# 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.

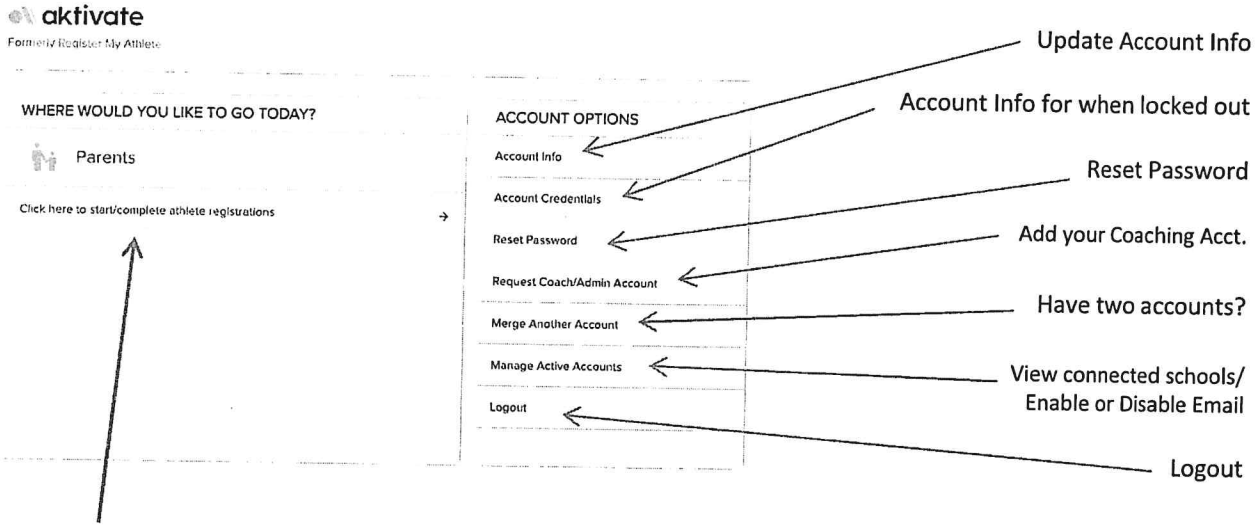
3. If you have not used Aktivate (formerly RMA) yet, and are registering a student for the first time, please click Create Account. → Create Account

***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.

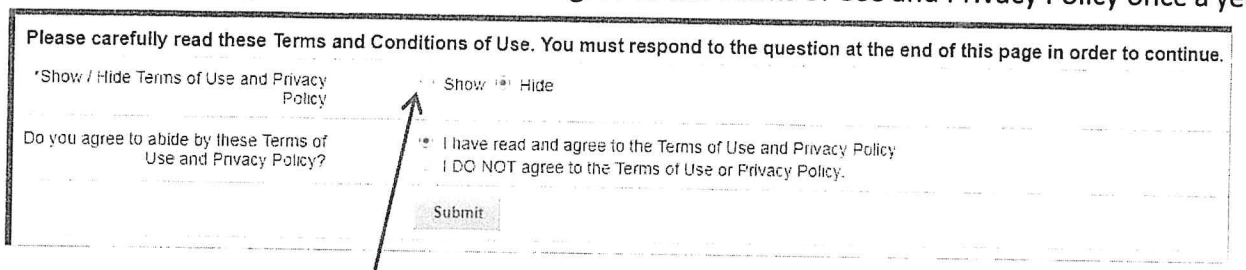
5. Click Create Account

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




7. Click "Click here to start/complete registrations".

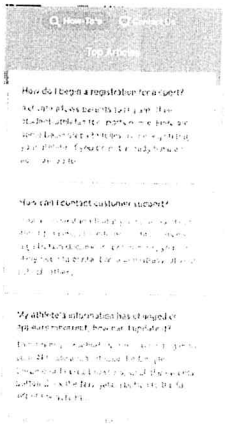
8. Terms of Use Page – You must read and agree to the Terms of Use and Privacy Policy once a year.




