Parent/Guardian Step-by-Step Guide to Aktivate

1. Go to: https://www.aktivate.com/login.

2. If you already have an account and want to register for a new sport in different season/year, login, click on Start/Complete Registration, select your athlete and skip to step 18.

3. If you have not used Aktivate (formerly RMA) yet, and are registering a student for the first time, please click Create Account.

Please Note: Parents will create one account; adding additional students (i.e. siblings/foreign exchange) to the same account. The same account can be used if changing schools.

4. On the Account Creation page please <u>enter the parent/guardian information</u>, not the student information.



6. You will be taken to the login portal (pictured below).

OKtivate Formerly Register My Athlete		Update Account Info
WHERE WOULD YOU LIKE TO GO TODAY?	ACCOUNT OPTIONS	Account Info for when locked out
Narents	Account Info	Reset Password
Click here to start/complete athlete registrations \rightarrow	Account Credentials Reset Password	Add your Coaching Acct.
\int	Request Coach/Admin Account	Have two accounts?
	Merge Another Account Manage Active Accounts	View connected schools/
	Logout	Enable or Disable Email
		Logout

- 7. Click "Click here to start/complete registrations".
- 8. Terms of Use Page You must read and agree to the Terms of Use and Privacy Policy once a year.

Please carefully read these Terms and Conditions of Use. You must respond to the question at the end of this page in order to continue.				
*Show / Hide Terms of Use and Privacy Policy	◎ Show ⑧ Hide			
Do you agree to abide by these Terms of Use and Privacy Policy?	 I have read and agree to the Terms of Use and Privacy Policy. I DO NOT agree to the Terms of Use or Privacy Policy. 			
	Submit			
1				

Click Show to read the Terms of Use and Privacy Policy.

9. Once read and agreed to, click Submit.

10. You will be taken to the Aktivate Landing Page with a popup with "How To" articles.



Landing Page

From the landing page, there are two ways (**12A** and **12B**) to add athletes and start registrations for sports.

•\\	Athlete Registration							🛱 Cart	⊕ -
→← Switch Accounts		Fundraising causing you stress	s? Let us worry about it for you! 🧿						
Message	٧	Welcome							
Center (0)		What would you like to do?	Announcements			View All	Parent	Toolbox	
≡ Navigation		Start/Complete Registrations	School	Date	Announcement		These Op	portunities are fr	'or your
		$\dot{\mathcal{F}}$ Athlete information	Reno High School	03/08/2023	This announcement is for all grades and applies to all sports. Registration for sports in the 23-2		information listed are no	only and the co t endorsed by or ith your school	mpanies r affiliated
FAQ	N	📑 Store	Reno High School	03/02/2023	This announcement is for all grades and applies to all sports There will be a fundraiser on Sunda				
€→		Email						NCS OLLEGE RECE	SA RUTTING
Logout		Hessages					Does your a	thiete want to co college?	ompete in
		r∱∷ Transfers							
		Make a Dination							
		View Athlete Dicuments							

12A. Click Navigation to open the menu.

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13A. Click on My Athletes; then Add A New Athlete.

OR

12B. Use the Welcome Menu on the landing page to add an athlete, update athlete information, follow the transfer, gets messages from the school and more.

