



"NRXC is a group of friends that have fun running together and are excellent in our integrity, teamwork, and fitness."

Coach Bentley & Coach Hutchinson
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AKTIVATE (FORMERLY REGISTER MY ATHLETE) INSTRUCTIONS

All athletes who will be competing in cross-country this fall will need to be signed up on Aktivate (formerly Register My Athlete, which is the name I'll use in this guide). If your student will be going into 8th grade this fall or you know they won't be competing in the fall, then you don't need to worry about signing them up on Register My Athlete. Everyone else needs to get the child(ren) signed up.

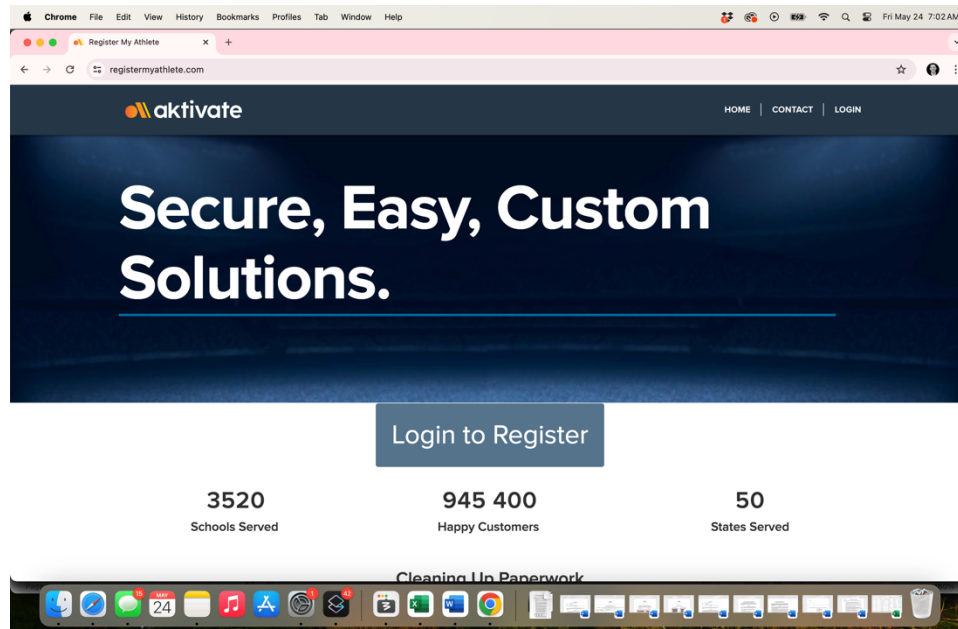
*You do not need to have your child registered on Register My Athlete to participate in summer training, but the registration will have to be partially completed (everything done other than a current physical uploaded and fees paid) to start practicing with the team when school starts, and the registration must be **fully complete** (current physical uploaded and all fees paid) to compete in meets in the fall.*

Most of the process on Register My Athlete isn't difficult or time-consuming, but there are some things you'll need to gather to complete the registration. Hopefully this will be helpful.

Things you'll need:

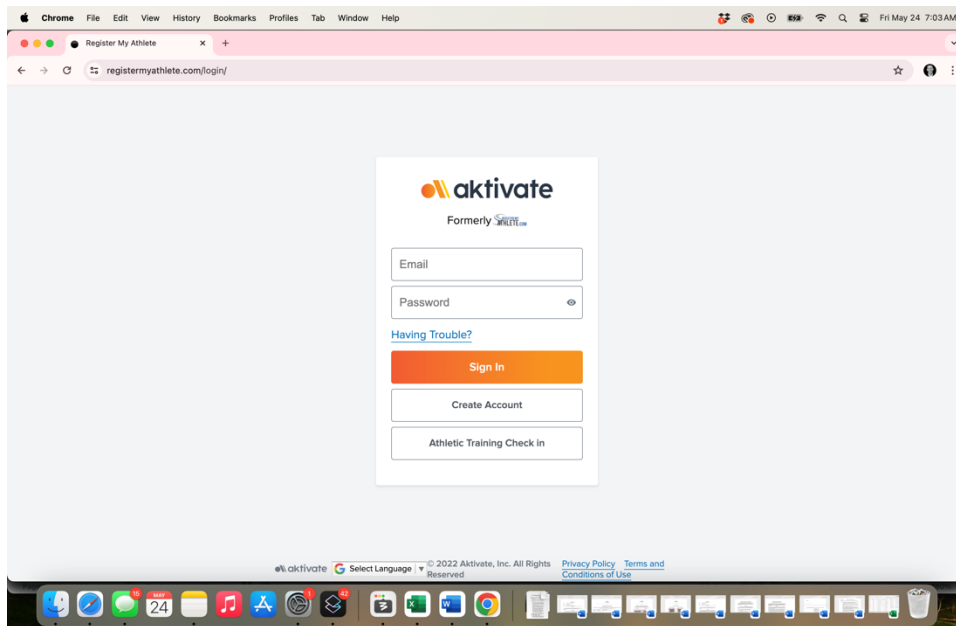
1. Demographic, medical, and insurance information about your child.
2. An annual physical on the Davis School District form (this can be downloaded from Register My Athlete during the registration process).
3. Your child's birth certificate (if you haven't already provided it).

