



Athletics



Welcome to AKTIVATE the New Sports Management Platform selected by Dallas ISD Athletics for the upcoming 2023-2024 school year.

The decision to use Aktivate was made after careful consideration of the district's needs and the desire to provide the best possible experience for parents, athletes, coaches, and staff. This comprehensive sports management platform will manage athlete registration, schedules, team fundraising, injury & treatments, team communication, and related administrative tasks.

Aktivate Registration is compatible with most browsers and devices including tablets and other mobile devices with more limited usability.

Please ensure you are using Google Chrome or Mozilla Firefox to access Aktivate regardless of what device you are using. Internet Explorer and Safari are not supported, and you will likely experience formatting issues.

The following steps will assist you in the transition for the new system.

[SCHEDULE GALAXY USER GUIDE](#)

To Access Aktiviate Scheduling:

1. Login to [Aktivate](#)
2. Click **Administrator**
3. From left hand navigation, Click **Scheduling**

Adamson HS

Registration Year: 2023-2024 | + New Sport | Edit Sports

Active Sports	Status
9th Football	Enabled
Band	Enabled
Baseball	Enabled
Boys Basketball	Enabled
Boys Golf	Enabled
Boys Soccer	Enabled
Boys Track and Field	Enabled
Boys Wrestling	Enabled
Cheerleading	Enabled
Cross Country	Enabled
Dance & Drill	Enabled

Inactive Sports: There are no inactive sports

Navigation: Switch Accounts, Alerts (45), Navigation, Fundraising, **Scheduling**, FAQ, Help?

Text Box: Once logged into Aktiviate, you can access your school's Scheduling page here

4. Click **School Page**

aktivat
FORMERLY
ScheduleGalaxy
SCHEDULE YOUR SCHEDULES... TODAY

Same scheduling...more to offer you!

We're excited to announce ScheduleGalaxy's change to the Aktivat name! Contact us to find out about the additional products our customers have access to now.

[Learn more →](#)

Quick toggle:

Select state ▾

Adamson HS (DALLAS, TX) ▾

Select school sport ▾

Select school team ▾

Adamson HS

School Page

Athletics Report

Tournaments

Tournaments

Meets

Find by School

Jump to our school landing page, where you can quickly select the school you're interested in. From there, you can find team schedules and further school information.

Schools ▾

Find by Team

Jump to our team landing page, where you can quickly select a specific team (by school and sport). We'll take you straight to that team's latest schedule. Only a few clicks, and you're there.

Select state ▾

Adamson HS (DALLAS, TX) ▾

Select school sport ▾

Select school team ▾

Learn more about Aktivat

Find out about the additional products in Aktivat's suite.

[Learn more about Aktivat →](#)

NCSA
COLLEGE RECRUITING

Get Discovered

Get discovered by college coaches on the world's largest recruiting network

[Complete Your Recruiting Profile »](#)

[Help?](#)

Scheduling

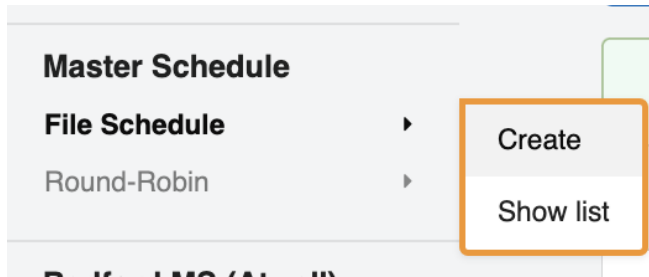
*Athletics office will upload master schedule for 23-24 season.

*Athletics office will edit master schedule with games changes for 23-24 season.

Edit/Game changes

Master schedule upload

1. Build your sport/level master schedule using this [custom DISD master template](#).
 - a. Please be sure to make a copy of the template before building your schedule
 - b. Note the importance of **School Names** and **Facility Names** being listed exactly as they are on the reference tabs in the master sheet.
 - c. If a facility is not added to a contest, the home school address will be used for the default location
 - d. We recommend building an import file for each sport & level
 - e. The file needs to be downloaded and imported to Aktiviate scheduling as a .xlsx file. CSV's will not work.
2. Once the import file has been completed for a sport/level, you're ready to import into the scheduler. You can follow [these instructions](#) to import the file.
 - a. Log in to your Aktiviate Scheduling Account
 - b. You can import the file from any school in the DISD district, even if it's not a school on the import file.
 - b. Select **File Schedule > Create**



- d. Select the **23-24** academic year and then choose the file name/location for which you want to import.