•\\			Athle	ete Registration	ccount +	📜 Cart	
→← Switch Accounts	Fundraising causing you stres	ss? Let us worry about it for you! 🤤					
L Message	Welcome						
Center (0)	What would you like to do?	Announcements		View All	Parent	Toolbox	
■ Navigation	Start/Complete Registrations	School	Date	Announcement	These Op information	portunities are for your only and the companies	
P.	Athlete Information	Beno High School	03/08/2023	This announcement is for all grades and applies to all sports. Registration for sports in the 23-2	listed are nor w	I endorsed by or affiliated th your school	
FAQ	T Stor	Reno High School	03/02/2023	This announcement is for all grades and apples to all sports. There will be a fundraiser on Sunda	4. 7	NCSA	
[→ Logout	Email	$\langle \rangle$			Does your d	OLLEGE RECRUITING	
	k Transfers					college?	
	Make a Donation	$\langle \rangle$					
	View Athlete Discuments						
		\land \land \land					
		$\langle \ \rangle \ \rangle$			المالة م		
		$\langle \langle \rangle \rangle$		Unce you have added a	n athi	lete,	
			$\langle \rangle$	you can start and/or complete a registration r	or spo	JILS.	
				Athlete Information is where you will add your s	hudou	nt(c)	
				and manage/undate their regi	strati	ons	
					Strati	0113.	
				The store is where you can pay any athletic fees to the	ie sch	nool	
				Note: Not all schools collect fees through	Aktiv	iate.	
				Messages from the school and/or coach can be fo	und h	iere.	
			Tra	nsfer will allow you to follow/manage your student(s)	tran	sfer.	
				Note: Not all students will be in a	tran	sfer.	
						-	
1	.3B. Click on Athl	ete Information; the	en Creat	e a New Athlete.			

14. Enter the student's information, completely and accurately. You will add the student's current HIGH school on this page as well. *Note:* Any field with an asterisk (*) is required.

15. Click Submit.

16. The next page will be the Student Profile. *Note:* ALL fields under Athlete Profile need to be completed; click on the field to expand and click "Click Here to Edit".



17. Once the Athlete Profile is complete, click on New Registration.

18. The next page will be the Registration Checklist.

R		R	eno High School		LAccount → 🗮 Cart - ⊕ -	Registration Summary –
Accounts Message Center (0) Navioation	Registration Checklist	C Adviets information	D Pre Regatation	C Special Offen	Ge to Baned Regionations	grade, sport will be listed as selected.
E FAQ Logout	Cick on each bor to complete the required tasks Note har this viewwards is unsue to the sched where you are regressing.		Bata South Cry Anne Cry Anne Cry Anne Cry Anne Cry Anne Cry C	Not counters Not counters None Negation for Note None Negation . . .		Registration Checklist – Will list each step of registration process as proceeded through.
Hesp2	Get guar chaits garden physics for sonly 554 when you particular list one 25 cm (24 month) when 25 cm (24 month) Particular Viscour Ward Impartment		Status Key Task to Complete: Al Task to Complete: The Task to Complete: The	of the tasks are complete in the section. task has been statisticated a portion in complete. task is not complete or there is an error.		Key – Green = Complete Yellow = In Progress Red = Not Complete

19. Click on Select, OR type name of school if not correct.

Registration C	hecklist		×	
Please select the sci	nool where you wou	Ild like to register.	Z	
MAA CCSD H	gh School		Select	
You may instead s	elect a state and	search a new school.		
Nevada	•	Search to add a different school		
		Cancel		

20. Click "Select Athlete".

R		R	eno High School			LAccount + È Cart ⊕ +
, Switch Accounts						
Messege Center (0)	Registration Checklist					Go to Started Registrations
	Registration Started	Athlete Information	D Pre Reg) Istration	Special Offers	Registration Checklist
El FAQ €→	Click on each box to complete the required tasks Notion this information is unique to the school where you are regr to vert School	ssering.	+	Registration Summary Status Actions	NOT COMPLETE Pret Regulation Photoe	
Logout	Select Athlete		*	School	Reno High School	
				Attiete	Hens, NV	
	Special Offer			Grade		
	CVS minute chic			Year Sport		
	only \$54 when you purchase this custom CVS Minute Clinic voucher— save 20% off full price!			Status Key		
	Purchase Voucher Valid through March 31, 2023			Task is Complete: A	I of the tasks are complete in the section.	
	Non-refundable			Task in Progress: Th	e task has been started and a portion is complete.	
				Task to Complete: T	he task is not complete or there is an error.	
Help?						

