

Parent/Guardian Step-by-Step Guide to Aktivite

1. Go to: <https://www.aktivite.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 Aktivite (formerly RMA) yet, and are registering a student for the first time, please click Create Account.



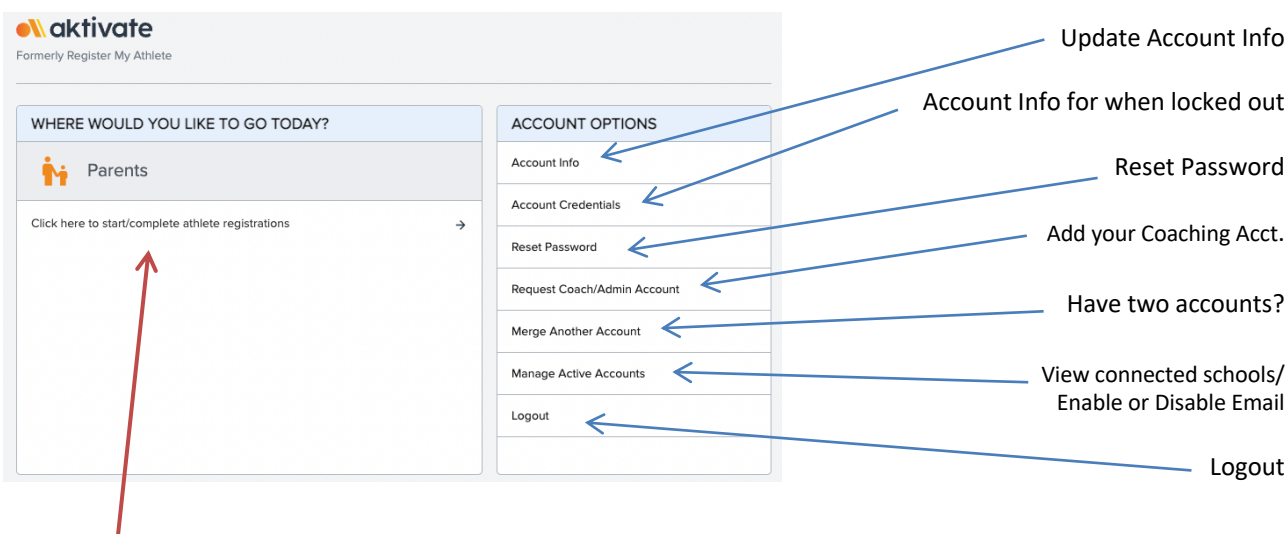
Please Note: Parents will create one account; adding additional students (i.e. siblings/foreign exchange) to the same account. The same account can be used if changing schools.

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

5. Click



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



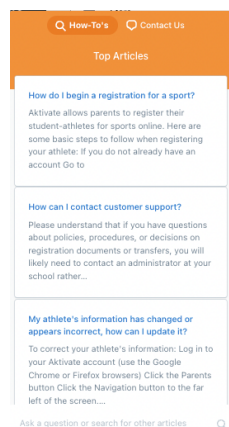
7. Click “Click here to start/complete registrations”.

8. Terms of Use Page – You must read and agree to the Terms of Use and Privacy Policy once a year.

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

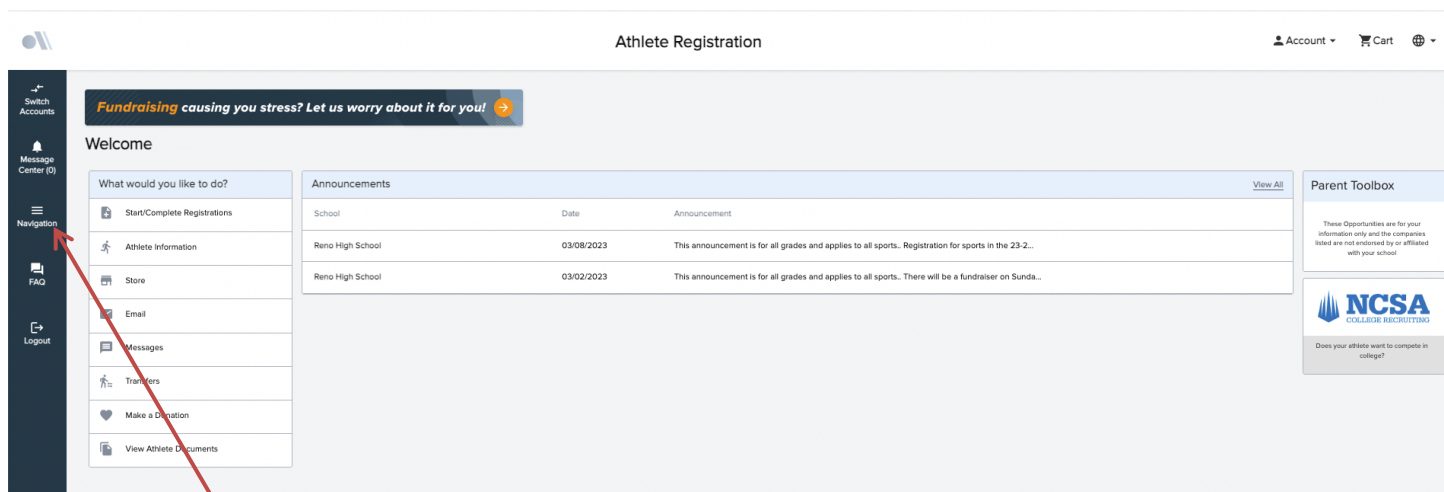
9. Once read and agreed to, click Submit.