- e. Once the file has been imported, all contests will be put into a "Pending" state and are not yet viewable on a school calendar. You can bulk select and approve all games when you are ready to make them publicly viewable.

Mass Scheduling

Scheduled games: Accept all games

Game Type	Sport	Gender	Home team	Away teams	Date	Start time	End time	Overlaps	Status
Regular Season	Football	Boys	Woodrow Wilson HS	Adamson HS	Jun 26, 2023	5:00 PM			Pending Actions

Back to the dashboard Back to Schedule Upload page Remove all schedule Accept all games

Once imported, all games go into a "Pending" state and are not yet publicly viewable on the calendars.

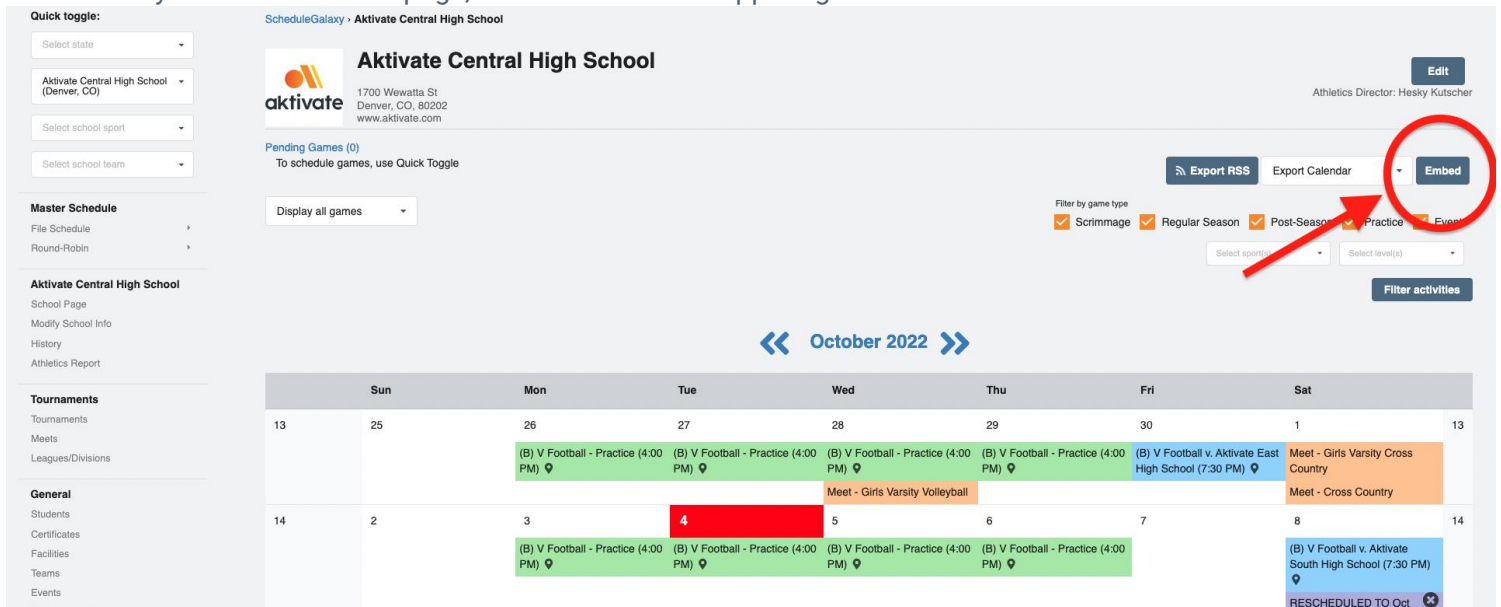
If you would like assistance importing your schedule to the system, please contact our team at support@aktiviate.com.

You can access additional resources in the [Aktivate Scheduling Help Center](#) or by emailing support@aktiviate.com.

Embedding Aktivate Schedule on Website

To embed the Aktivate Schedule on your own website, you can follow these steps! Please note, that the embedded version of the calendar is the entire school athletics calendar, not a particular sport or level and does not include the quick toggle feature. See other help articles about linking team schedules in our help resources for team specific linking.

