

## Registration Instructions for Coaches

### Create an Account:

- Go to [www.aktivate.com](http://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 **Submit**

### After You have an Account

- Select **Register as a Coach** under the blue "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](mailto:support@aktivate.com)

 Available July 2022, download the Aktivate mobile app for your team communications