

## Registration for Parents/Guardians

### **CREATE A PARENT/GUARDIAN ACCOUNT:**


- On [www.aktiviate.com](http://www.aktiviate.com), click **Login**
- Click **Create an 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 Register My Athlete/Aktiviate 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).

### **REGISTER YOUR STUDENT FOR AN ACTIVITY:**

- Login with your email address and password
- Under the **Parents** header, click the button labeled **Click here to start/complete athlete registrations**
- Click **Start/Complete Registrations** 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 follow the directions as they appear
- Continue following the steps presented in the red bars
- Once your registration is complete, you'll receive a confirmation email from us



**SCAN TO LEARN HOW TO CREATE AN ACCOUNT  
AND SUBMIT A REGISTRATION**

**Need Help?** For a live chat, click the orange **Help** button  on the lower left side of the screen or email [support@aktiviate.com](mailto:support@aktiviate.com) for assistance.