



Parents:

Welcome to Eagles Landing Middle School sports. As we embark on the upcoming season for your child's ultimate sports experience, I want you to understand the policies and procedures that are in place for the safety and well-being of your student. Beginning this year, there will not be two separate teams for each sport. That means that 7th and 8th grade students will play together. They will still play the same number of games per season as in the past. Please read the Student-Athletic Eligibility and Participation Handbook for clarification. The fee for each sport that your child participates in will be \$30. This needs to be paid through **myschoolbucks.com** under Boys Football. This will cover bus transportation to and from games and payment of officials for the sport(s).

This year Eagles Landing Middle will utilize Aktivite for uploading all documents for your student. This will include physicals, cardiac arrest, and concussion forms. It is imperative that these forms are uploaded to the site so that students can participate in the sport. Delay of the forms will prevent your student from participating. Attached is the information on how to access Aktivite and how to register your student. I look forward to working with you to ensure a successful school year.

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AKTIVATE REGISTRATION

<https://www.registermyschool.com/login/>

If you do not already have an account

1. Go to [aktivite.com](https://www.aktivite.com)
2. Click **Login**
3. Then click **Create Account**
4. Fill out all of the information
5. Click **Submit** when finished.

Your account is now created, you will need to complete a registration for your athletes next. After you have completed this step, move on to the next section.

If you already have an account

1. Go to [aktivite.com](https://www.aktivite.com)
2. Click **Login**
3. Log in with your email/username and password.
4. Open on the Parent Portal by clicking **Click here to start/complete athlete registrations**
5. Click on **Start/Complete Registrations**. This is on the left-hand side of the screen under the section "what would you like to do?"
6. select **Click Here to Start New Registration**.
7. Click **Select School**
8. Select your school from the list of previously registered schools OR search for your school at the bottom using the state filter and the search bar.
9. Click **Select Athlete**

10. Select an existing athlete and then **Use the selected Athlete** OR Select **Add New Athlete**.
11. Click **Select Year/Sport**
12. Select what academic year your athlete will participate in
13. Select a sport for your athlete and click **Submit**
14. Please review the information carefully before submitting it. Once you have reviewed the information click **I have selected the correct information**

You have now created a registration! Depending on the school, there may be a few additional steps here. Continue to click and complete the red or yellow bars as they appear on the page until you reach the Registration Checklist.

HOW TO DOWNLOAD/UPLOAD DOCUMENTS

1. Log in to your [Aktivate account](#)
2. Click the **Parents** button
3. Click **Start/Complete Registrations**
4. Click on the registration you started previously
5. Get to the **Registration Checklist**
6. Find the **Physical Documents** section and click into the section you wish to complete
7. Click on the arrow to the left of the requirement to open it.
8. Click **Upload** and upload your physical (you need to either have scanned and saved a copy of the physical or taken a picture of it and find those images and upload).

The physical will have a Pending Verification status until an administrator at your school approves the physical. For all approval of documents, you will want to follow up with your school athletic department. Your school administrators are the ones responsible for approving and rejecting the documents that have been uploaded.

Note: Any time you need to upload a document you can only use the following four file types: PDF, JPG, JPEG, or PNG. The max file size is 64 MB.