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

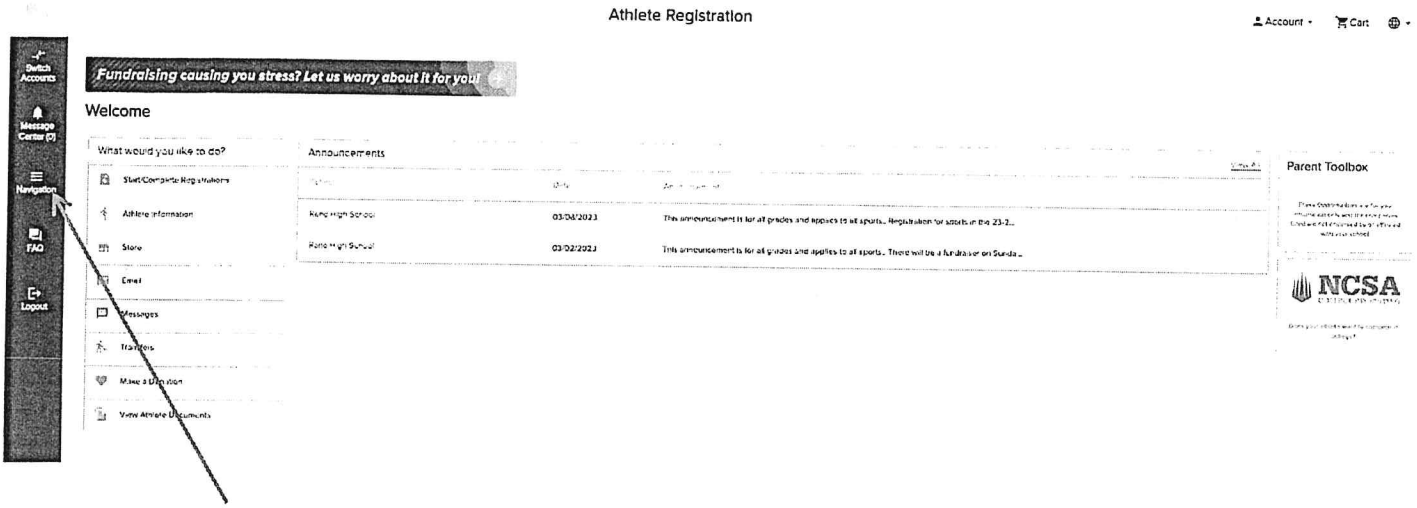
9. Once read and agreed to, click Submit.

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

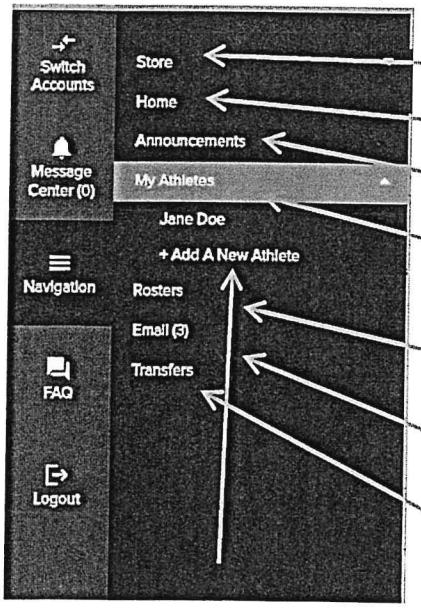


***Landing Page***

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




***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 Aktivate.*

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.

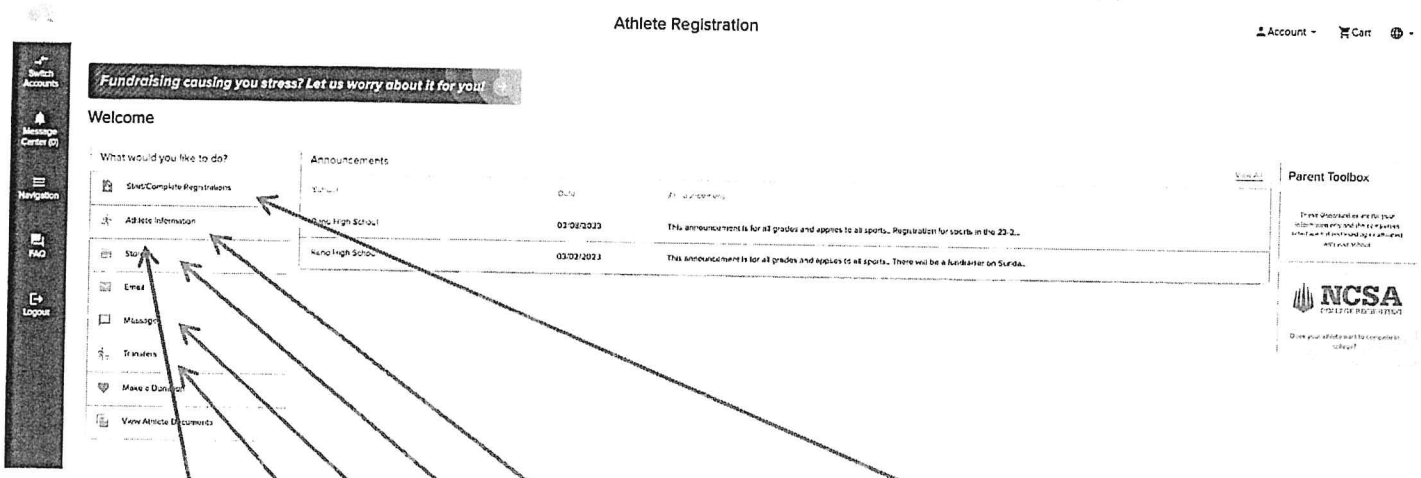
Email is where you can view/send messages with the school or coach.

