



Athletics



Welcome to AKTIVATE the new sports management platform selected by Dallas ISD Athletics for 2023-2024 school year.

The decision to use Aktivate was made after careful consideration of the district's needs and the desire to provide the best possible experience for parents, athletes, coaches, and staff. This comprehensive sports management platform will manage athlete registration, schedules, team fundraising, injury & treatments, team communication, and related administrative tasks.

Aktivate Registration is compatible with most browsers and devices including tablets and other mobile devices with more limited usability.

Please ensure you are using Google Chrome or Mozilla Firefox to access Aktivate regardless of what device you are using. Internet Explorer and Safari are not supported, and you will likely experience formatting issues.

The following next steps will include helpful information to assist you in the transition to the new system.



How to start a Coach Registration.

Create an Account:

- Go to www.aktiviate.com
- Click **Login**
- Click **Create an Account** (If coaching multiple sports, create **ONLY ONE** account.)
- Fill in the personal account information
- Select the bubble next to **Coach**
- Search for your school and select the school's name.
- Select **OK**
- Click **Create Account**
- Lastly, input the account **Verification Code** that you'll receive via email to confirm your account

After You have an Account

- Select **Register as a Coach** under the blue "Coach Management System" header
- Click **Start/Complete Registration(s)**
- Click **Start a New Registration**
- 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 Support?

Click the orange button on the lower left side of the screen for live chat  or email support@aktiviate.com

How do I transfer my account to a new school or district?

To move your account to a new school or district you can follow the steps below:

1. Log in to your [Aktivate account](#).
2. Go to the **UIL Portal** or the **Coach Management System**.
3. Scroll to the bottom of the page --> Click **Transfer Account to a New District/School**.
4. Select your state.
5. Search for your school.
6. Select school.
 - ***Please Note:** when selecting your school, make sure you are selecting the school and not the school at the ISD/District level.
7. Click **Submit** - once you submit, you will be connected to your new school.

How to upload a document for a coach.

1. Log in to your [Aktivate account](#).
2. Click on **Register as a Coach/Manage My Coaches** to open the **UIL Portal** or **Coach Management System**
3. In the top middle section of the page, make sure you're on the appropriate school that you need to confirm documents for.
4. Click **Navigation**.
5. Select **View Current Registrations**.
6. Click a coach's name to open their registration.
7. Scroll to the **Physical Documents/Other Requirements Section**.
8. Click **Upload** next to the requirement you'll be uploading into.
 - a. You can edit the issue dates and expiration date if this is an older document.
9. Click **Submit**
 - a. **Note:** The document will be automatically approved from your upload.

The following documents below are for ALL coaches to complete and uploaded into AKTIVATE.

- UIL Orientation
- Constitution & Contest Rules
- Steroid Education
- Ethics
- Sport Specific Training
- Safety Training
- CPR/First AID & AED Certification
- Concussion Training
- Fundamentals of coaching (**First Year Coaches only**)
- UIL professional Acknowledgement form (**1st year coaches only**)
- Tackling Certification (**Football Only**)

[How to Approve Coach documents](#)

Can Coaches Registrations Roll Over From Year to Year?

Yes! However, it is not automatic. An administrator will need to go to the "Review Past Registrations" report on Coach Management and then tell the system which coaches are returning. Here is a video to help walk you through it:

1. Log in to your [Aktivate account](#)
2. Open the **Coach Management System/UII Portal** by selecting **Register as a coach/Manage my...**
3. Click **Navigation**
4. Select **Reports and Validation**
5. Click **Review Past Registrations**
6. Click the **Yes** button if that coach still coaches that sport
 - a. The registration will roll to the new year; click No if the coach no longer coaches that sport and the registration will not be rolled over.



How to Create a Roster

1. Log into your [Aktivate Account](#).
2. Click **Head Coach, Assistant Coach, or Administrator**.

* **NOTE:** The button display here is account/role specific
3. Select **Navigation** (on the left side).
4. Click **Sports**.
5. Select the sport for which you want to build a roster.
6. Select a team (Varsity, JV, etc.) --> Bottom of the page.
7. Click **Manage Roster > Add Athletes To...** and then add athletes.