10. You will be taken to the Aktivite Landing Page with a popup with “How To” articles.

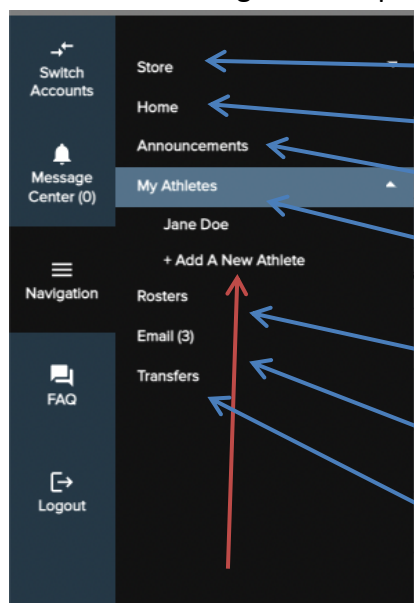


Landing Page

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



12A. Click Navigation to open the menu.



The Store is where you can pay any athletic fees to the school.

Note: Not all schools collect fees through Aktivite.

Home will close the Navigation Menu

Announcements will be messages from the school.

My Athletes is where you will add your student(s) and manage their registrations.

Rosters will show you what rosters your student(s) have been added too.

Email is where you can view/send messages with the school or coach.

Transfer will allow you to follow/manage your student(s) transfer.

Note: Not all students will be in a transfer.

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.

The screenshot shows the 'Athlete Registration' landing page. On the left is a dark sidebar with navigation links: Switch Accounts, Message Center (0), Navigation, FAQ, and Logout. The main content area has a 'Welcome' section with a 'What would you like to do?' menu containing: Start/Complete Registrations, Athlete Information, Store, Email, Messages, Transfers, Make a Donation, and View Athlete Documents. To the right is an 'Announcements' table with columns for School, Date, and Announcement. Below the table is a 'Parent Toolbox' section with NCSA College Recruiting information. Blue arrows point from text boxes to 'Athlete Information', 'Store', 'Messages', and 'Transfers'. A red arrow points from text box 13B to 'Athlete Information'.

School	Date	Announcement
Reno High School	03/08/2023	This announcement is for all grades and applies to all sports. Registration for sports in the 23-2...
Reno High School	03/02/2023	This announcement is for all grades and applies to all sports. There will be a fundraiser on Sunda...

Once you have added an athlete, you can start and/or complete a registration for sports.

Athlete Information is where you will add your student(s) and manage/update their registrations.

The store is where you can pay any athletic fees to the school.
Note: Not all schools collect fees through Aktivate.

Messages from the school and/or coach can be found here.

Transfer will allow you to follow/manage your student(s) transfer.
Note: Not all students will be in a transfer.

13B. Click on Athlete Information; then Create 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".

The screenshot shows the 'Jane Doe Profile' page. At the top, it says 'Reno High School'. Below that, there's a 'Registrations' section with a table showing no registrations for the 2022-2023 year. To the right, there's a 'Teams' section also showing no teams. Below these are 'Athlete Options' with four cards: 'Fees Paid', 'Eligibility', 'View Documents Signed', and 'Injury Reports', each with a 'View' button. A blue arrow points to the 'View' button under 'Fees Paid'. Below the options is the 'Athlete Profile' section with a table of fields: User Information, Athlete Summary, Medical Information, Primary Insurance, Secondary Insurance, Guardian 1, Guardian 2, and Emergency Contact. Each field has a 'Last Updated' date and an 'Edit' link. A red arrow points to the 'New Registration' button in the top right corner.

