

# **ATHLETIC CLEARANCE**

For student athletes to be cleared to participate they will need to complete all of the following steps at least 2 weeks (minimum 10 business days) prior to tryout/workout start date.

1. Online Athletic Physical Documentation Clearance via Aktivite

Please use the following link (<https://www.registermyathlete.com/login/>) to register your student-athlete into Aktivite.

**(Aktivate and RegisterMyAthlete are the same platform)**

- i Physical
- ii Proof of insurance (front and back)
- iii NFHS certificates
- iv Impact baseline certificate (test performed at school, certificate provided at end of test)
- v EKG (only required for football)

**ALL DOCUMENTS MUST BE UPLOADED DIRECTLY INTO REGISTERMYATHLETE.COM**

**Please do not bring any paper forms in to the athletic training room, as we cannot accept paper forms.**

Student-athletes and parents will receive a clearance email from Athletic Trainers (via the Aktivite portal) that all requirements have been met and the athlete is now CLEARED to participate in athletic events.

## AKTIVATE DOCUMENTATION PROCESS

Quick steps for the online athletic clearance process using Aktivite via <https://www.registermyathlete.com/login/>

1. Go to <https://www.registermyathlete.com/login/>
2. Click Create an Account (you only need ONE account, even if you have more than one child or a child in more than one sport)
3. Fill in personal account information (this should be the parent/guardian's personal information)
4. You will be using the site as a parent
5. Click submit
6. Enter verification code from email
7. Save your information and click "Got it! I'm done here"

After you have an account:

1. You can go back to <https://www.registermyathlete.com/login/>
2. You will see a page that says "aktivite"
3. Put in your username and password information
4. Click "Sign In" (Orange Button)
5. Under the "parents" header, click the button labeled "click here to start/complete athlete registrations" (the first time you log in you will be asked to agree to terms and conditions)
  - a. You can follow the prompts to take you through the step by step process to complete the documentation process
6. Click start/complete a registration
7. Click "click here to start new registration"
  - a. If you have any previous registrations, they will appear here. Please complete one registration per athlete.
8. Click select school
  - a. Select state
  - b. Type "St. Thomas Aquinas"
  - c. Click on St. Thomas Aquinas High School
9. Click select athlete
  - a. Click add new athlete
    - i. Or if you are continuing an athletic clearance process, click on the athlete's name
  - b. Fill in all information
    - i. For "Documentation", please choose "other". This is not a requirement for our athletes.
    - ii. Choose current grade for your athlete
    - iii. Please enter your six digit STA student ID number that starts with your graduation year (example 280999)
  - c. Check box stating you will keep the information updated

- d. Click submit
10. Click select year/sport
  - a. Select 2024-2025
  - b. Select ALL of the sports that your athlete will be participating in and press submit
  - c. Confirm all of the selections by clicking "I have selected the correct information"
11. Click "guardian information"
  - a. Enter your information and emergency contact information and click save
12. Click "insurance"
  - a. Update the insurance information and click save
13. Click "medical information"
  - a. Update the athlete's medical information and click save
14. Click "school questionnaire"
  - a. Update information
15. Additional opportunities
  - a. Complete this page if you are interested in your athlete getting information about participating in sports in college
16. Click "electronic documents"
  - a. Click "read"
  - b. Click "I have read the document"
  - c. Check the "I agree" box
  - d. Fill in athlete's information
  - e. Type your name as it appears in the signature box
  - f. Click E-sign
  - g. Click submit
17. Click "next step"
  - a. Enter "St. Thomas Aquinas" for school and "Archdiocese of Miami" for school district
  - b. Enter insurance information
  - c. Enter parent/guardian name (click E-sign) and athlete name (click E-sign) for all of the sections
    - i. If you do not click E-sign for EACH signature, the website will not allow you to proceed
  - d. Click submit
  - e. Click next step
18. Sign the "Final E-Signature" page
  - a. Click submit
  - b. Click next step
19. Impact baseline test
  - a. This is a baseline concussion test that the athlete will complete at school
  - b. Once the student completes the test, they will take a picture or download the completion certificate.
    - THIS DOCUMENT WILL BE UPLOADED TO AKTIVATE.
  - c. Please schedule this test with your athletic trainers at

[trainers@aquinas-sta.org](mailto:trainers@aquinas-sta.org)

d. Click submit

20. Insurance card

- a. Click upload and upload the FRONT of the insurance card that covers the athlete
- b. Click add another file and upload the BACK of the insurance card that covers the athlete
- c. Click submit