To get started, go to: <http://www.registermyathlete.com>. This will take you to the main page, where you'll be prompted to either login or create an account.



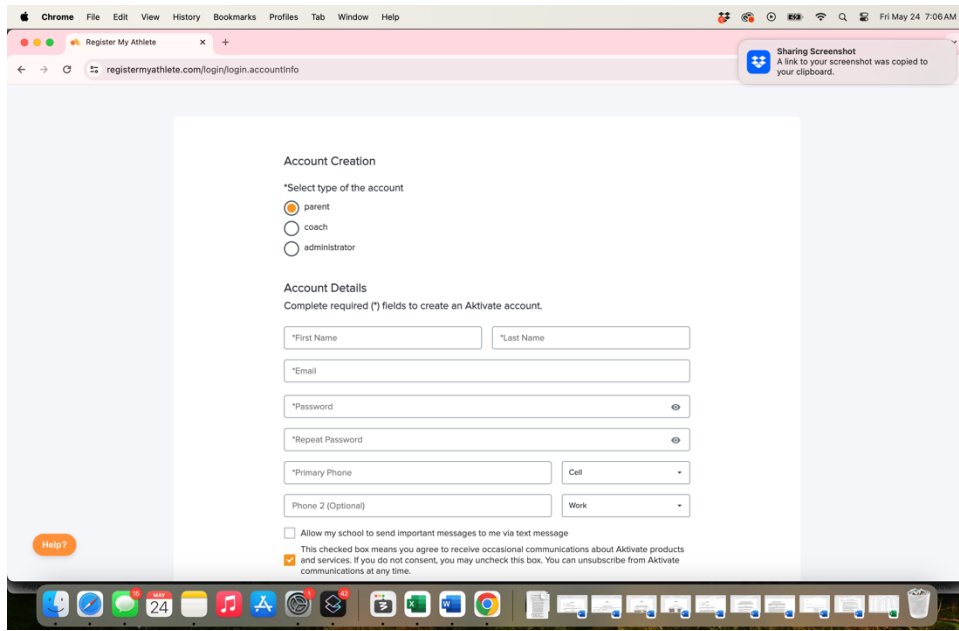
Click on the “Login” button at the top right corner of the screen.

You’ll be taken to a login screen, where you’ll have an option to either login or to create an account.