How to start a Varsity Sport Eligibility Form

You can start a Varsity Sport Eligibility Form by following the steps below:

1. Log into your [Aktivate Account](#).
2. Click into the **UIL Portal**.
3. Click **Navigation**.
4. Then click **Eligibility Forms**.
5. At the bottom click **Varsity Sport Eligibility Form**.
6. Click **Add Eligibility Form**.
7. Fill out all the necessary information and submit the form.

How to add another player to Varsity Sport Eligibility Form?

To add another athlete to an already existing varsity sport eligibility form, you'll need to add a supplemental form. You can add a supplemental form by following the steps below:

1. Log into your [Aktivate Account](#).
2. Go to the **UIL Portal**.
3. If you're at the district level, be sure to select the appropriate school.
4. Click **Navigation**.
5. Click **Eligibility forms**.
6. Select **Varsity Sport Eligibility**.
7. Click **Add Eligibility Form**.
8. Fill out all the necessary information and then select **Supplemental**, near the bottom of the page, which will allow you to add another player.

Test High School ▾

Test Account3

AD or Principal Name (Type to search):
Account3, Test

District Chairman (Type to search):

District Chair Title:

District School Name:

Select One:
 Boys Girls Mixed

Sport:
 Baseball Basketball Cross Country Football Golf Soccer Softball
 Swimming/Diving Team Tennis Tennis Track and Field Volleyball Water Polo Wrestling

Select One:
 Original Supplemental

All students in grades 7-12 must be eligible according to academic standards of the State Board of Education and state laws.
Do not list junior varsity or junior high students on this form. Only varsity teams are to be reported on certified eligibility forms.
FILING: Prior to the first contest, one copy of this form is to be sent to the chair of the district executive committee and one copy retained for the local school file.
Do not send a copy to the University Interscholastic League.
UIL no longer requires schools to submit eligibility forms to the UIL office, only to the DEC Chair.
ADDITIONS: Supplements should be on their own Eligibility Form. (Copy this form before using for your initial report.)

Help?

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Why is my athlete not on a Team?

There could be a few reasons if an athlete is not on a team. The most common reason is due to an incomplete registration. A registration may have been started for a sport, but the athlete will not be able to be placed on any team/roster until the registration is complete. To access the athlete's registration to complete it, or check its status, follow these directions:

1. Go to aktiviate.com.
2. Click **Login**.
3. Open on the Parent Portal by clicking **Click here to start/complete athlete registrations**.
4. Click on **Start/Complete Registrations**. This is on the left-hand side of the screen under the section "What would you like to do?".
5. Open the existing registration by clicking **View/Complete Registration** to the right of your athlete's registration.
 - a. NOTE: On this screen, you should see your athlete's registration at the bottom with the status labeled on the right side. If you do not see your athlete's name connected to a registration here then you may be signed in under the wrong account, or you need to start a registration for the athlete.
6. Complete the registrations by clicking any yellow or red boxes and following the directions on the screen.

NOTE: If the athlete has completed their registration and has made the team, you will need to contact the coach or the athletic administration at the school and they will be able to add the athlete to a team/roster.



How to initiate a PAPF

Here are the steps:

1. Log in to your account.
2. Select **Register as a Coach/Manage My Coach...** to open the **UIL Portal**.
3. Click **Navigation** on the left banner.
4. Select **Eligibility Forms**.
5. Click **Initiate PAPF/Waiver**.
6. Select how you want to complete page 1 of the PAPF. You can email it to the parent or help the parent fill it out if they are with you.
7. Fill out the form.
8. Click the **Blue button** at the bottom to finish.

How to Invite Someone to View a PAPF

As an administrator/coordinator within the UIL Portal, you are able to give anyone permission to view the PAPF at your school. This is helpful if you have a DEC Chair or member who is unable to view the PAPF. See below for directions to invite someone to view the PAPF.

