload each page individually into your athletic clearance account. Once you take the picture of your document, click "keep scan" then hit "save". Once you do that, you can email the document to yourself by clicking the box with an arrow that is in the top right corner of your screen.

Option #2: Download the Genius Scan App on your phone (its free).

**\*\*\*If you use the Genius Scan app or your notes app, you will need to email the documents to yourself, download them on your computer and then upload them into Athletic Clearance. You can not send the forms from the app directly into Athletic Clearance.**



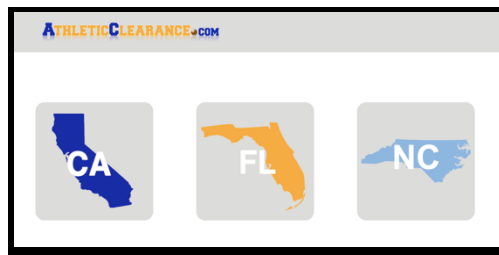
## Step #4 Submit a clearance through Athletic Clearance

### Logging into your previously created Athletic Clearance Account

If you created an account last year, please follow the instructions below.....

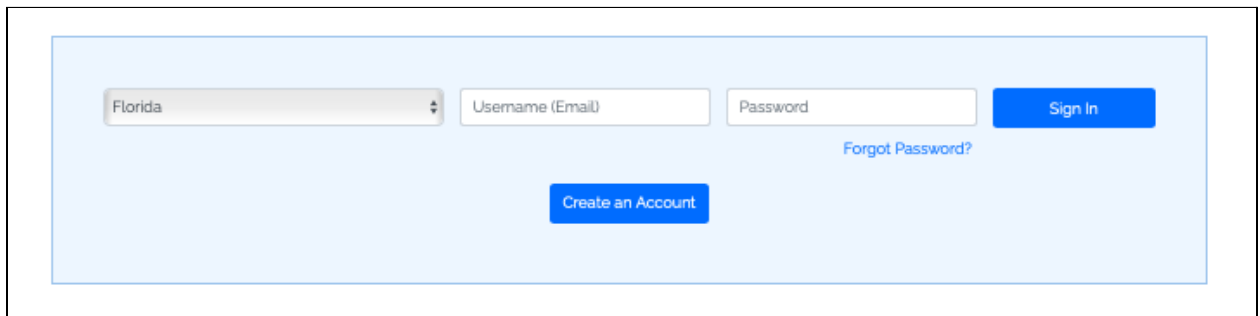
*(If you don't have an account that you previously set up, please go to the next page for account set-up instructions)*

Go to <https://athleticclearance.com> and click the Florida icon.



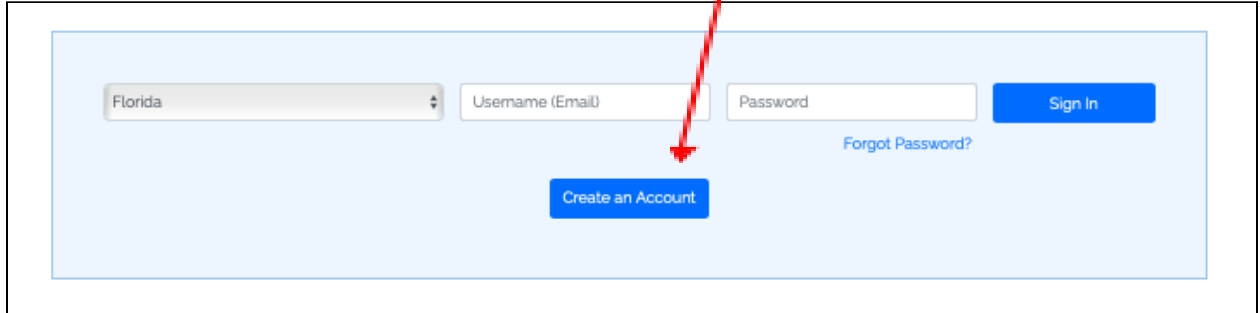
\*\* You can also bypass this page by going directly to <https://athleticclearance.fhsaahome.org>

Enter the email address and password that you created last year and click the "sign in" button. If you don't remember your password, click "Forgot password" and follow the instructions.

