



## Registration for Coaches

### CREATE A COACH ACCOUNT:


- On [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 your personal account information
  - Select the bubble next to **Coach**
  - Search for your school and select the school's name/icon
  - Click **Submit**
  - 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:

- Select **Register as a Coach** under the blue "Coach Management System"
- Click **Start/Complete Registration(s)**
- Click the **New Registration +** button
- 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 Help?** For a live chat, click the orange **Help** button  on the lower left side of the screen or email [support@aktivate.com](mailto:support@aktivate.com) for assistance.