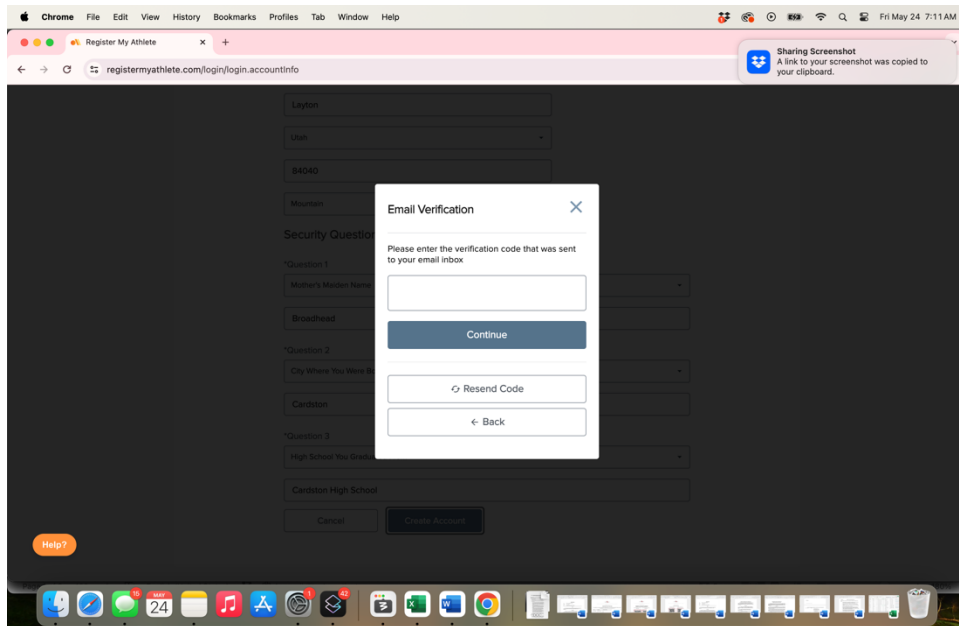
If this is your first time using Register My Athlete, you’ll click on “Create Account.”

This will take you a page to create your account. You want to select “Parent” for the type of account and then fill in all the required information.



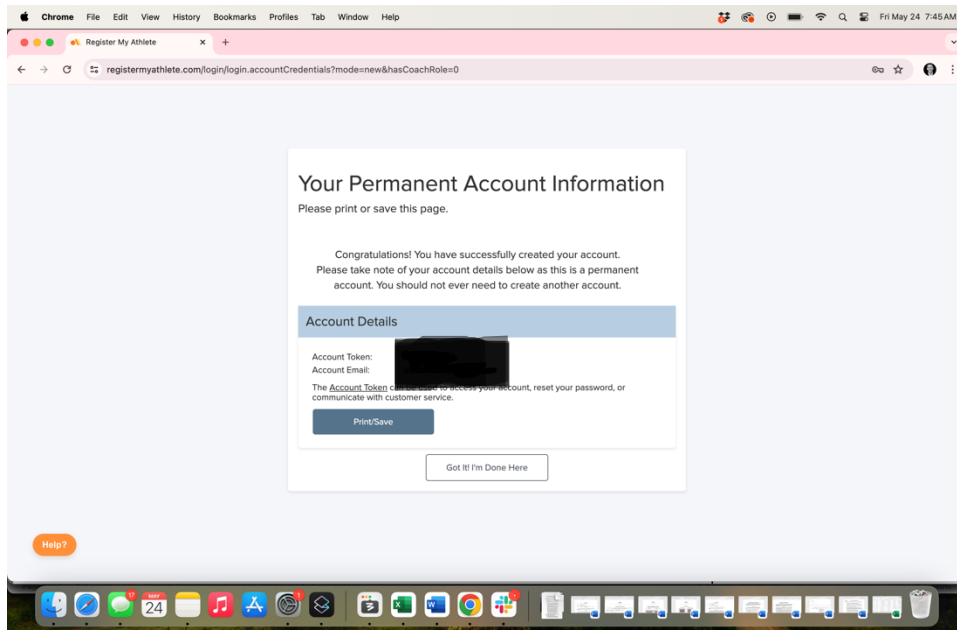
The screenshot shows the 'Account Creation' page on the Register My Athlete website. The page is titled 'Account Creation' and has a sub-heading '*Select type of the account'. There are three radio button options: 'parent' (selected), 'coach', and 'administrator'. Below this is the 'Account Details' section, which says 'Complete required (*) fields to create an Aktivate account.' The form includes fields for '*First Name', '*Last Name', '*Email', '*Password', and '*Repeat Password'. There are also dropdown menus for '*Primary Phone' (with 'Cell' selected) and 'Phone 2 (Optional)' (with 'Work' selected). At the bottom, there is a checkbox for 'Allow my school to send important messages to me via text message' and a checked checkbox for 'This checked box means you agree to receive occasional communications about Aktivate products and services. If you do not consent, you may uncheck this box. You can unsubscribe from Aktivate communications at any time.' A 'Help?' button is located in the bottom left corner of the form area.