Athlete Summary – Info entered when Student was added.

Medical Information – Primary Doctor Info & Medical Info

Primary Insurance – Medical Insurance Info

Secondary Insurance – If applicable

Guardian 1 – Parent/Guardian Info

Guardian 2 – Parent/Guardian Info

Emergency Contact – Contact, if Parent/Guardian canNOT be reached.

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

18. The next page will be the Registration Checklist.

The screenshot shows the 'Registration Checklist' page. At the top, it says 'Reno High School'. Below that, there's a progress bar with five steps: 'Registration Started' (active), 'Athlete Information', 'Pre Registration', 'Special Offers', and 'Registration Checklist'. Below the progress bar, there's a 'Registration Summary' section with a table showing the student's information: School (Reno High School), City (Reno, NV), Athlete, Grade, Year, and Sport. A blue arrow points to the 'Registration Summary' section. To the left, there's a 'Select School' button. A red arrow points to the 'Select School' button. Below the 'Select School' button, there's a 'Special Offer' section with a 'Purchase Voucher' button. A blue arrow points to the 'Purchase Voucher' button.

Registration Summary – Student name, school, grade, sport will be listed as selected.

Registration Checklist – Will list each step of registration process as proceeded through.

Key –
Green = Complete
Yellow = In Progress
Red = Not Complete

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

The screenshot shows a dialog box titled 'Please select the school where you would like to register.' It has a search bar with 'CCSD High School' entered. To the right of the search bar is a 'Select' button. Below the search bar, there's a section for 'You may instead select a state and search a new school.' with a dropdown menu showing 'Nevada' and a search bar with the text 'Search to add a different school...'. At the bottom of the dialog box is a 'Cancel' button. A red arrow points to the 'Select' button.

20. Click “Select Athlete”.

The screenshot shows the 'Registration Checklist' page for Reno High School. The page has a sidebar with navigation links: Switch Accounts, Message Center (0), Navigation, and Logout. The main content area is divided into five tabs: Registration Started (active), Athlete Information, Pre-Registration, Special Offers, and Registration Checklist. Under the 'Registration Started' tab, there are three tasks: 'Select School' (checked), 'Select Athlete' (highlighted with a red arrow), and 'Select Year/Sport'. A 'Special Offer' from CVS Minute Clinic is displayed. On the right, the 'Registration Summary' shows the status as 'NOT COMPLETE' and lists details for Jane Doe at Reno High School. A 'Status Key' explains the task completion indicators.

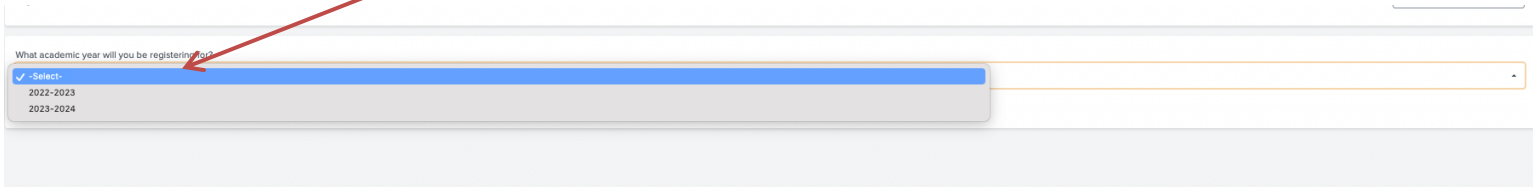
21. On the pop-up window select the student you wish to register for a sport, or click “Add New Athlete”.

The screenshot shows a 'Registration Checklist' pop-up window. It prompts the user to 'Please select the athlete that will be registering'. There is a radio button next to 'Jane Doe'. Below the list are three buttons: 'Use Selected Athlete', 'Add New Athlete' (highlighted with a red arrow), and 'Cancel'.

22. Click “Select Year/Sport”.

This screenshot is identical to the one for step 20, showing the 'Registration Checklist' page. A red arrow now points to the 'Select Year/Sport' button, which is the third task in the 'Registration Started' section. The 'Select Athlete' button remains highlighted from the previous step.