21. On the pop-up window select the student you wish to register for a sport, or click "Add New Athlete".

Registration Checklist		×
Please select the athlete that will be registering		
Jane Doe		K
Use Selected Athlete	Add New Athlete	

22. Click "Select Year/Sport".

Registration Checklist					Go to Started Registrations
Registration Starter	Athlete Information	[Pre Reg	Jistration	Special Offers	Registration Checklist
Click on each box to complete the required tasks Note that this information is unique at the school where you are registering.			Registration Summary		
Select School		÷	Status	NOT COMPLETE	
Select Athlete		<i>→</i>	Actions	Print Registration Profile Reno High School	
Select Year/Sport		÷	City	Reno, NV	
			Athlete	Jane Doe	
Special Offer			Year	•	
CVS minute clinic*			Sport	•	
Get your child's sports physical for only \$\$4 when you purchase this custom CVS Minute Clinic voucher— save 20% off full price!			Status Key		
Purchase Voucher			Task is Complete: All of the	tasks are complete in the section.	
Volid through March 31, 2023 Non-refundable			Task in Progress: The task	has been started and a portion is complete.	
			Task to Complete: The task	is not complete or there is an error.	

23. Select the Academic Year you are registering for from the drop-down menu.



24. Select the sport(s) your athlete is registering for from the list; then click Submit. **Note:** If the desired sport is not listed please contact the school.

Sport Selection	Why is my sport not showing?	← Back	
What academic year will you be registering for?			•
(avoire: L) Please selected to sport(s) that you would like to regimer for during the selected academic year. Bespecial Bespecial Bespecial Bespecial			
Boys Swimming and Diving Boys Tennis Boys Texts and Field Grifs Swimming and Diving			
Gubma			

25. Confirm the athlete, school and sport(s) selections are correct.

.

	Confirm Selection	2
	School	Reno High School
	City	Reno, NV
	Athlete	Doe, Jane
	Grade	12
	Year	2022-2023
	Sport(s)	Softball
	Please verify that you have selected	the correct school, athlete, and sport(s).
Ý	After this point, we will gather the red you will not be able to change these	uirements to complete this registration, and previous selections.
	I have selected the correct information.	Cancel

26. Now back at the Registration Checklist. Click on Guardian Info, then Insurance, then Medical Info, to complete each section.

Registration Checklist				Go to Started Registrations
Registration Stated Athlete Methodon	C Pre Reg	gistration	Special Offers	Registration Checklist
Click on each box to complete the required tasks Note that this information is unique to the school where you are registrating		Registration Summary		
		Status	NOT COMPLETE	
U Oposte Guardian Into	7	Actions	Print Registration Profile	
Update Insurance	<i>→</i>	School	Reno High School	
Update Medical Info	\rightarrow	City	Reno, NV	
		Athlete	Doe, Jane	
		Grade	12	
Special Offer		Year	2022-2023	
♦ CVS minuteclinic		Sport	Softball	
Get your child's sports physical for only 554 when you purchase this custom CVS Minute Clinic voucher-		Status Key		
save 20% off full price! Purchase Voucher		Task is Complete: All of the t	tasks are complete in the section.	
Valid through March 31 2023 Non-refundable		Task in Progress: The task h	as been started and a portion is complete.	
		Task to Complete: The task is	is not complete or there is an error.	

Note: Any field with an asterisk (*) is a required field.

27. Once completed, the Nevada Questionnaire will appear. Click on Nevada Questionnaire.

Registration Checklist					Go to Started Registrations
Registration Started	Athlete Information	Pre Regi] jistration	Special Offers	Registration Checklist
Click on each box to complete the required to the school with	ulred tasks there you are registering.		Registration Summary		
Nevada Questionnaire	K		Status	NOT COMPLETE	
			Actions	e Print Registration Profile	
			School	Reno High School	
			City	Reno, NV	
			Athlete	Doe, Jane	
Special Offer			Grade	12	
CVS minute clinic*			Year	2022-2023	
Get your child's sports physical for			Sport	Softball	
only \$54 when you purchase this custom CVS Minute Clinic voucher- save 20% off full price! Purchase Voucher			Status Key		
Valid through March 31, 2023 Non-refundable			Task is Complete: All of the ta	sks are complete in the section.	
			Task in Progress: The task has	s been started and a portion is complete.	
			Task to Complete: The task is	not complete or there is an error.	

