



# Springfield Middle School 2023 – 2024

## Sports Registration Form

**Principal: DeShune Bush**

**Athletic Director: Antwan Lewey**



### 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. **Upload the EL2 Physical Form (page 4 only) and Birth Certificate under the "Physical Documents" section.**

☐ Once your registration is complete, you'll receive a confirmation email from us

**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.

