



Registration Instructions for Coaches

Create an Account:

- Go to www.aktivate.com
- Click **Login**
- Click **Create an Account** (If coaching multiple sports, you will still only need ONE account.) Fill in the personal account information
- Select the bubble next to **Coach**
- Search for your school and select the school's name.
- Select **OK**
- Click **Create Account**
- Lastly, input the account **Verification Code** that you'll receive via email to confirm your account

After You have an Account

- Select **Register as a Coach** under the "Coach Management System" header
- Click **Start/Complete Registration(s)**
- Click **Start a New Registration**
- Select all the sports that you coach
- Select your role for each sport
- Select **Submit** at the bottom

IMPORTANT: This screen will show the status of each registration. If your registration shows **Complete then you are done. If it shows **In Progress** or **Incomplete** - there are still requirements that need to be completed by you or your school administrator.*

- Click on one of the registrations (click on the sport)
- Follow the instructions on the screen to complete the registration

Need Support?

Click the orange button on the lower left side of the screen for live chat  or email support@aktivate.com