1. From the your school's home page, click **Embed** on the upper right hand side.



Quick toggle:

Select state

Aktivate Central High School (Denver, CO)

Select school sport

Select school team

Master Schedule

File Schedule

Round-Robin

Aktivate Central High School

School Page

Modify School Info

History

Athletics Report

Tournaments

Tournaments

Meets

Leagues/Divisions

General

Students


Certificates

Facilities

Teams

Events

ScheduleGalaxy · Aktivate Central High School

 **Aktivate Central High School**

1700 Wewatta St
Denver, CO, 80202
www.aktivate.com

Athletics Director: Hesky Kutscher

Pending Games (0)

To schedule games, use Quick Toggle

Display all games

Export RSS Export Calendar **Embed**

Filter by game type

Scrimmage Regular Season Post-Season Practice Events

Select sport(s)

Select level(s)

Filter activities

October 2022

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
13	25	26	27	28	29	30	1	13
		(B) V Football - Practice (4:00 PM) 📍	(B) V Football - Practice (4:00 PM) 📍	(B) V Football - Practice (4:00 PM) 📍	(B) V Football - Practice (4:00 PM) 📍	(B) V Football v. Aktivate East High School (7:30 PM) 📍	Meet - Girls Varsity Cross Country	
				Meet - Girls Varsity Volleyball			Meet - Cross Country	
14	2	3	4	5	6	7	8	14
		(B) V Football - Practice (4:00 PM) 📍	(B) V Football - Practice (4:00 PM) 📍	(B) V Football - Practice (4:00 PM) 📍	(B) V Football - Practice (4:00 PM) 📍		(B) V Football v. Aktivate South High School (7:30 PM) 📍	
							RESCHEDULED TO Oct 📍	

2. This will populate the **embedded code** that you will need for your own site.

Quick toggle:
 Select state:
 Aktivat Central High School (Denver, CO)
 Select school sport:
 Select school team:

ScheduleGalaxy · Aktivat Central High School

Aktivat Central High School
 1700 Wewatta St
 Denver, CO, 80202
 www.aktivat.com

Athletics Director: Hesky Kutscher

Pending Games (0)
 To schedule games, use Quick Toggle

Display all games

Export RSS | Export Calendar | **Embed**

Filter by game type
 Scrimmage Regular Season Post-Season Practice Event

Select sport(s) | Select level(s)

Filter activities

« October 2022 »

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	25	26 (B) V Football - Practice (4:00 PM) ⚡	27 (B) V Football - Practice (4:00 PM) ⚡	28 (B) V Football - Practice (4:00 PM) ⚡	29 (B) V Football - Practice (4:00 PM) ⚡	30 (B) V Football v. Aktivat East High School (7:30 PM) ⚡	1 Meet - Girls Varsity Cross Country
					Meet - Girls Varsity Volleyball		Meet - Cross Country
14	2	3 (B) V Football - Practice (4:00 PM) ⚡	4 (B) V Football - Practice (4:00 PM) ⚡	5 (B) V Football - Practice (4:00 PM) ⚡	6 (B) V Football - Practice (4:00 PM) ⚡	7	8 (B) V Football v. Aktivat South High School (7:30 PM) ⚡
							RESCHEDULED TO Oct

Default Setting for a Game Schedule

Items such as start time, end time, and location can have default information entered for a sport. To find the default section please follow these steps.

1. **Log into** your Aktivate Scheduling account.
2. Under the **Quick Toggle** on the Left, enter the sport and team.
3. In the center of the screen click the **Actions** drop-down and select **General Information**.

The **Description** refers to the name of the specific contest, such as Homecoming or Sectional Playoff Game.

The **Level** will be the team for which you are creating the default information.

You can then add a **Default Start/End Time** that will then auto-populate any time you create a new game.

Example: If your Boys Varsity Basketball games are normally scheduled to start at 7 pm, you can set the default start time to 7 pm and that will automatically list that as the start time when creating a game for the Boys Varsity Basketball.

Entering Game Scores in [AKTIVATE Schedule Galaxy](#)

Contest scores can be recorded on the team schedule after the contest has been completed. The action to set the score will not be visible until the date of the contest has passed. Please note the setting must be enabled on each sport. To enable this setting, follow the steps below:

1. **From the** Aktiviate left hand navigation, click Scheduling.
2. From the school home page, click **Teams** under the General section.
3. Click **Edit** to the right of the sport you are wanting to edit.
4. Click the **check box** next to **show scores**.