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.




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.

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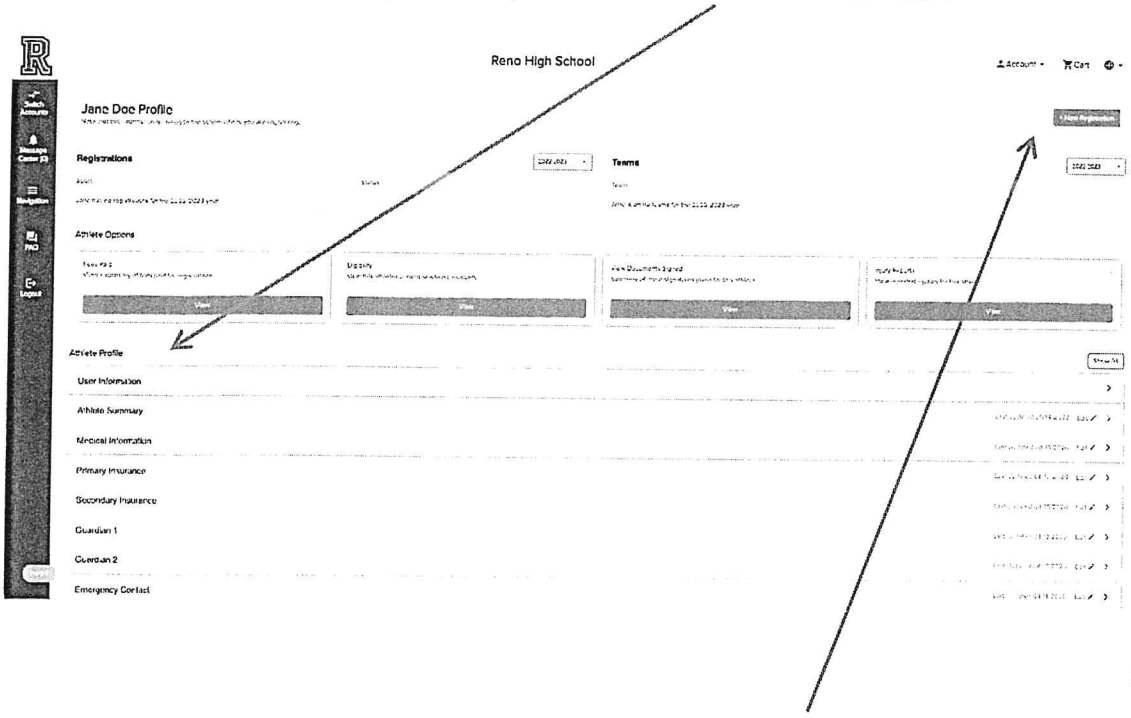
14. Enter the student's information, completely and accurately. You will add the student's current HIGH school on this page as well. ***Note:*** *Any field with an asterisk (*) is required.*

