



Completing Your Athletic Paperwork

All Paperwork must be submitted and approved prior to attending any workouts or tryouts including summer or out of season workouts.



University (Orange City) uses an online platform “Aktivate” to collect your paperwork and clear a student for participation.

Registration for 2026 – 2027 school year will begin on Monday, JUNE 1, 2026

READ THIS BEFORE YOU BEGIN!

- Collect your paperwork/information before you begin– student’s birth certificate, insurance card, copies of the certificates of completion for the videos (See directions on the back of this page), physician’s name and contact information, Current FHSA EL 2 physical form. It is dated 1/26 at the top. Previous versions are not permitted. (Please note we cannot accept the Department of Health School Entry form.)
- You must have insurance that will cover your child’s sport participation. You must upload your insurance card. If you purchase accident insurance through the school insurance provider, you must print or save your insurance card and upload it to the site. Please note that policies for the 25-26 school year will expire at the end of July 2026. Policies for the 2026 – 2027 school year will be available in early – mid June and must be purchased at that time for next school year. You will need to update your student’s account with the new policy information and insurance card. Policies are only good until the last Saturday in July, no matter when they were purchased. Links to school-based insurance policies can be found on the athletic pages of the school website – www.uhstitans.com
- You will not be turning in any forms/papers to the athletic department except in rare circumstances. You will be uploading your documents to your child’s online registration and keeping your documents.
- **Scan or take pictures your documents so you can attach them to your child’s online registration. Picture files (.jpegs) are preferred. Make sure picture is clear and information is readable.**
- Have a separate email address for both the parent and the student.
- You will be signing documents online.
- Students must have insurance. You will not be able to continue through the registration process without inputting insurance information in the student registration.
- You must create a new “registration” for each sport your child plans to participate in. (Not a new account, but a new “registration”).
- Those playing football, should create a registration for both “Fall Football” and “Spring Football”.
- Signatures default on June 1 each year. All documents and sport registrations must be updated every year. You will not need a new account each year. If you have already created an account in previous years, please use that account. The student should not make a separate account. The parent creates an account and registers each student-athlete under their account.
- Parents should NOT create multiple accounts. Just one parent account to use with all of your children.



Getting Started:

- ✓ Use a computer, not your phone
- ✓ Go to www.aktivate.com Link is also provided on the school's website.
- ✓ Click Login
- ✓ Click Create an Account (You only need ONE account, even if you have more than one child in high school.
- ✓ Fill in personal account information. (This should be the parent's personal information)
- ✓ You will be using the site as a Parent.
- ✓ Click Submit.

After you have created your parent account:

- Login to your account on www.aktivate.com
- Under the Parents header (Blue), click the button labeled "Click here to start/complete athlete registrations". (The first time you log in you will be asked to agree to Terms and Conditions.)
- Click Start/Complete a Registration (upper left hand corner of the page)
- Click to Start a New Registration. This is where you will enter all of your student-athletes information
- Click on the red bars to complete all requirements and upload documents.
- Once all documents are complete, upload them to each corresponding tab. **DO NOT UPLOAD ALL THE DOCUMENTS UNDER EVERY TAB.**
- Click on the orange button on the lower left side of the screen for live chat.  or email support@aktivate.com for assistance. A help video is available on the athletic pages of the school website.

After you finish registering your athlete:

- Once ALL documents are uploaded and registration is complete, you will have a "pending" status until the documents and eligibility are approved by the athletic department. **Check back to your account frequently for green "completed" status.**
- If a document is not approved, you will receive an email with an explanation.
- Physicals are good for 365 days from the date they are given. An expired physical will cause your student to become "uncleared".
- You MUST update your student's information if information changes – new address or contact information, parental rights, medical issues, new insurance or physical, etc. Failure to do so will result in your student becoming temporarily ineligible to compete.
- Your student MUST have green "completed" status in order to participate in any open gym, tryout, practice or weight room.

Video Courses

Student-Athletes (not parents) must watch 4 National Federation of High School Sports videos every year. Videos expire on June 1 for the previous year and must be watched again for the following school year. They are free of charge. 4 of the documents that a parent must upload are the Certificates of Completion for each video. **Videos should be watched by the student and have the student's name on them.**

Those 4 videos are: 1) Concussion in Sports 2) Heat Illness Prevention 3) Sudden Cardiac Arrest 4) Sportsmanship

Please follow these steps to complete the viewing of those videos.

1. Go to <https://nfhslearn.com>
 - a. If you do not have an account, click Register in the top right and create one.
 - b. If you do have an account, click Sign In in the top right.
2. Once logged in, click the link to courses on the top dash bar
3. Type in the course name in the search bar
4. Hover the mouse over the course and click "View Course"
5. Select Florida in the drop-down menu
6. Click Order Course (These courses are FREE; you will not be charged at check out. Please make sure a "membership" is not in your cart.)
7. Click "checkout"
8. Click "Agree" and click "continue"
9. Go to the dashboard link up at the top and view the course
10. When finished viewing the course take a picture of or print your certificate of completion.