Quick toggle:

Select state

Aktiviate Central High School (Denver, CO)

Badminton (Boys)

(B) V Badminton

Master Schedule

File Schedule

Round-Robin

Aktiviate Central High School

School Page

Modify School Info

ScheduleGalaxy > Aktiviate Central High School > (B) V Badminton > Edit

Edit team information

Sport
Badminton (Boys)

Level
Varsity

Name
[Text Input]

Default location
Select default location

Default start time
[Text Input]

Default end time
[Text Input]

Show scores

Submit Back to the teams page Delete team

Once you have enabled the setting, follow these steps to set a score for a contest.

1. From the TEAMS page.
2. Scroll until you locate the contest you wish to post a score.
3. Click the **Actions** button to the right of the contest.

4. Click **Set Score**.

<input type="checkbox"/> Select all	Date	Type	Opponents	Start time	End time	Location	Transportation	League / Non-League	Notes	Status	Actions
<input type="checkbox"/>	Oct 26, 2022	Wed Regular Season (Test)	Aktivate West High School	3:00 PM		Baseball Field		L		Show	Actions
<input type="checkbox"/>	Oct 26, 2022	Wed Regular Season (Test)	Aktivate East High School	3:00 PM		Baseball Field		L		Show	<ul style="list-style-type: none"> Edit Postpone Cancel Remove Edit transportation Set score History
<input type="checkbox"/>	Nov 21, 2022	Mon Regular Season	@ Aktivate North High School	5:00 PM		TBD		L		Show	

Enter the score for each time and click **Submit Scores**.

Game Score

Boys Varsity Badminton v. Aktivate West High School

Away Teams

(B) V Badminton Aktivate West High School

Enter score **21**

Home Team

(B) V Badminton Aktivate Central High School

Enter score **18**

Submit Scores

League/Division Standings Through AKTIVATE Scheduling

League/Division standings can be displayed for leagues that enter game scores. The first thing to check is to make sure the settings are correct. For standings to function, you will need to follow these steps to ensure it is correct.

1. On the left select your **School, Sport, and Level.**
2. Under the Year, click the **Actions** button.
3. Select the first option, **General Information.**
4. Under the left hand column make sure the **Show Scores** box is checked.

The screenshot shows the Aktiviate web interface. At the top is a navigation bar with the Aktiviate logo and menu items: Dashboard, About, Contact, Divisions / Standings, Schools, Accessibility, Admin, and Aktiviate Central H. Below the navigation bar is a breadcrumb trail: ScheduleGalaxy > Aktiviate Central High School > (B) V Badminton > Edit. The main content area is titled 'Edit team information'. On the left side, there is a 'Quick toggle' section with four dropdown menus: 'Select state', 'Aktivate Central High School (Denver, CO)', 'Badminton (Boys)', and '(B) V Badminton'. Below this is a 'Master Schedule' section with 'File Schedule' and 'Round-Robin' options. At the bottom left, there is a section for 'Aktivate Central High School' with links for 'School Page', 'Modify School Info', 'History', and 'Athletics Report'. The main form contains several fields: 'Sport' (Badminton (Boys)), 'Level' (Varsity), 'Name' (empty), 'Default location' (Select default location), 'Default start time' (empty), and 'Default end time' (empty). A 'Show scores' checkbox is checked and highlighted with a yellow box. At the bottom of the form are three buttons: 'Submit' (green), 'Back to the teams page' (orange), and 'Delete team' (orange). On the right side, there is a 'Merged team configurations' section with an 'Expand configurations' link.

Once this is checked, click on **Divisions/Standings** on the banner at the top of the Home page.

Select the **School, Sport, Sport level, and League name.**

Click **Find Standings.**

PAPF Video link below

[ADMIN: PAPF SYSTEM OVERVIEW](#)

Admin: Why Can't I see a PAPF?

If you are a DEC Chair or Member and you cannot find a PAPF that you need to view or do some action on then there could be a couple of issues.

The first reason may be that your DEC alignments need to be updated. DEC alignments tell the system what districts you oversee and what PAPFs need to be sent to you. If you are a DEC and you are unable to see a PAPF then please click the link below for instructions on how to update your alignments.