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".*




**Athlete Summary –** Info entered when Student was added.

**Medical Information –** Primary Doctor Info & Medical Info

**Primary Insurance –** Medical Insurance Info

**Secondary Insurance –** If applicable

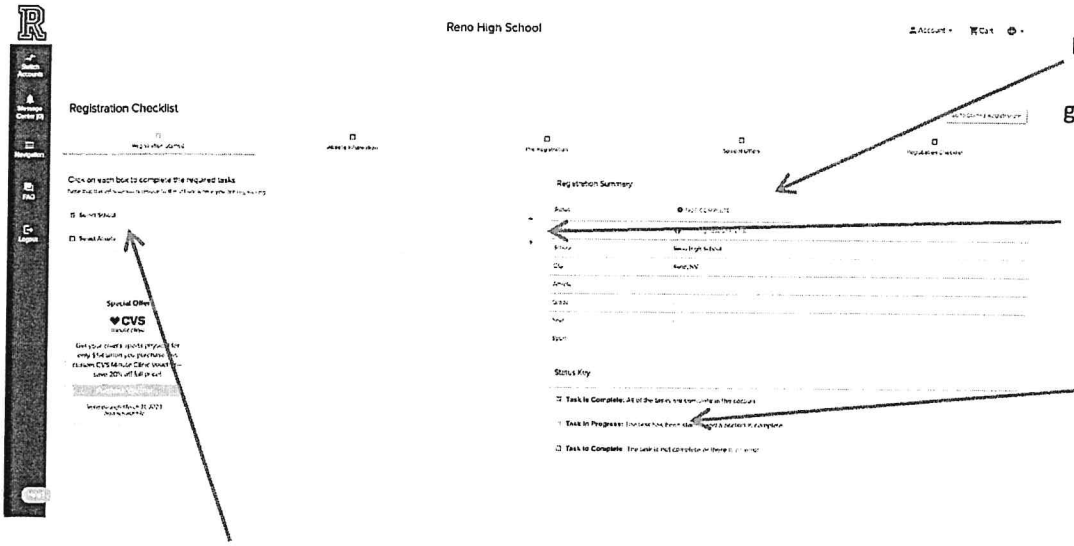
**Guardian 1 –** Parent/Guardian Info

**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.

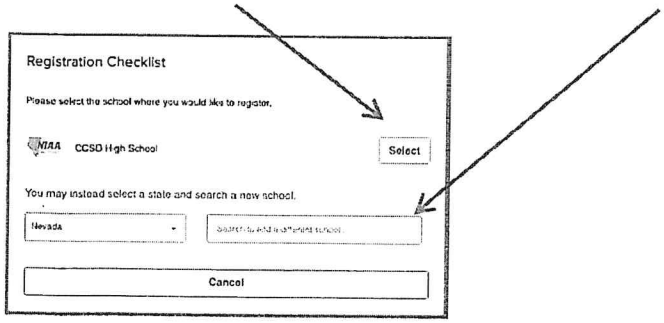



**Registration Summary –** Student name, school, grade, sport will be listed as selected.

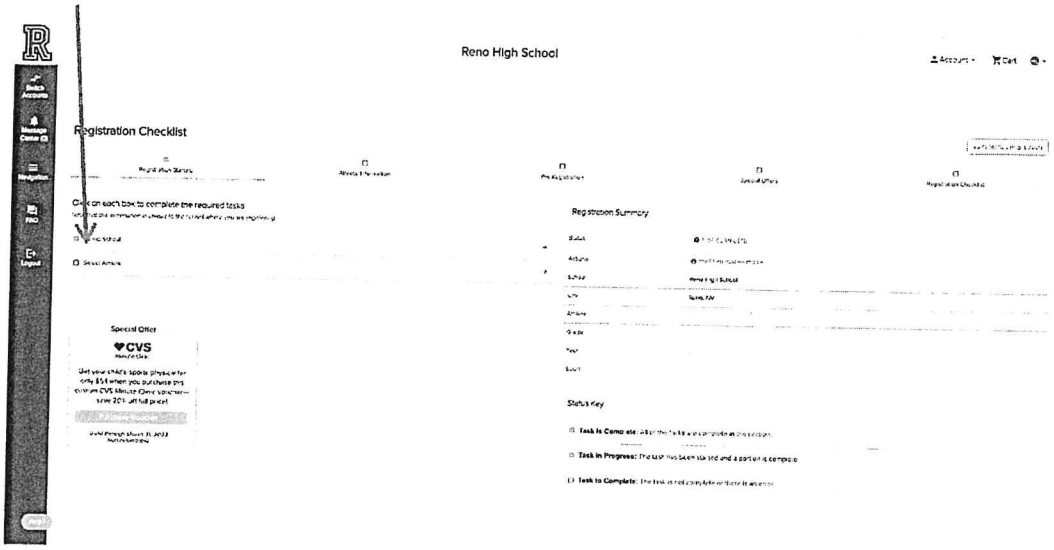
**Registration Checklist –** Will list each step of registration process as proceeded through.

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

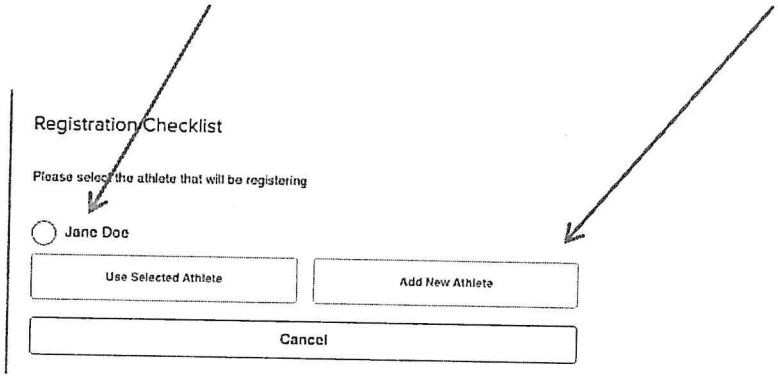
19. Click on Select, OR type name of school if not correct.



