



Aktivate Step-by-Step

1. Go to [Register My Athlete](#) and create an account.
2. Complete the personal information questionnaire that comes up.
3. An email verification code will be sent to your email – enter the code
4. Click on Coaches/Administrators Portal
5. Select your role – IMPORTANT: YOU MUST CHOOSE THE CORRECT ROLE: Your final clearance and requirements are dependent on this so choose the correct role!
 - High School Head Coach/Teacher (Paid Coaches)
 - High School Head Coach/Non-Teacher (Paid Coaches)
 - High School Assistant Coach/Teacher (Paid assistant coaches who are teachers)
 - High School Assistant Coach/Non-Teacher (Paid assistant coaches who are NOT teachers)
 - High School Volunteer/School Employee (Volunteer coaches who are HCPS employees)
 - High School Volunteer/Non School Employee (Volunteer coaches who are NOT HCPS employees)
6. Click on New Registration
 - Complete the pop ups:
 - Pick your sport – role box will appear to the right – click your role.
 - ****You MUST complete a registration for each sport that you are working with. Paid or Volunteer****
 - Click on “In Progress”
 - i. The next screen will take you to the upload screen and the required coaches letter that MUST be signed.
 - ii. Read and Sign the letter and upload the required documents.
 - REQUIRED DOCUMENTS:
 - i. Paid Coaches (Head and Assistant Coaches)
 - a. Clearance Card – see principals secretary for a copy/Checklist from processing
 - b. AED/CPR Certificate – MUST be from a live in person course. You can upload the card if you have the card.
 - c. NFHS Heat Illness Video Certificate – MUST Be dated May 1st or later.
 - d. NFHS Concussion in Sports Video – MUST Be dated May 1st or later.
 - e. DOE Certificate



Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Aktivate Step-by-Step (continued)

- f. PCA Upload: Upload the screen shot of your text to sign in confirmation. You will get this at the end of the PCA session.
 - g. NFHS First Aid, Health and Safety Certificate
 - ii. Volunteer Coaches/Non Employees
 - a. AED/CPR Certificate – MUST be from a live in person course. You can upload the card if you have the card.
 - b. NFHS Heat Illness Video Certificate – MUST Be dated May 1st or later.
 - c. NFHS Concussion in Sports Video – MUST Be dated May 1st or later.
 - d. Volunteer Application – DO NOT UPLOAD. I will upload this once approved. HEAD COACH AND APA MUST SIGN THE APPLICATION and submit for preapproval.
 - e. Fingerprints – NEW FIRST TIME VOLUNTEERS – (You will get an email for our district fingerprinting department with directions on where and how to schedule your fingerprinting.) MUST UPLOAD COMPLETED APPOINTMENT SCREEN FROM FIELD PRINT. YOU ONLY HAVE 3 DAYS TO LOG BACK IN AND TAKE A SCREEN SHOT OF THIS SCREEN! DO IT IMMEDIATELY AFTER YOU HAVE FINGERPRINTED.
 - f. PCA Upload: Upload the screen shot of your text to sign in confirmation. You will get this at the end of the PCA session.
 - g. NFHS First Aid, Health and Safety Certificate
 - iii. Volunteer Coaches/Employees
 - a. AED/CPR Certificate – MUST be from a live in person course. You can upload the card if you have the card.
 - b. NFHS Heat Illness Video Certificate – MUST Be dated May 1st or later.
 - c. NFHS Concussion in Sports Video – MUST Be dated May 1st or later.
 - d. Volunteer Application – DO NOT UPLOAD. I will upload this once approved. HEAD COACH AND APA MUST SIGN THE APPLICATION and submit for preapproval.
 - e. PCA Upload: Upload the screen shot of your text to sign in confirmation. You will get this at the end of the PCA session.
 - f. NFHS First Aid, Health and Safety Certificate
- 7. UPLOAD Directions:
 - Click on upload
 - Click on choose file – upload the document
 - Fill in the issue date
 - Click on submit
 - Should take you to “verification pending”
 - All of your required information will be marked complete if you have done everything. If not – please continue.