The second reason you may not be able to view a PAPF is that the PAPF hasn't been sent to you by the coordinator. every coordinator needs to click a large blue "Send" button for a DEC Chair to view a PAPF. Here is what the button looks like:

The screenshot shows the Aktiviate interface for a PAPF form. The main content area is titled "Test High School" and contains three sections:

- Section I:** Responsible Owner: Coordinator. View: [Review Form]. Additional Action: N/A.
- Section III: Previous School Certification (Page 2)** (Status: Complete). Responsible Owner: Previous School. View: [Review Form]. Additional Action: N/A.
- Section IV: Executive Committee Approval (Page 2)** (Status: Not Sent). Responsible Owner: DEC. View: [Review Form]. Additional Action: N/A.

At the bottom of the form, a blue button labeled "Submit Eligibility To DEC For Review" is highlighted with a yellow border. Below the button, it says "Your Eligibility Review is Complete!".

On the right side, there are two tables:

Parent Info	
Name	Lance Nielson
Phone	(554) 545-8485
Email	lance@test.com

New School Info	
School Name	Test High School
City	Test
Type	Public
Enrollment Date:	09/06/2022
Continuously Enrolled:	Yes

Old School Info	
School Name	test
City	test
State	test
Type	Public
Withdrawal Date	09/13/2022
Previous Participation	N/A

The footer contains the Aktiviate logo, copyright information, and links for Privacy Policy and Terms and Conditions of Use.

If you are a coordinator for the PAPF and you need to give a DEC or another Coordinator access to view a PAPF then please click on the link below to find out how to give anyone viewing privileges for a PAPF.



Admin: How to Set Your DEC Alignments

1. If you are a DEC Member or DEC Chair then you'll need to set up your DEC Alignments. DEC Alignments are how our system understands what districts and conferences you oversee so that it can Login to your [Aktivate account](#).
2. Open the **UIL Portal**.
3. Click **View DEC Alignments** on the right side under current role.
 - ***Please Note:** If you don't see it, you may be viewing a school where you don't have your DEC role. Click the **drop-down arrow** next to the name of your school or district to change the school you're viewing.
4. Edit an existing alignment by selecting the **Pencil Button** on the right side **OR** add an alignment by clicking the **Add Alignments button** in the top left corner.
5. Use the drop-down arrows to select your role, how long you will be in this position, your conference, and what district you are overseeing for each sport.
6. Select **Submit** at the bottom when you are done.

Now you should be able to view the PAPFs for your districts and send the correct PAPFs.

Here are some directions on how to update your alignments.

[How to update your DEC Alignments](#)