1. Login to your [Aktivate account](#).
2. Open the **UIL Portal**.
3. Click **Navigation**.
4. Select **Eligibility Forms**.
5. Select **PAPF/Eligibility Home**.
6. Click **View** on a PAPF you want to share.
7. Select **Tools** at the top.
8. Click **Add/Remove Invited Users**.
9. Search for the person you want to add by using the search box at the bottom. Click on the person's name for them to be added to the list.
 - a. NOTE: If a name is on the list and you click it, then it will remove their ability to view the PAPF.



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Coach: I need help with waivers or previous athletic participation form policy and/or procedures.

PARENTS:

If you are a PARENT and you need help with the policy and procedures related to PAPF or WAIVERS then please contact your **school admin/coordinator** or the **coach** that started your application. Please do not contact the UIL directly. They will refer you back to your school for assistance.

SCHOOL ADMIN or SCHOOL COACH:

If you need help with the policy and procedures related to **waivers**, then you are encouraged to contact: Nakita Guillory - nguillory@uiltexas.org. Nakita will be able to answer questions about what actions a parent can take, and the policy and procedures related to Waiver forms for the student.

If you need help with policy and procedures related to **PAPF applications**, then contact: athletics@uiltexas.org ---or--- policy@uiltexas.org. Athletics will be able to answer questions about what actions a parent may take, and the policy and procedures related to PAPF forms.

Please be advised, if you are experiencing system issues while filling out the PAPF or Waiver forms you will need to contact support@aktiviate.com. Support will be able to help resolve technical issues but will **NOT** be allowed to answer questions about policy and procedure.

Overview of a PAPF

<https://aktiviate.helpscoutdocs.com/article/208-papf-overview>



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How to View Coaches and Admins at Your School

There is a report you can use to view a list of every user connected to your school. This includes people from the past who no longer work with your school and any present coaches. Here are the steps you can follow.

1. Log in to your [Aktivate account](#).
2. Go to the **UIL Portal** or the **Coach Management System**.
3. Select **Navigation**.
4. Click **Users & Permissions**.
5. Select **User Accounts**.

Entering Game Scores in [AKTIVATE Schedule Galaxy](#)

Contest scores should be recorded on the team schedule after the contest has been completed. The action to set the score will not be visible until the date of the contest has passed. Please note the setting must be enabled on each sport. To enable this setting, follow the steps below:

1. **Login** to Aktiviate Scheduling account.
2. From the school home page, click **Teams** under the General section.
3. Click **Edit** to the right of the sport you are wanting to edit.
4. Click the **check box** next to **show scores**.

The screenshot shows the 'Edit team information' page in the Aktiviate system. The breadcrumb trail is 'ScheduleGalaxy > Aktiviate Central High School > (B) V Badminton > Edit'. The form includes fields for Sport (Badminton (Boys)), Level (Varsity), Name, Default location (Select default location), Default start time, and Default end time. A checkbox labeled 'Show scores' is located below the start time field and is highlighted with a red arrow. At the bottom of the form are three buttons: 'Submit' (green), 'Back to the teams page' (orange), and 'Delete team' (orange).

Once you have enabled the setting, follow these steps to set a score for a contest.

1. Use the **Quick Toggle** to go to the sport and teams home page
2. Scroll until you locate the contest you wish to post a score
3. Click the **Actions** button to the right of the contest

4. Click **Set Score**

<input type="checkbox"/> Select all	Date	Type	Opponents	Start time	End time	Location	Transportation	League / Non-League	Notes	Status	Actions
<input type="checkbox"/>	Oct 26, 2022	Wed Regular Season (Test)	Aktivate West High School	3:00 PM		Baseball Field		L		Show	Actions
<input type="checkbox"/>	Oct 26, 2022	Wed Regular Season (Test)	Aktivate East High School	3:00 PM		Baseball Field		L		Show	<ul style="list-style-type: none"> Edit Postpone Cancel Remove Edit transportation Set score History
<input type="checkbox"/>	Nov 21, 2022	Mon Regular Season	@ Aktivate North High School	5:00 PM		TBD		L		Show	

Enter the score for each time and click **Submit Scores**.