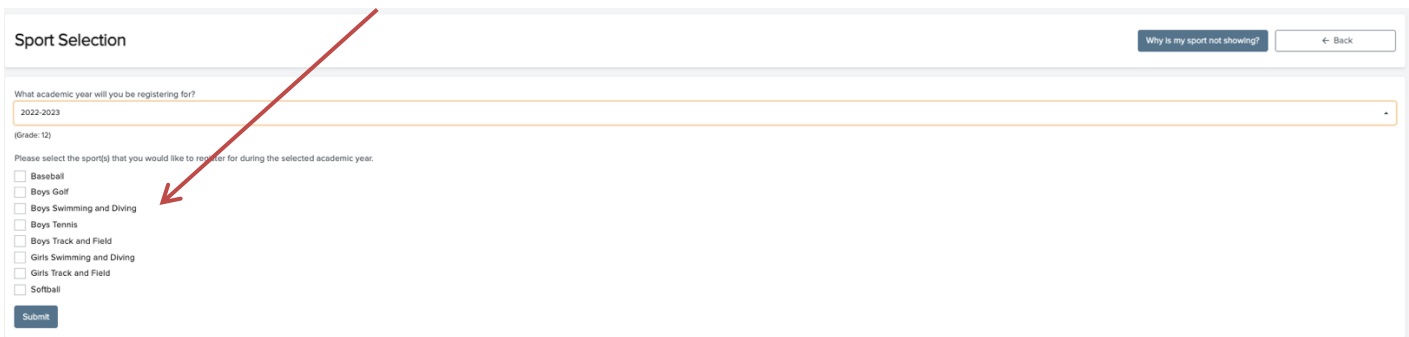
23. Select the Academic Year you are registering for from the drop-down menu.



A screenshot of a web form showing a dropdown menu for selecting an academic year. The dropdown is open, displaying three options: '-Select-', '2022-2023', and '2023-2024'. A red arrow points to the '2022-2023' option, which is highlighted in blue. The text 'What academic year will you be registering for?' is visible above the dropdown.

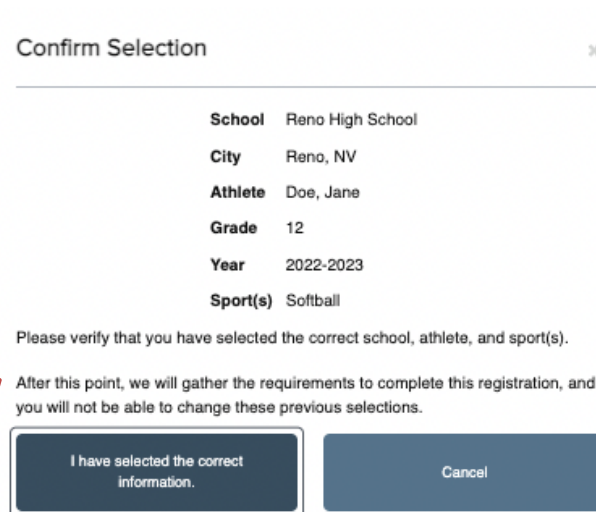
24. Select the sport(s) your athlete is registering for from the list; then click Submit.

Note: If the desired sport is not listed please contact the school.



A screenshot of the 'Sport Selection' form. At the top, there is a dropdown menu for 'What academic year will you be registering for?' with '2022-2023' selected. Below this, it says '(Grade: 12)'. The main section is titled 'Please select the sport(s) that you would like to register for during the selected academic year.' and contains a list of sports with checkboxes: Baseball, Boys Golf, Boys Swimming and Diving, Boys Tennis, Boys Track and Field, Girls Swimming and Diving, Girls Track and Field, and Softball. A red arrow points to the 'Softball' checkbox. At the bottom left is a 'Submit' button. At the top right are links for 'Why is my sport not showing?' and a 'Back' button.

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



A screenshot of the 'Confirm Selection' modal. It displays the following information: School: Reno High School, City: Reno, NV, Athlete: Doe, Jane, Grade: 12, Year: 2022-2023, and Sport(s): Softball. Below this, it says 'Please verify that you have selected the correct school, athlete, and sport(s).' and 'After this point, we will gather the requirements to complete this registration, and you will not be able to change these previous selections.' At the bottom are two buttons: 'I have selected the correct information.' and 'Cancel'. A red arrow points to the 'I have selected the correct information.' button.