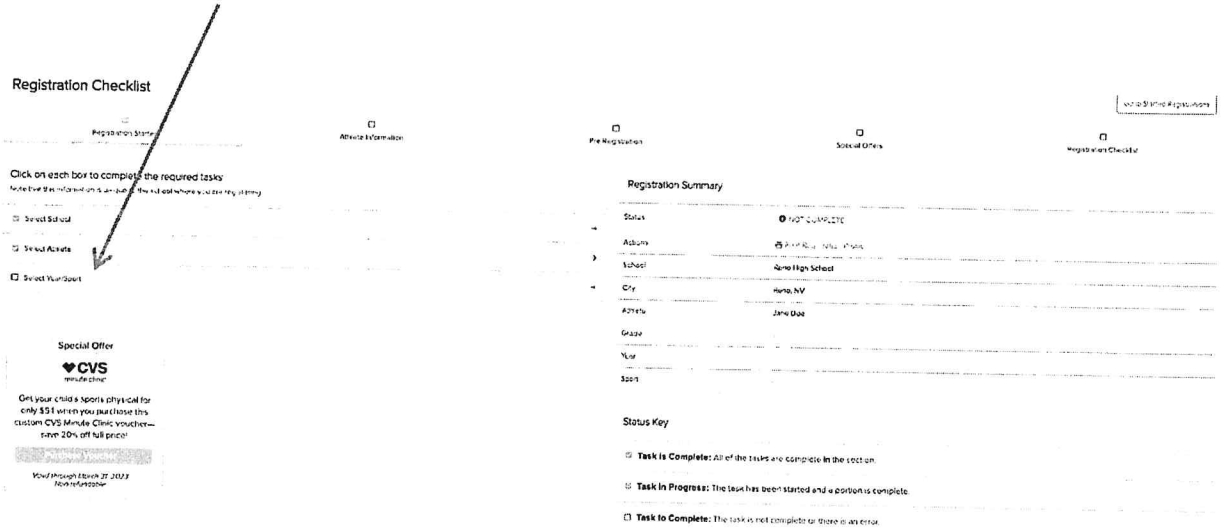
20. Click “Select Athlete”.




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




22. Click “Select Year/Sport”.



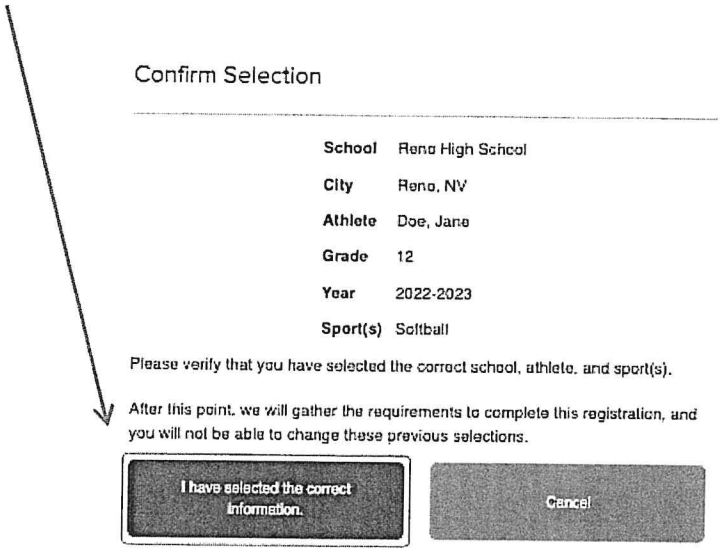
23. Select the Academic Year you are registering for from the drop-down menu.