NIAA Forms

28. Click on NIAA Tryout Checklist. Both the parent/guardian AND athlete will need to read, agree to and e-sign, all portions of the NIAA Tryout Checklist (including rules, regulations, sportsmanship and concussion information).

NIAA Forms	é llex		
Select and complete the forms by proceed with the registration process.	Why am I assigned this form?		
NIAA Tryout Checkist	NIAA Tryout Checklist This form is required by the NIAA for each student. It includes acknowledgements of rules, sportsmanship, and concussion information.		
High School Check	High School Check These questions are mandatory to determine the registration requirements of each student.		
	Status Key		
	Task is Complete: All of the tasks are complete in the section.		
	Task in Progress: The task has been started and a portion is complete.		
	Task to Complete: The task is not complete or there is an error.		

29. Click on High School Check. <u>Read through each statement carefully</u> and select the one that best fit the situation for your athlete.

NIAA Forms	+ Back		
Select and complete the forms being spraceed with the registration process.	Why am I assigned this form?		
NIAA Tryout Checklist	NAA Tryout Checklist This form is required by the NIAA for each student. It includes acknowledgements of rules, sportsmanship, and concussion information.		
High School Check	High School Check These questions are mendatory to determine the registration requirements of each student.		
	Status Key		
	Task is Complete: All of the tasks are complete in the section.		
	Task in Progress: The task has been started and a portion is complete.		
	Task to Complete: The task is not complete or there is an error.		

Note: Questions will appear one at a time and the answers help the system decide if the student is a transfer or not.

30A. If your athlete is not a transfer, you will click Submit to Continue and confirm submission.

NIAA Forms	e Back
Sets: and complete the forms below to proceed with the registration process.	Why am I assigned this form?
Kenn Lyne Chrone Hyp School Check	NAA Tyout Checklist This form in required by the NAM for each audient. This lades actinoveledgements of rules aportamentatio, and concussion information. High School Check These quastions are mandatory to determine the registration requirements of each student.
Submit to Continue	Status Key
	Task is Complete: All of the tasks are complete in the section. Task in Progress: The task has been started and a portion is complete.
	Task to Complete: The task is not complete or there is an error.

If your athlete is a transfer, more sections will appear that need to be completed.

NIAA Forms	€ Bok	Guardianship Verification -
		Complete information about the
Select and complete the forms below to proceed with the registration process.	Why am Lassigned this form?	narent/guardian
NAA Tryout Checklast	NAA Tyout Checklist This form is required by the NAA for each student. It includes acknowledgements of rules, sportsmanship, and concussion information.	parent/guarulan.
High School Check	High School Check These quasitiens are mandatory to determine the registration requirements of each student.	
Guardianship Verification	Guardianship Verification This form will ask about the legal guardian of this annexe. Residency Verification (3) This form will ask about your residency being in the attendance zone of this school.	Residency Verification -
Residency Verification (A)	School Verification (A) This form will ask information about the school you attended previously.	Residency vernication -
School Verification (A)	Transfer Form This information will determine the student's transfer type and the corresponding requirements.	Complete information about the
Transfer Form	Proof of Current Address You will need to upload two items proving your current address	' residence of the athlete
Proof of Current Address	The student's transcript is required to prove academic eligibility.	residence of the athlete.
Upload Transcript	Status Key	
K	Task is Complete: All of the tasks are complete in the section.	School Verification -
	Task in Progress: The number of the started and a portion is complete.	Complete information about the
	Task to Complete: The task is not complete or there is an errot	complete information about the
		school the athlete will attend.
		Transfer Form -
		Complete information to help
		complete information to help
		system decided what type of transfer
		, , , , , , , , , , , , , , , , , , ,
		appear needs to be completed.
		Proof of Current Address -
		Inland two (2) proofs of ourrant address
		pload two (2) proofs of current address.
30B. Once all sections are compl	ete (each will be green),	Unload Transcript
	· · · · · //	opioad transcript
please click Submit to Continue a	and confirm submission.	