A screenshot of the login form on the Athletic Clearance website. The form is set to the "Florida" state, indicated by a dropdown menu. It contains three input fields: "Username (Email)", "Password", and a "Forgot Password?" link. There are two buttons: a blue "Sign In" button and a blue "Create an Account" button.

## Creating a new account on Athletic Clearance

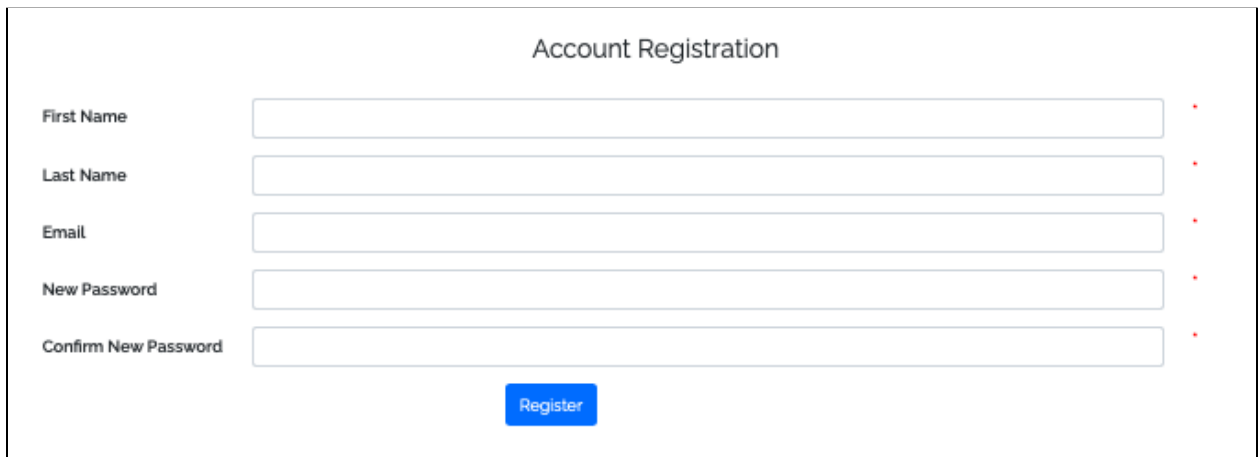
If you need to create a new account (this would only apply if you did not have an account last year), click on the “Create an Account” button.



The screenshot shows a login interface with a dropdown menu set to 'Florida', input fields for 'Username (Email)' and 'Password', a 'Sign In' button, a 'Forgot Password?' link, and a 'Create an Account' button. A red arrow points from the top right towards the 'Create an Account' button.

The next page will ask you for account registration information. Enter the appropriate information for each box and click “Register”.

**This should be a parent name and email address.**



The screenshot shows the 'Account Registration' page with the following fields: First Name, Last Name, Email, New Password, and Confirm New Password. Each field has a red asterisk to its right. A blue 'Register' button is located at the bottom center.

**This should be a parent name and email address.**

Please use the same email address that you gave the school for Renweb. This should be a valid email that you check regularly. Any communication through the athletic clearance program will go to the email provided on this screen.

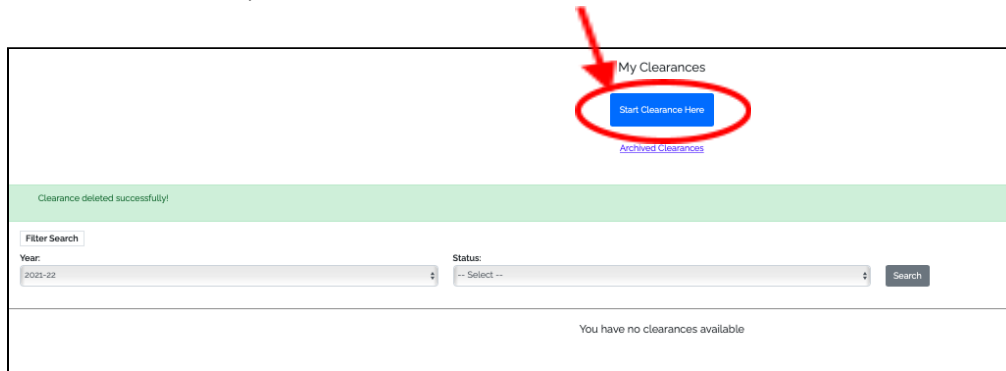
**\*\*ONE EMAIL/ACCOUNT PER FAMILY, NOT PER ATHLETE!\*\***

You will be redirected back to the log-in page. Use the username (email) and password that you just created to log-in to your account.