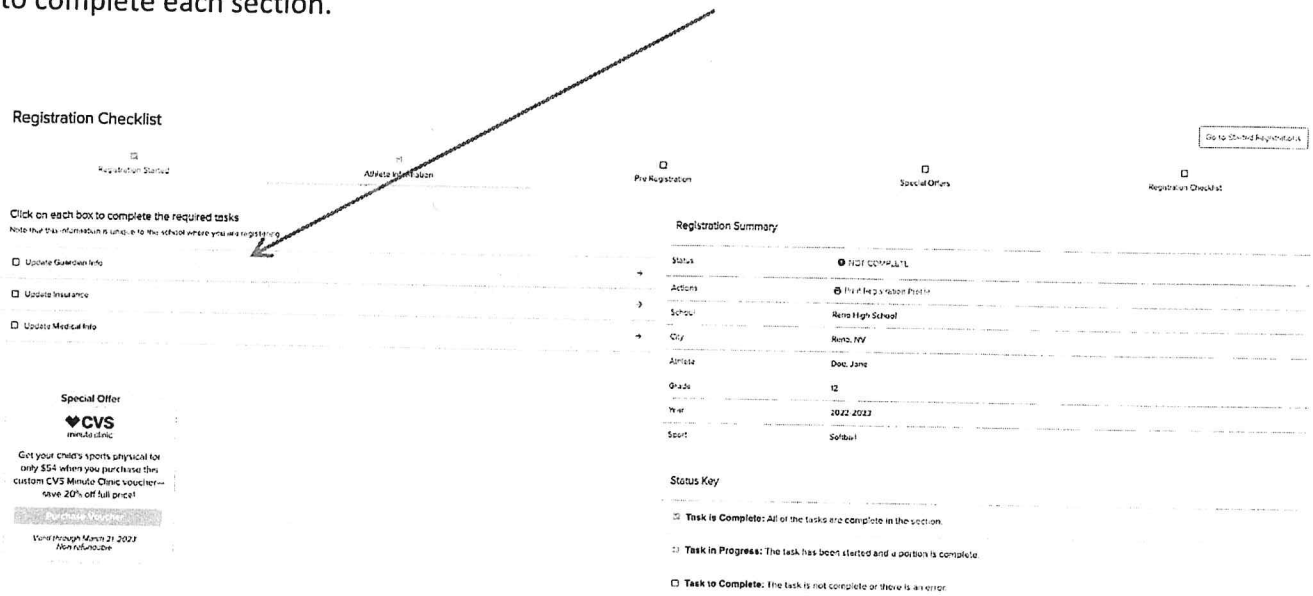

24. Select the sport(s) your athlete is registering for from the list; then click Submit.
**Note:** If the desired sport is not listed please contact the school.




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

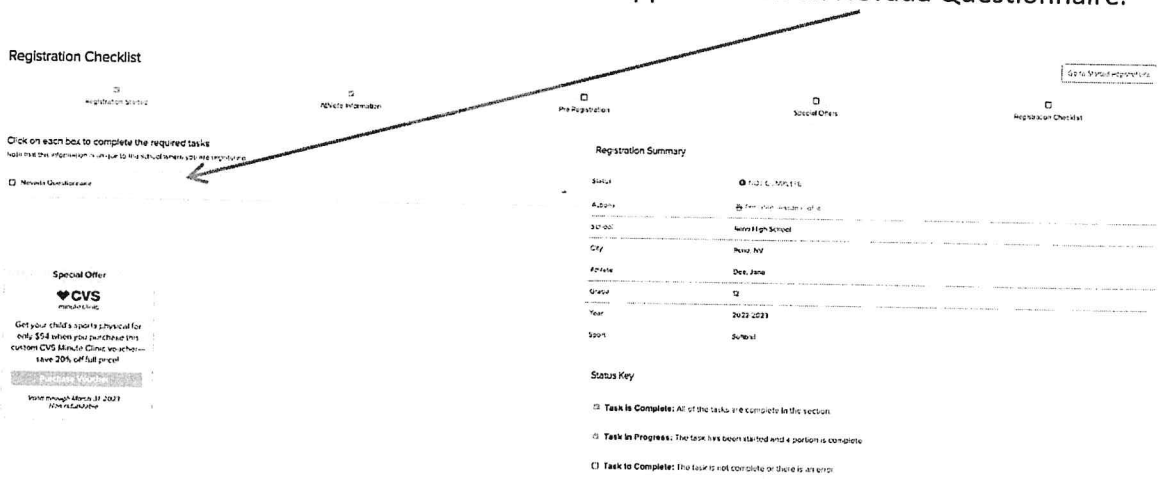


26. Now back at the Registration Checklist. Click on Guardian Info, then Insurance, then Medical Info, to complete each section.



