aktivate

Formerly Register My Athlete

Instructions For Parents

“Register My Athlete/aktivate" allows parents to register their athletes for sports online. Here are some basic steps to follow when registering your athlete for the first time:

1. **Create an account:**
    a) **Find Your School:** Find your school by going to http://registermyathlete.com/school, selecting your state, and finding your school. Click on the school to continue to the next step. Schools are encouraged to make a direct link from their school's website.
    b) Now begin creating your account by clicking the “Create An Account” button. After filling in the required information the system will automatically log you in and you will be required to accept the terms of use. (your email will become your user name).
2. **Add a new athlete:** The next step is to add an athlete. You can do so by clicking the “My Athletes” tab on the left-hand side of the page or by clicking “Add Athlete” underneath the “My Athletes” tab. This only needs to be done once during your athlete's entire career at a school. The information entered here will carry over from year to year. This information includes your athlete's contact information and medical information.
    a) **The athlete's profile:** After you've created your athlete you will be brought to their Profile page. This page is a summary of their info and involvement.
3. **Register for a sport:** Click “+ Register For A Sport” to begin registration, you will be asked to choose which sport your athlete is registering for.
    a) **Your registration checklist:** This page shows the status of your athlete's registration. You will be asked to complete several steps to complete registration including agreeing to documents, and completing the physical.
        i. **Physicals:** Physical documents should be completed by the parents (or medical professionals as needed). Parents have the ability to upload these physical documents to the system. Uploaded documents will need to be verified by the admin at the school prior to be accepted as complete. (If a document upload is rejected for any reason, the parent will receive an email with the rejection reason. After the error has been corrected, parents will be able to re-upload the document for verification.)
        ii. **Complete registration:** Your registration is complete once all items on the checklist have been completed.

After registration: After registration is complete, you can login at any time to view the Status of your athlete and their participation on the team.

Additional Athletes Under the same account, repeat steps 3-9 to register additional athletes.

Future Seasons & Years Once your athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport.

Register My Athlete Tech Support

Email Support: support@registermyathlete.com

Phone Support: 435-213-1601

Phone Support Hours: Monday – Friday: 8:00am – 5:00pm