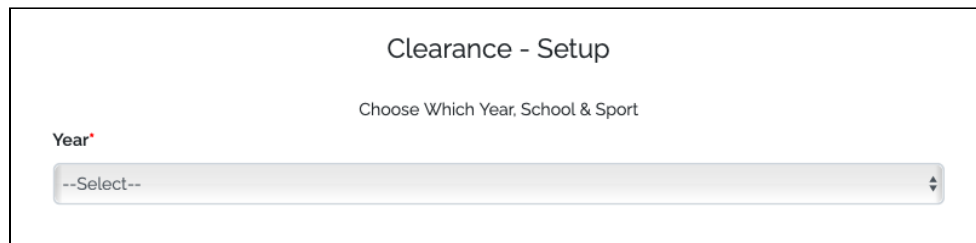


## **Adding a Student-Athlete to your account**

To add your student-athlete, click on “Start Clearance Here”



From the drop down menu, selected “2021-22”



Once you select the year, a drop down menu will appear that will allow you to search and select our school, “Evangelical Christian (Fort Myers)”. Then a drop down menu will appear asking what sport your child would like to participate in. Please select a sport from the drop down menu. Please be aware that some sports are specific to gender, please select appropriately.

### **Sport specific directions:**

**Football players** should select BOTH Football (11 man) and Spring Football that way your son can be added to both rosters, pending any try-outs, as they are two separate seasons in our system.

**Cheerleaders** please select BOTH Competitive Cheerleading and Sideline Cheer. This will allow your daughter to be added to both rosters, pending try-outs. If you do not want your daughter to do both, then only choose the one you give permission for.





**If your child is only trying out for one sport**, click “Next” at the bottom of the page, once you have selected that sport.

**If your child is trying out for multiple sports**, please select “Add New Sport” and select another sport from the drop down menu. Continue to do this for all sports that your child wants to try-out for, then click “Next”.

Clearance - Setup

Choose Which Year, School & Sport

**Year\***

2021-22

**School\***

Evangelical Christian (Fort Myers)

**Sport\* (If you are a multiple sport athlete click \*Add New Sport\*)**







Baseball

[Add New Sport](#) | [Remove Sport](#)

[Next](#)



## Student Information

Year: 2021-22	School: Evangelical Christian (Fort Myers)	Sport: Baseball Golf, Boys			
					
Student	Parent/Guardian	Medical	Program Information	Signatures	Files

Please read the notes below as you complete the Student Information page.







- Fill in all demographic, insurance, and physician information.
- **The student ID box is not mandatory.** Please click the box that says “Student ID not known”
- If you have insurance on your student, please provide the Insurance company and policy number in the boxes provided once you click “yes”
- If you do not have a primary physician, please enter “N/A” in the appropriate box.
- For your preferred hospital, please note that in Lee county all minors are sent to Golisano Children's Hospital unless otherwise directed by EMS.
- Education history: Please select the appropriate description for your child.
- If your child is **transferring from another school**, please select “Student has previously attended a different high school”. A blue link will appear for a “Affidavit of Compliance with the Policies on Athletic Recruiting & Non-Traditional Student Participation”. Please click the link and download the form. You will upload it later. In the box that appears that says “Other Details”, please type in the school that you previously attended.

\*\*\***If your child is in 7<sup>th</sup> or 8<sup>th</sup> grade but is transferring from another school**, please select “transfer student” as you will be required to complete the GA04 Form that populates when you choose that option! **Do not choose “In elementary or middle school”!**

At the end of the page, click “Save and Continue”.



## Parent/Guardian Information







Year: 2021-22	School: Evangelical Christian (Fort Myers)	Sport: Baseball Golf, Boys			
					
Student	Parent/Guardian	Medical	Program Information	Signatures	Files

Please fill in all the required information that is requested for parent/guardian and emergency contacts.

Click "Save and Continue" at the bottom of the page when you are done.