31. Additional Opportunities. You will be asked if your athlete wants recruiting information from colleges. It is not required to opt into the college recruiting.

Registration Checklist					Go to Started Registrations
Registration Started	The second secon	Pre Reg	stration	Special Offers	Registration Checklist
Click on each box to complete the requir Note that this information is unique to the school whe	ed tasks ere you are registering.		Registration Summary		
Additional Opportunities		÷	Status	TRANSFER PENDING	
			Actions	Print Registration Profile	
			School	Reno High School	
			City	Reno, NV	
			Athlete	Doe, Jane	
Special Offer			Grade	12	
minute clinic'			Year	2022-2023	
Get your child's sports physical for			Sport	Softball	
only 554 when you purchase this custom CVS Minde Clinic vaucher- save 20% off full price! Purchase Voucher			Status Key		
Valid Hreugh March 12 2023 Kosi-refundable			Task is Complete: All of	f the tasks are complete in the section.	
			Task in Progress: The task has been started and a portion is complete.		
			Task to Complete: The	task is not complete or there is an error.	

32. The final step is the Registration Checklist.

Registration Checklist			Go to Started Registrations	Electronic Documents –
Registration Started	Athlete Information	Pre Registration	Registration Checklist	Additional documents
Click on each box to complete the required tasks Note that this information is unique to the school where you are registering.		Registration Summary Status TRANSFER PENONG		that need to be read, agreed to and e-signed.
Physical Documents	÷	Actions Print Registration Profile School Reno High School		for the school and/or
School Fees 0	÷	City Reno, NV		district.
		Grade 12		
Special Offer		Year 2022-2023 Sport Softball		 Physical Documents –
Get your child's sports physical for only \$54 when you purchase this custom CVS Minute Clinic voucher– save 20% off full priced		Status Key		Physicals and/or health
Purchase Voucher Volid through Morch 31 2023 Non-refundable		Task is Complete: All of the tasks are complete in the section. Task in Progress: The task has been started and a portion is complete.		uploaded here.
		Task to Complete: The task is not complete or there is an error.		
				School Fees –
				Pay your athlete fees

Note: Not all schools use this feature to collect fees.

Once all sections of the Registration Checklist are green, the registration is complete.

Documents that may/will need to be uploaded:

- Transcript (with most recent semester grades)
 Note: Report cards and print outs cannot be accepted.
- **Proof of Abandonment of Previous Property** (*i.e. proof of sale, ending lease agreement, final/closing utility bill, new voter registration, etc.*)
- **Proof of Current Address** (*i.e. utility bill, ID w/ current address, complete/signed lease agreement, etc.*) *Note:* Copies of envelopes, or the equivalent, cannot be accepted.
- **Proof of Primary Physical Custody** (*i.e. Divorce decree, court order, etc.*)
- **Hardship Documentation** (third party documentation/evidence that supports the hardship claim)

NOTE: Aktivate will only upload documents that are a pdf or jpg format. All other file types will upload as blank pages.

What happens next?

Step ONE: The school will review the registration/transfer. It will either be accepted; need more information; OR it will be submitted to the NIAA. If additional information is needed, the school will contact you by email (using the email address used to setup the Aktivate account) or by phone.

Step TWO: If the school submits it to the NIAA, it will be reviewed again for completeness. If additional information is needed, you will be contacted by EMAIL only; using the account email address again. Contact your school's athletic director if you have any questions.

Once the transfer is submitted to be reviewed (status "Under Review") it will be reviewed in the order in which it was received (completed. If sent back for more information, they will re-enter the review queue in a new order. It can take up to 10-business days, <u>or longer at the beginning of the seasons</u>, for a decision to be made.