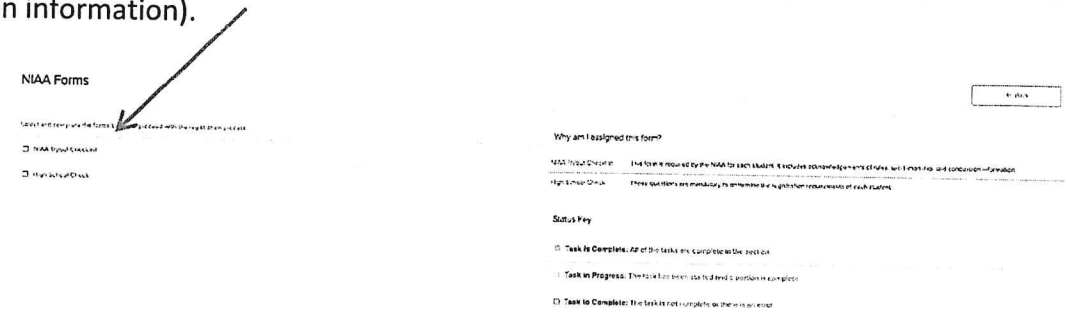

**Note:** Any field with an asterisk (*) is a required field.

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

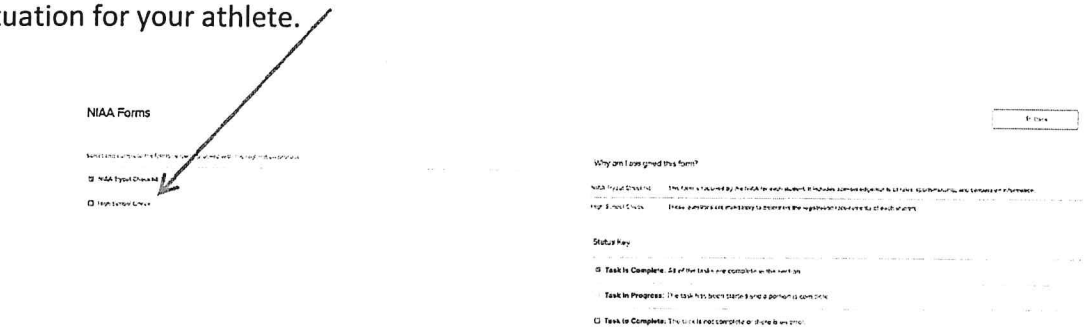



## NIAA Forms

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).

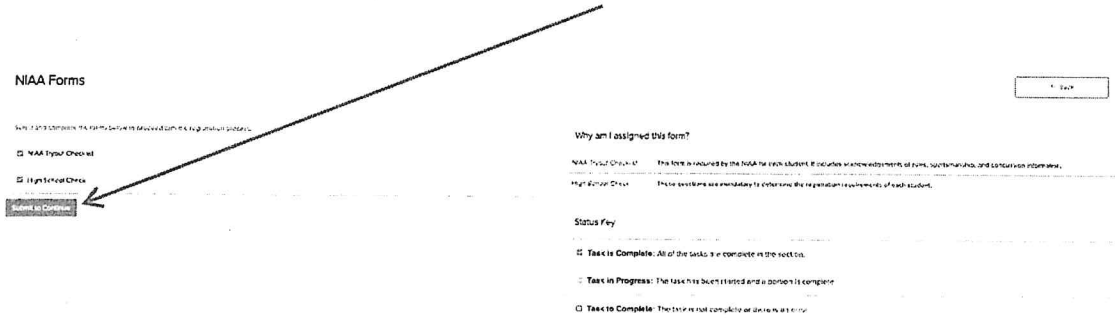


29. Click on High School Check. Read through each statement carefully and select the one that best fit the situation for your athlete.