Game Score

Boys Varsity Badminton v. Aktivate West High School

<p>Away Teams</p> <p>(B) V Badminton Aktivate West High School</p> <p>Enter score <u>21</u></p>	<p>Home Team</p> <p>(B) V Badminton Aktivate Central High School</p> <p>Enter score <u>18</u></p>
<p>Submit Scores</p>	

Editing Multiple Practices

You can choose to edit multiple practices in Aktiviate Scheduling. To do so, please follow the steps below:

1. Open a web browser and go to <http://schedulegalaxy.com>.
2. **Log Into** your account.
3. On the left side of the page, under general, click **Recurring Activities**.
4. A list of practices and events will display. Click on the **Action** dropdown next to a practice and then **Click Edit**.

The screenshot shows the Aktiviate Scheduling interface. The top navigation bar includes links for Dashboard, About, Contact, Divisions / Standings, Schools, Accessibility, and Admin. The user is logged in as 'Aktivate Central High School (Delegate of Athletics Director)'. The main content area is titled 'Recurring Activities' and features a search form with fields for Type, Name, From, and To. Below the search form is a table of activities. The table has columns for 'Select all', 'Name', 'Info', and 'Actions'. A single activity is listed: 'Recurring Practice' with the info 'Weekly: every Monday, Tuesday, Wednesday, Thursday from 2022-09-12 to 2022-10-06'. The 'Actions' dropdown menu is open, showing options for 'Show', 'Edit', and 'Remove'. A red arrow points to the 'Edit' option.

5. To update the start times for multiple practices, you'll find the start time for one of the practices and click the **Plus or Minus Symbol** and then click **Set**.

6. To update the start time for all of the practices, you'll click on the **Curved Arrow** to the right. All practices will be simultaneously populated.

aktivat Dashboard About Contact Divisions / Standings Schools Accessibility Admin Aktivat Central High School (Delegate of Athletics Director)

Quick toggle: Select state Aktivat Central High School (Denver, CO) Select school sport Select school team

Master Schedule File Schedule Round-Robin

Aktivat Central High School School Page Modify School Info History Athletics Report

Schedules subscriptions (B) JV Badminton Aktivat East High School (2022 - 2023)

Tournaments Tournaments Meets Leagues/Divisions

General Students Certificates Facilities

ScheduleGalaxy · Aktivat Central High School · Recurring activities · Recurring activity

Recurring Practice

Activities

Name	Date	Start time	End time	Location	Actions
	Sep 12, 2022	04:05 PM	05:30 PM	Practice Football Field	Add new location Actions
	Sep 13, 2022	04:05 PM	05:30 PM	Practice Football Field	Add new location Actions
	Sep 14, 2022	04:05 PM	05:30 PM	Practice Football Field	Add new location Actions

Help?

Note: The categories with curved arrows to their left, are the categories that can be changed as a group by first editing one of them



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How can I recover my account email and/or password?

If you've forgotten your email address and/or password, the first step to take is to click [here](#) and attempt account recovery.

If that does not work, please click [here](#) and send us a support ticket with the relevant information. We will be happy to help!

How do I contact customer support?

Our **Customer Success Team** is available **Monday-Friday, 8AM-6PM Eastern Standard Time**. There are a few ways to contact us and both can be accessed directly from our website.

1. Live Chat via the **Help** beacon is available during standard business hours and located in the bottom left corner of the screen once you have logged into your account.
2. Send us an email anytime at support@aktivate.com.

You will be asked to enter information such as your school, email address, and information regarding the issue you are facing. Attaching a screenshot or two is always appreciated and will help our team provide a quicker path to resolution.



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Link for Coaches & Administrators

["How TO" videos for coaches and Administration](#)

Scheduling

Athletics office will upload master schedule.

Athletics office will edit master schedule with games changes.