

# AKTIVATE

Registration Information for Families



## Create an Account

- Go to [www.aktivate.com](http://www.aktivate.com)
- Click **Login** (Aktivate works best on Chrome, DO NOT USE THE APP)
- Click **Create an Account** \*Be sure to use a parent/guardian email address to create the account \**You only need ONE account, even if you have children in more than one high school and/or junior high\* Do not create another account if you have used Aktivate/Register My Athlete in the past*
- Fill in your personal account information. You will be using the site as a **Parent/Guardian**.
- Click **Create Account**
- Shortly after creating your account, you will receive an email with a 6-digit Verification Code. **Use this code to verify your account when prompted.** \*Do not close your current tab. You will need to open your email in another tab and find the verification email in your email inbox (it may take a few minutes to appear, so be patient).

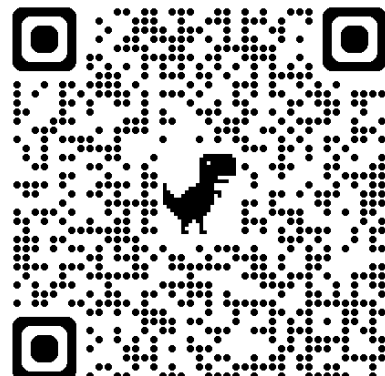
## Families with Aktivate Account Register your Student-Athlete for a Sport

- Login** with your email address and password
- Under the Registration Portal, **Click Parent/Guardian access** to manage athlete registrations
- Click Start/Complete Registration** under "What would you like to do?"
- Click the New Registration + button** in the upper right hand corner
- Start by clicking the **red Select School bar** and search for Cardinal Gibbons High School
- Continue following the steps presented in the red bars
- To avoid delays, **make sure the student-athlete's EL2 page 4 (revised 7/25) is signed and stamped by the physician.** EL2 forms are only valid for 365 days from the date of the physical.
- Be sure to use your **student-athlete's correct CGHS Student ID Number** where prompted.
- All tasks must show as **completed/green** before the student's registration will be viewed for approval.
- Once your registration is complete, **you'll receive a confirmation email** to inform you that your student is complete/approved or with information explaining what is missing.

SCAN TO ACCESS LOGIN PAGE:



SCAN TO ACCESS VIDEO PAGE:





- **Uploaded Document Not Approved**

The document(s) uploaded are not approved.

The reason is noted in the email. You will need to make the necessary corrections and re-upload.

Uploaded Document Not Approved

----- Forwarded message -----

From: **Cardinal Gibbons High School** <do-not-reply@registermyathlete.com>

Date: Thu, Jul 25, 2024 at 1:55 PM

Subject: Uploaded Document Not Approved

To: <flack@cghsfl.org>



Cardinal Gibbons High School

Hello Margo Flack,

The document FHSAA EL2 Physical Evaluation (revised 4/24), which was uploaded for Carson, was not accepted by one of your school administrators. [You](#) [you](#) will need to upload it again on your account for [www.registermyathlete.com](http://www.registermyathlete.com) and go to your registration for Carson.

The administrator left the following explanation:

Page 4 of EL2 is missing Please upload page 4 of EL2. Please make sure the form is signed and stamped by the physician and also signed by the student and parent.

If you have any questions, please contact your school.

Thanks,

## Important Information

Please be advised there are a few items during the registration process that are NOT affiliated with Cardinal Gibbons High School. The items listed below are promoted on behalf of Aktivite, **NOT** Cardinal Gibbons High School.

### **NOT Affiliated with Cardinal Gibbons High School**

- Gap Medical Insurance
- Team Fundraiser
- NCSA

**All student-athletes must receive a Registration Complete/Approval Email Prior to any participation in conditioning and/or tryouts.**

## Need Support?

1. If you have any questions please contact **Head Coach** of your sport or the **Athletics Department** at [athletics@cghsfl.org](mailto:athletics@cghsfl.org)
2. Need help from Aktivite? Click the orange **Help?** button on the lower left side of the screen for live chat