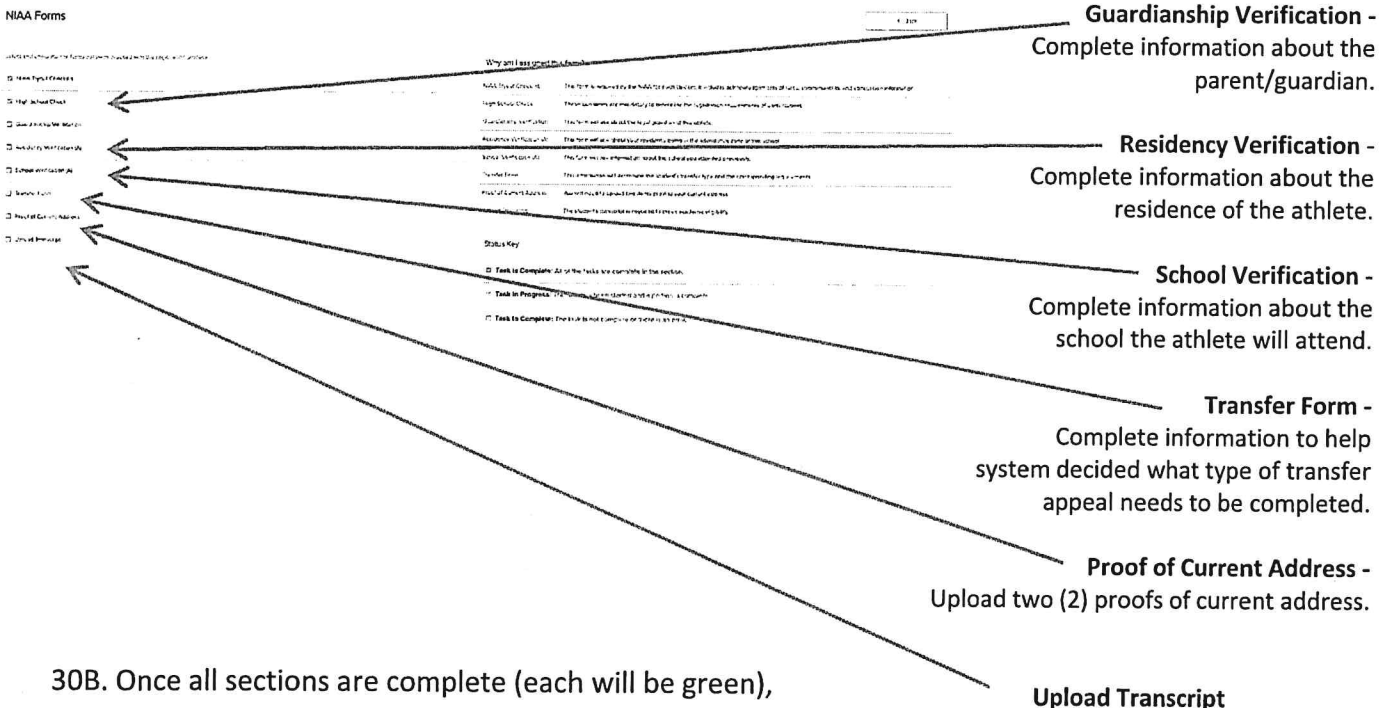



***Note:*** Questions will appear one at a time and the answers help the system decide if the student is a transfer or not.

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




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




**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.

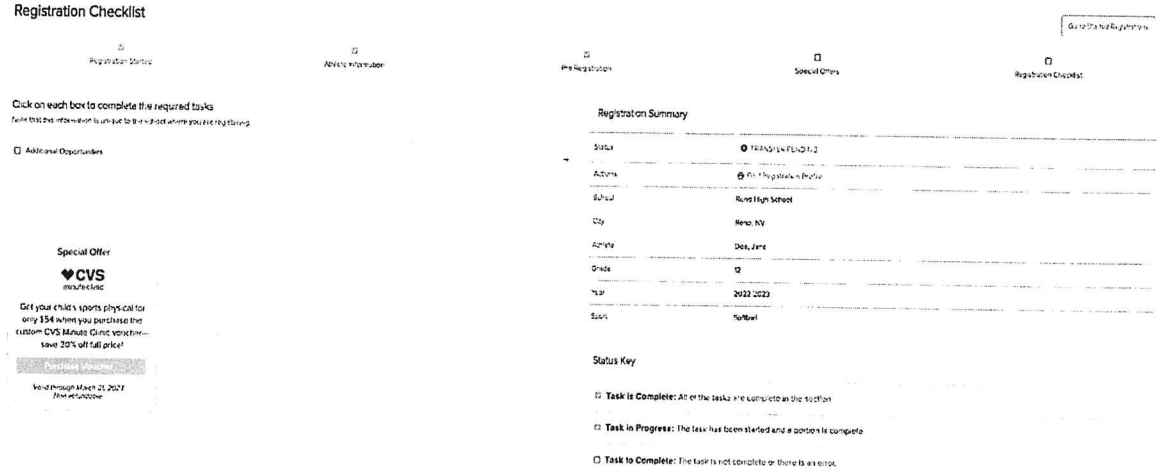
**Transfer Form -** Complete information to help system decided what type of transfer appeal needs to be completed.

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

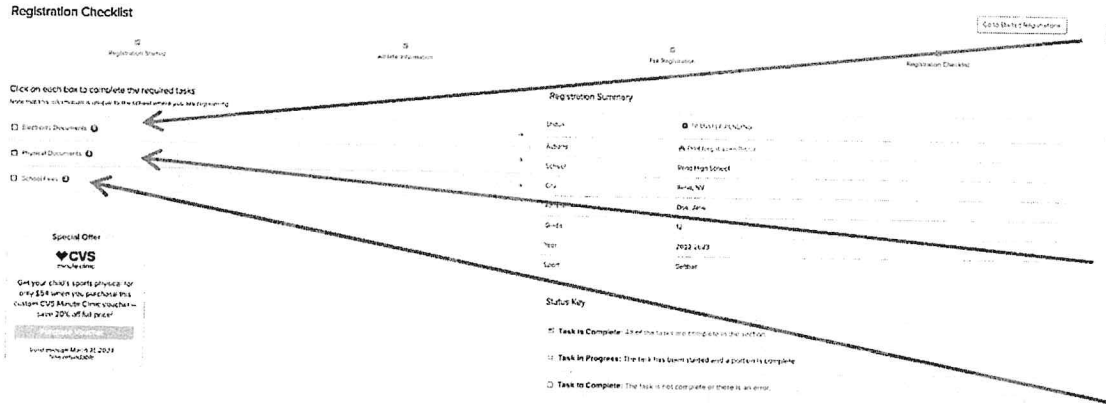
**Upload Transcript**

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.




32. The final step is the Registration Checklist.




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

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