Admin: How to see what DEC Chair can view the PAFP

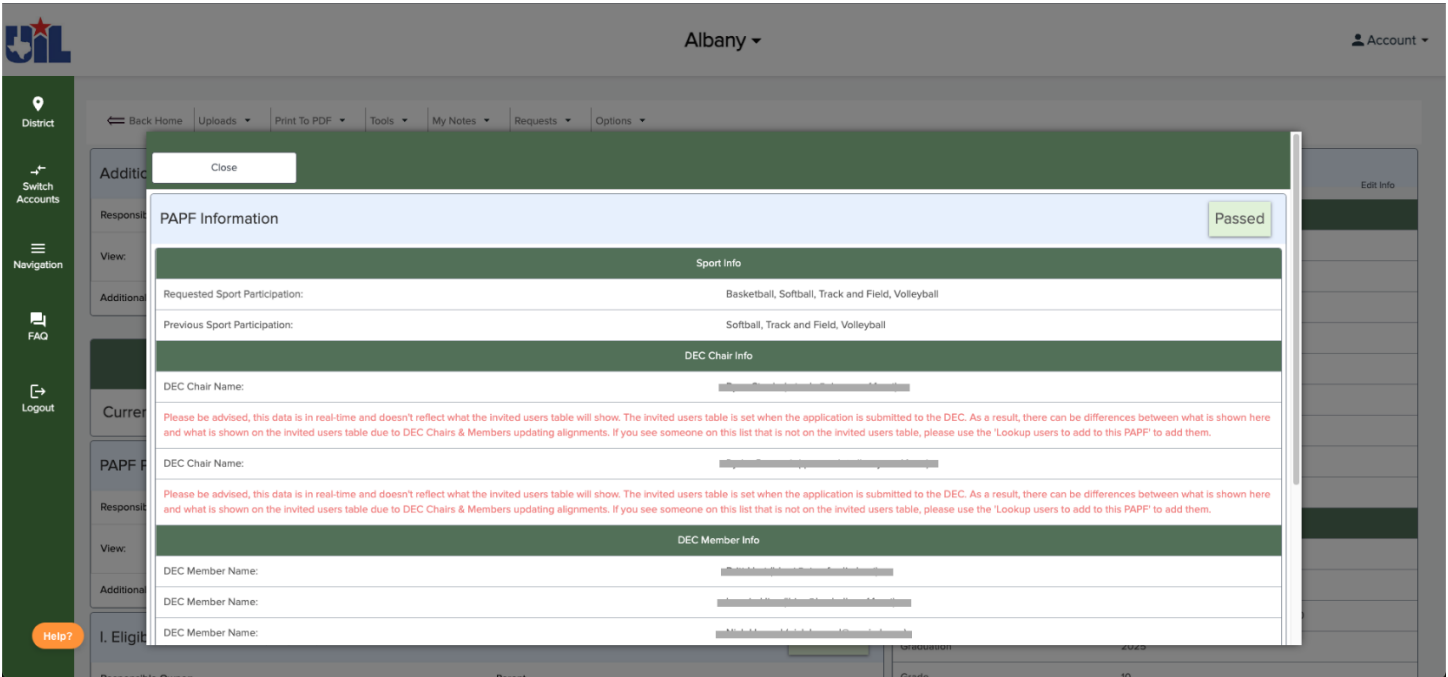
If you are a coordinator at a school, you can see who the DEC Chair is that needs to approve each PAFP. This is also a great tool to see if the DEC Chair has their account set up so that they can view the PAFP. Here are some steps you can follow:

1. Login to your [Aktivate account](#).
2. Open the **UIL Portal**.
3. Click **Navigation**.
4. Select **Eligibility Forms**.
5. Click **PAFP/Eligibility Home**.
6. Open a PAFP for a student.
7. Click **Run Check** on the right to view the DEC information.

The screenshot shows the Aktivate interface for a PAFP form. The top navigation bar includes 'District', 'Test High School', and 'Account'. The main content area is divided into two columns. The left column shows the 'PAPF Main Form(s)' with three sections: 'PAPF Page 1', 'I. Eligibility Certification (Page 2)', and 'II. New School Certification (Page 2)'. Each section has a 'Responsible Owner', a 'View' button, and an 'Additional Action' field. The right column shows a 'Summary' table with 'Application Info' and 'Athlete Info' sections. The 'Run Check' button in the 'Analyze Application for Issues' row is highlighted with a red box.

Application Info	
Eligibility Status	In Progress
Allow Home School Participation	NO
Application	PAPF/Waiver
Participation	Varsity
Application Year	2022-2023
DEC Chair Approval Required	YES
Waiver Status	Not Required
Retroactive Date	Click here to request
Analyze Application for Issues	Run Check

Here is what that screen will look like. We have covered the names and emails of individuals with grey here to protect their privacy.



The screenshot shows a web application interface for the Dallas Independent School District. At the top, the district logo and name are visible, along with the user's name 'Albany' and an account menu. A navigation sidebar on the left includes options like 'District', 'Switch Accounts', 'Navigation', 'FAQ', and 'Logout'. The main content area features a modal window titled 'PAFI Information' with a 'Passed' status indicator. The modal is divided into three sections: 'Sport Info', 'DEC Chair Info', and 'DEC Member Info'. Each section contains a label and a value, with some values redacted with a grey bar. A red warning message is displayed between the DEC Chair and DEC Member sections, advising that the data is real-time and may differ from the invited users table.

PAFI Information Passed

Sport Info

Requested Sport Participation: Basketball, Softball, Track and Field, Volleyball

Previous Sport Participation: Softball, Track and Field, Volleyball

DEC Chair Info

DEC Chair Name: [Redacted]

Please be advised, this data is in real-time and doesn't reflect what the invited users table will show. The invited users table is set when the application is submitted to the DEC. As a result, there can be differences between what is shown here and what is shown on the invited users table due to DEC Chairs & Members updating alignments. If you see someone on this list that is not on the invited users table, please use the 'Lookup users to add to this PAFI' to add them.