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 Started ☒ **Athlete Information** ☒ Pre Registration ☐ 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 registering.

☐ Update Guardian Info →

☐ Update Insurance →

☐ Update Medical Info →

Special Offer

 Get your child's sports physical for only \$54 when you purchase this custom CVS Minute Clinic voucher—save 20% off full price!
[Purchase Voucher](#)
 Valid through March 31, 2023
 Non-refundable

Registration Summary

Status	NOT COMPLETE
Actions	Print Registration Profile
School	Reno High School
City	Reno, NV
Athlete	Doe, Jane
Grade	12
Year	2022-2023
Sport	Softball

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: 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 Registration ☐ 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 registering.

☐ Nevada Questionnaire →

Special Offer

 Get your child's sports physical for only \$54 when you purchase this custom CVS Minute Clinic voucher—save 20% off full price!
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Registration Summary

Status	NOT COMPLETE
Actions	Print Registration Profile
School	Reno High School
City	Reno, NV
Athlete	Doe, Jane
Grade	12
Year	2022-2023
Sport	Softball

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.

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 Back

Select and complete the forms below to proceed with the registration process.

☐ NIAA Tryout Checklist

☐ High School Check

Why am I assigned this form?

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	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. Read through each statement carefully and select the one that best fit the situation for your athlete.

NIAA Forms

Select and complete the forms below to proceed with the registration process.

- ☒ NIAA Tryout Checklist
- ☐ High School Check

Why am I assigned this form?

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	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.

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

Select and complete the forms below to proceed with the registration process.

- ☒ NIAA Tryout Checklist
- ☒ High School Check
- ☐ Submit to Continue

Why am I assigned this form?

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	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.

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

NIAA Forms

Select and complete the forms below to proceed with the registration process.

- ☒ NIAA Tryout Checklist
- ☒ High School Check
- ☐ Guardianship Verification
- ☐ Residency Verification (A)
- ☐ School Verification (A)
- ☐ Transfer Form
- ☐ Proof of Current Address
- ☐ Upload Transcript

Why am I assigned this form?

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	These questions are mandatory to determine the registration requirements of each student.
Guardianship Verification	This form will ask about the legal guardian of this athlete.
Residency Verification (A)	This form will ask about your residency being in the attendance zone of this school.
School Verification (A)	This form will ask information about the school you attended previously.
Transfer Form	This information will determine the student's transfer type and the corresponding requirements.
Proof of Current Address	You will need to upload two items proving your current address.
Upload Transcript	The student's transcript is required to prove academic eligibility.

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.

Guardianship Verification -
Complete information about the parent/guardian.

Residency Verification -
Complete information about the residence of the athlete.

School Verification -
Complete information about the school the athlete will attend.

Transfer Form -
Complete information to help system decided what type of transfer appeal needs to be completed.

Proof of Current Address -
Upload two (2) proofs of current address.

Upload Transcript

30B. Once all sections are complete (each will be green), please click Submit to Continue 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 ☒ Athlete Information ☒ Pre Registration ☒ 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 registering.

☐ Additional Opportunities →

Special Offer

CVS minute clinic

Get your child's sports physical for only \$54 when you purchase this custom CVS Minute Clinic voucher—save 20% off full price!

Purchase Voucher

Valid through March 31, 2023
Non-refundable

Registration Summary

Status: ● TRANSFER PENDING

Actions: [Print Registration Profile](#)

School: Reno High School

City: Reno, NV

Athlete: Doe, Jane

Grade: 12

Year: 2022-2023

Sport: Softball

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.

32. The final step is the Registration Checklist.

Registration Checklist

Go to Started Registrations

Registration Started ☒ Athlete Information ☒ Pre Registration ☒ Registration Checklist ☐

Click on each box to complete the required tasks
Note that this information is unique to the school where you are registering.

☐ Electronic Documents ● →

☐ Physical Documents ● →

☐ School Fees ● →

Special Offer

CVS minute clinic

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Registration Summary

Status: ● TRANSFER PENDING

Actions: [Print Registration Profile](#)

School: Reno High School

City: Reno, NV

Athlete: Doe, Jane

Grade: 12

Year: 2022-2023

Sport: Softball

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.

Electronic Documents –
Additional documents that need to be read, agreed to and e-signed, for the school and/or district.

Physical Documents –
Physicals and/or health questionnaires will be uploaded here.

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: Aktivite 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 Aktivite 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, or longer at the beginning of the seasons, for a decision to be made.