## Medical History

Year: 2021-22	School: Evangelical Christian (Fort Myers)	Sport: Baseball Golf, Boys			
					
Student	Parent/Guardian	Medical	Program Information	Signatures	Files

Please be sure to answer each line clicking yes, if your student has been diagnosed or had issues with the medical situation given or click no, if he/she has not been diagnosed or had a previous history with the medical situation given.

If you click yes, a box may appear asking you for details. Please give specific details so that we can best treat your child in the event of an injury/illness. This is extremely important, particularly if we are not able to reach you immediately and/or your child is unconscious. This is the only information a coach will have on the sideline so **It is vital that the information given is accurate!**

At the bottom of the page is a link to download the FHSAA Athletic Physical Form. This is the only form that we can accept for athletic physicals, per state policy.







 [Evangelical Christian \(Fort Myers\) Physical Download](#)

[Previous](#) [Save & Continue](#)

When you have completed the medical history, click "Save and Continue" at the bottom of the page.



## Program Information







<b>Year:</b> 2021-22	<b>School:</b> Evangelical Christian (Fort Myers)	<b>Sport:</b> Soccer, Boys			
					
Student	Parent/Guardian	Medical	Program Information	Signatures	Files

This page only has one question that we need to have answered for eligibility purposes. Please read directions and answer accordingly.

When this page is complete, click "Save and Continue".




## Student Signatures Page

<b>Year:</b> 2021-22	<b>School:</b> Evangelical Christian (Fort Myers)	<b>Sport:</b> Baseball Golf, Boys			
					
Student	Parent/Guardian	Medical	Program Information	Signatures	Files

This page requires the student-athlete to sign each box, as indicated. The name in the signature box must match the full name given on the student information page; initials will not be accepted.

### Student Signature Forms

Electronic Signature Form 

By signing this form, you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this form. By signing you consent to be legally bound by this form's terms and conditions.

**\* Required**

The text boxes have the wording of each form you are signing. Scroll up and down in each box to read the entire form. You can also click the paperclip icon next to each forms' name and a PDF version of the form will download to your computer.


When this page is complete, click "Save and Continue".



## Parent/Guardian signatures Form

This page will look identical to the previous one, but a Parent/Guardian will need to sign each box, as indicated. The name in the signature box must match the full name given on the parent/guardian information page; initials will not be accepted.

Parent Signature Forms

Athletic Trainer Consent to Treat 

My student-athlete may be participating in athletics while enrolled at Evangelical Christian School. By signing this permission form, I grant the current Certified Athletic Trainer (or his/her designee), permission to evaluate and treat my child for any sports related injuries arising out of participation through Evangelical Christian School. This includes, but is not limited to, the prevention, evaluation, treatment and rehabilitation of athletic injuries and illnesses.

My permission allows the forgoing whether or not I, or another parent/guardian, are present. In the event, that I wish to have this authorization revoked, I understand that a written letter must be given to the Certified Athletic Trainer and that any treatment done prior to the letter will not apply to the revocation.

**\* Required**

The text boxes have the wording of each form you are signing. Scroll up and down in each box to read the entire form. You can also click the paperclip icon next to each forms' name and a PDF version of the form will download to your computer.

When this page is complete, click "Save and Continue".



## Files Page

Year: 2021-22	School: Evangelical Christian (Fort Myers)	Sport: Baseball Golf, Boys			
Student	Parent/Guardian	Medical	Program Information	Signatures	Files

A list of all required forms is on this page. If you previously have uploaded documents (including documents from last year), you can click on “Choose existing file” and search for the document you need. If not, you will need to click, “browse” and upload the document from your computer.

The blue font for each of the NFHS Certificates is a link to the NFHS Learn site. Please go back to page three of this manual for more detailed instructions on how to complete this requirement.