DEC Chair Name: [Redacted]

Please be advised, this data is in real-time and doesn't reflect what the invited users table will show. The invited users table is set when the application is submitted to the DEC. As a result, there can be differences between what is shown here and what is shown on the invited users table due to DEC Chairs & Members updating alignments. If you see someone on this list that is not on the invited users table, please use the 'Lookup users to add to this PAFI' to add them.

DEC Member Info

DEC Member Name: [Redacted]

DEC Member Name: [Redacted]

DEC Member Name: [Redacted]

Please Note: A DEC Chair will only be able to view this PAFI once it has been submitted to them for review or if they have been added as an invited user.

Admin: How to add/remove waivers to a PAPF

If you need to add or remove a waiver from a PAPF then please follow the steps below:

1. Login to your [Aktivate account](#).
2. Open the UIL Portal.
3. Click **Navigation**.
4. Select **Eligibility Forms**.
5. Click **PAPF/Eligibility Home**.
6. Click **View** to open a PAPF for a student.
7. Select **Tools** at the top.
8. Click **Add/Remove Forms**.
9. Select the **Check box** next to each form you would like to add or remove.
 - a. Note: The form will be added if it's under the "Add Form" section and visa versa for removing a form.

The screenshot shows the Aktivate web application interface. At the top, there is a navigation bar with the 'S' logo on the left, 'Test High School' in the center, and a search icon and 'Account' dropdown on the right. A dark green sidebar on the left contains icons for 'District', 'Switch Accounts', 'Navigation', 'FAQ', and 'Logout'. The main content area has a 'Back' button and an 'Application Summary' section. The summary includes fields for Athlete Name (Brandon Howie), Student Address, City, State, ZIP, New School (Test High School), Last School/Participation, Graduation, Birthday (11/03/2005), Age (17), 9th Enrollment, Parent First (Kelli), Parent Last (Ludwig), Parent Phone ((815) 520-4929), and Parent Email (ludwig2013@gmail.com). Below the summary are two sections: 'ADD FORMS' and 'REMOVE FORMS'. The 'ADD FORMS' section has a green header and contains four checkboxes: 'Athletic Parent Residence Rule' (checked), 'Four Year Rule Waiver', 'Varsity Athletic Eligibility for Over-Age Student', and 'Foreign Exchange Form'. The 'REMOVE FORMS' section has a red header and contains the text 'No forms can be removed from this application.' At the bottom of the form area is a 'Submit' button. A 'Help?' button is located in the bottom left corner of the sidebar area. At the very bottom of the page, there is a footer with the Aktivate logo, copyright information, and links to 'Privacy Policy' and 'Terms and Conditions of Use'.

10. Click **Submit**

How to start a Varsity Sport Eligibility Form

You can start a Varsity Sport Eligibility Form by following the steps below:

1. Log into your [Aktivate Account](#).
2. Click into the **UIL Portal**.
3. Click **Navigation**.
4. Then click **Eligibility Forms**.
5. At the bottom click **Varsity Sport Eligibility Form**.
6. Click **Add Eligibility Form**.
7. Fill out all the necessary information and submit the form.

Link for Coaches and Administrators

["How TO" videos for coaches and Administration](#)

- Aktivate Registration - [How to Manage Staff](#)
- Aktivate Registration - [How to Reset Coach or Parent Password](#)

AAD's scheduling link [AKTIVATE ROUND ROBIN SCHEDULING PROCESS](#)

[How to Pull Helpful Reports](#)

[AKTIVATE CUSTOM REPORT FOR DALLAS ISD MEDIA RELEASE](#)



Athletics



How can I recover my account email and/or password?

If you've forgotten your email address and/or password, the first step to take is to click [here](#) and attempt account recovery.

If that does not work, please click [here](#) and send us a support ticket with the relevant information. We will be happy to help!

How do I contact customer support?

Our **Customer Success Team** is available **Monday-Friday, 8AM-6PM Eastern Standard Time**. There are a few ways to contact us and both can be accessed directly from our website.

1. Live Chat via the **Help** beacon is available during standard business hours and located in the bottom left corner of the screen once you have logged into your account.

2. Send us an email anytime at support@activate.com

You will be asked to enter information such as your school, email address, and information regarding the issue you are facing. Attaching a screenshot or two is always appreciated and will help our team provide a quicker path to resolution.