After you click "Create Account," it will send a code to your email and ask you to verify your account by entering the code.

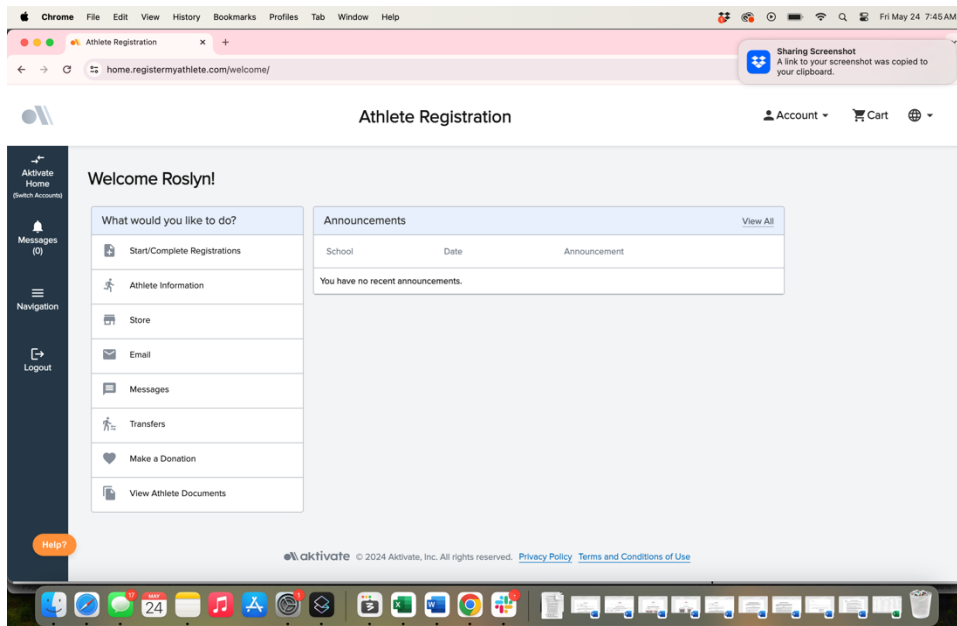


The screenshot shows the 'Email Verification' page on the Register My Athlete website. The page is titled 'Email Verification' and has a sub-heading 'Please enter the verification code that was sent to your email inbox'. There is a text input field for the verification code. Below the input field are three buttons: 'Continue', 'Resend Code', and '< Back'. The background of the page is dark and shows a partially visible form with fields for 'Layton', 'User', 'BIOAO', 'Mention', 'Security Question', 'Question 1', 'Question 2', 'Question 3', and 'Cardston High School'. A 'Help?' button is located in the bottom left corner of the form area.

Go check the email you used to sign up, find the email from Register My Athlete, then enter the code from the email, and click "Continue." Once you do this, you will get a notice that your account verification was successful. Close that notice, and you'll be taken to a page that has some important account information that you should save somewhere.



Once you've recorded your account information, click the "Got it! I'm Done Here," button at the bottom, and you'll be taken to your main dashboard, where you can start an athlete registration.



Click on "Start/Complete Registrations" and you'll be taken through a series of prompts. You can register all your children using this same account. The first time you register your child, you'll have to enter a bunch of information. For subsequent registrations, all the information is saved, and the process is much easier.

At some point in the process, you'll be prompted to upload a physical and a birth certificate. You should download the physical form from the Register My Athlete website, complete the first few pages, and take the whole form to your child's pediatrician, who will complete and sign the appropriate page. Then, scan the completed form and upload it Register My Athlete. ***A physical is good for 1 calendar year, but you'll have to renew it each year your son or daughter completes in a high school sport.***

You'll also have to upload you son's or daughter's birth certificate. You should scan this and upload a copy to Register My Athlete. ***You only have to do this the first time you register them (or if you haven't done it with any of your past registrations).***

After you upload your physical and birth certificate, your registration should be complete except for payment of fees. Don't worry about that until we send out a notice that fees have been added to your myDSD account. ***The fees will need to be paid prior to the start of competition.***