<b>Files</b>  EL2 - PreParticipation Physical * <a href="#">(Download File)</a> Please try to upload just one file for the EL2  <input type="button" value="Choose Existing File"/> <input type="text" value="No file chosen"/> <input type="button" value="Browse"/> <input type="text" value="No file chosen"/> <input type="button" value="Browse"/> <input type="text" value="No file chosen"/> <input type="button" value="Browse"/>  <b>Proof of Insurance *</b> <input type="button" value="Choose Existing File"/> <input type="text" value="No file chosen"/> <input type="button" value="Browse"/>  <b>Parent/Guardian Government Issued Photo ID *</b> <input type="button" value="Choose Existing File"/> <input type="text" value="No file chosen"/> <input type="button" value="Browse"/>	<b><a href="#">NFHS Concussion Certificate</a></b> <input type="button" value="Choose Existing File"/> <input type="text" value="No file chosen"/> <input type="button" value="Browse"/>  <b><a href="#">NFHS Heat Illness Certificate</a></b> <input type="button" value="Choose Existing File"/> <input type="text" value="No file chosen"/> <input type="button" value="Browse"/>  <b><a href="#">NFHS Sudden Cardiac Arrest Certificate</a></b> <input type="button" value="Choose Existing File"/> <input type="text" value="No file chosen"/> <input type="button" value="Browse"/>  <b><a href="#">GA4</a></b> <a href="#">(Download File)</a> <input type="button" value="Choose Existing File"/> <input type="text" value="No file chosen"/> <input type="button" value="Browse"/>
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You must upload your athletic physical, proof of insurance and parent ID to proceed to the confirmation page.

If you created an account for the 2020-2021 school year, you can click on “Choose existing file” for each required document and choose the file that you uploaded last year. Everything you uploaded last year has been saved into a document library for you to choose from. If you need to upload a new form, you will need to click “browse” and find the form on your computer that you need to upload.





## Confirmation page

You will see this page once you complete your part of the athletic clearance process.

**This does not mean your child is cleared to participate!**  
**Your account must be reviewed and approved by the athletic department.**

Year: 2021-22	School: Evangelical Christian (Fort Myers)	Sport: Baseball Golf, Boys
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Confirmation Message  
Dear Jessica Weekley,  
This message is to let you know Elijah Everhart has started the Athletic Clearance process to participate in Baseball, Golf, Boys for Evangelical Christian (Fort Myers) in 2021-22.  
THIS DOES NOT MEAN THAT YOU ARE CLEARED FOR PARTICIPATION. You will receive an email from the Athletic Department with your clearance status after the materials you submitted are reviewed.  
Thank You,  
Evangelical Christian (Fort Myers) High School  
Athletic Department

[Return to Home](#) [Print](#) [Donations/Shop](#)

If you would like to donate to ECS athletics, please click the “Donate/Shop” button and follow the directions to process your donation.

If you would like to return to your home page, click the “Return to Home” button. This will take you to the dashboard and you should now see a line for each sport that each of your children are hoping to participate in.

Evangelical Christian (Fort Myers)		
Year	Sport	Participant
2021-22	Baseball	Elijah Everhart

At the end of each line, you will see their status. Initially, it will say “Pending” until your child’s account is reviewed by the athletics department. If you need to go back and make any changes, you can click the blue dot above the name of the page you need to go back to. Be sure to click “Save and Continue” at the bottom of that page after making changes.



## **Step #5: Athletic Office Confirmation**

Thank you for completing this process of your child's eligibility!

**Please note that at this point, your child is still not cleared to participate!**  
**Their status will show as "pending" until it is reviewed by athletics!**

The athletics office will be notified of your submission and review all documents for each athlete. Once your child's account is reviewed you will receive an email stating that your child is cleared for participation or an email stating they are denied and the reason why (Ex: No athletic physical has been turned in, the doctor did not sign the athletic physical, there is no date specified on the athletic physical, etc)

**Thank you for being a part of Evangelical Christian School athletics.  
We look forward to a great year!**



### **Uploading new or updated paperwork**

From your homepage on Athletic Clearance, you can click the blue dot above “Files” for the child you need to update.



Be sure to click “Save and Continue” at the bottom of the files page when you are done uploading new paperwork.

### **If you have multiple students-athletes**

If you have another student-athlete, click the “Start Clearances” button on the homepage to begin the process for him/her, just like you did for your first child. Since you have already created a clearance for another child, when you get to the Parent/Guardian Information page, you will have the option to automatically populate the information previously entered for your other student-athlete. Simply click on the drop down menu and select the appropriate Parent/Guardian listed. Please review the information that populates on the page to ensure it is correct.