21. EKG form

- a. THIS IS ONLY REQUIRED FOR FOOTBALL, if you are not participating in football, you can bypass this section
- b. Upload the completed form
  - i. This form requires a date, doctor's signature, and stamp
- c. Click submit

22. NFHS Concussion in Sports

- a. Click download
- b. Click read document
- c. Add course to cart, checkout, and complete the course
  - i. For more information on this section, refer to the "NFHS CERTIFICATES INSTRUCTIONS" page
- d. Upload "concussion in sports" certificate

23. NFHS Heat Illness

- a. Click download
- b. Click read document
- c. Add course to cart, checkout, and complete the course
  - i. For more information on this section, refer to the "NFHS CERTIFICATES INSTRUCTIONS" page
- d. Upload "heat illness" certificate

24. NFHS Sudden Cardiac Arrest

- a. Click download
- b. Click read document
- c. Add course to cart, checkout, and complete the course
  - i. For more information on this section, refer to the "NFHS CERTIFICATES INSTRUCTIONS" PAGE
- d. Upload "sudden cardiac arrest" certificate

25. EL2 form

- a. Only upload page 4 (& page 5 if necessary) of the doctor's physical document
- b. This MUST include a date, doctor's signature, student and parent signature and PHYSICIAN'S OFFICE STAMP**

26. Click next step

27. Please allow up to two weeks for these documents to be approved.

## NFHS CERTIFICATES INSTRUCTIONS

NFHS Certificates must be completed online by the **student** and uploaded. The STUDENT ATHLETE'S name MUST be on the certificate, or it will not be accepted. Click on each link to complete each training and upload the completion certificate to the system. These courses must be taken, and new certificates uploaded every school year.

1. CONCUSSION IN SPORTS (**not concussion for students**)
2. SUDDEN CARDIAC ARREST
3. HEAT ILLNESS PREVENTION

**(Concussion Certificate is NOT the same as the baseline concussion test!)**

Steps to obtain certificates:

1. Go to NFHSlearn.com
2. Click register in the top right corner
3. Enter email, username, password, and all profile information (leave school blank)
4. Name printed on certificate: MUST BE STUDENT ATHLETE'S FIRST AND LAST NAME
5. Click on courses at the top of the screen
6. Search for the title of the course (i.e.: concussion in sports, sudden cardiac arrest, heat illness prevention)
7. Select Florida from the drop down menu
8. Click "order course"
9. Click myself, and click continue
10. Go back to courses, and add the other two courses to your cart.
11. Click "checkout"
12. Check the "I agree" box, and click continue
13. Click "go to my courses"
14. Click "begin course" for each course
15. Once all courses have been completed, click on "dashboard" at the top of the screen
16. Click on "my certificates"
17. Save certificates and upload to Aktivite

# CONCUSSION BASELINE CLEARANCE PROCESS

Step by step Concussion Baseline Test clearance process

**(This is not the same as the NFHS Concussion Certificate. This is a test that is given at school.)**

All students must complete a Baseline Concussion Test. This test measures the brain function in a normal, healthy state, before a concussion. If the athlete is diagnosed with a concussion, our team doctors will use the baseline test score to help decide:

- What you need to do to get better
- How to treat you
- And, when it is safe for you to return to your sport

This test is taken in school with the student-athlete's Chromebook in a quiet, supervised and controlled environment. If the student is taking Physical Education, Target Analysis, and Dance Fitness in Summer School you will be able to complete this test. If you're taking summer classes other than Physical Education, you can also schedule an appointment to take the test after school by calling the Athletic Department (954-327-2181). The baseline test will be given during the school year. Dates, classroom location, and times to take the test will be given once school starts.

1. The student-athlete takes the Baseline Concussion Test.
2. The Athletic Trainers will confirm and review the test scores.
3. The Athletic Trainers (through the Aivate platform) will email the student-athletes once they have been cleared to participate.

## ONLINE ATHLETIC CLEARANCE FAQ

If you have any other questions please reach out to our Athletic Trainers. The best way to reach us is through the following email address.

- Email: [trainers@aquinas-sta.org](mailto:trainers@aquinas-sta.org)
- Athletic training room: 954-513-2361

The student is **NOT CLEARED** to participate in any practice, try-out or pre-season conditioning until they receive an email from AKTIVATE of a successfully completed Online Athletic Clearance and Concussion Baseline Test.

Please allow up to two weeks for approval.