

**Gateway High School
Athletic Clearance Instructions**

**Online Athletic Clearance**

1. Visit AthleticClearance.com

2. **Select Florida**

3. **First Time Users:**

• Create an Account. PARENTS/GUARDIANS will register with a valid email username and password.

4. **Returning Users:**

• Enter login information and click “Sign In”

5. **Sign In** using your email address that you registered with

6. Select **“Start Clearance Here”** to start the process.

7. Choose:

• School Year in which the student plans to participate. Example: Football in

Sept 2021 would be the 2021-2022 School Year.

• School at which the student attends and will compete at. (Gateway Kissimmee)

• Sport/s **(We recommend that if the student will be participating in multiple**

**sports, that those sports are added all at once)**

8. Complete all required fields for Student Information, Parent/Guardian

 Information, Medical History, Signature Forms and upload a File if

 applicable. (If you have gone through the Athletic Clearance process before,

 you will select the Student and Parent/Guardian from the dropdown menu on

 those pages and the information will autofill)

9. Once you reach the **Confirmation Message** you have completed the online

 registration process.

10.**THE STUDENT IS NOT CLEARED YET!** This data will be electronically filed with your

 school’s athletic department for review. When the student has been cleared for

 participation, an email notification will be sent.

11. ***Print out “Confirmation Page” and have both parent & student sign the form***, then turn form into Athletic Office with your eligibility packet.

Questions? Use the yellow Help option on the bottom right of the screen and submit a ticket.

**Online Athletic Clearance FAQ**

**What is my Username?**

Your username is the email address that you registered with.

**How do I register for multiple Sports?**

If you know you are going to play multiple sports when registering, it is best to add all sports on

the first step where you also select the school year and school. Just select “Add Sport” on the link below the drop-down menu and add many sports as you like. If you register for

additional sports after completing your initial clearance for the year, you will have to complete

a new registration. The good news is that if you select the student & parent/guardian info from

the dropdown on those respective pages, the information will autofill.

**Physicals**

The physical form your school uses can be downloaded on Medical History page.

Most schools will accept the physical online (done by uploading the completed form on the

File’s page) as well as turning in a hard copy to the athletic department.

**Your Files**

This area is meant to store your files so they can be accessed later in the year or perhaps years

following.

**Why haven’t I been cleared?**

Your school will review the information you have submitted before clearing you for

participation. Once they review your clearance, they will change the status. You will receive an

email when you have been cleared for participation

**My sport is not listed!**

Please contact your school’s athletic department and ask for your sport to be activated.

**I was “Denied” clearance, now what?**

You should have received an email with the reason for denial. Please update your clearance

accordingly, then contact your school’s athletic department and ask them to review your

information again.

Questions? Use the yellow Help option on the bottom right of the screen and submit a ticket.