CHURCHILL COUNTY HIGH SCHOOL
Student-Athlete Registration Instructions
High School Athletics

Students must be registered online prior to trying out for any sport sanctioned by the Nevada Interscholastic Activities Association.

Steps for Registration

1. Create an account or log into an existing account at **www.aktivate.com**. **NOTE:** Please create only one account and save login information for all students. One account will be used throughout high school, regardless if students transfer schools. Contact the Churchill County Athletic Office if you forgot your password.

2. Click on **START/COMPLETE REGISTRATIONS**, then **NEW REGISTRATION.** Click on **SELECT SCHOOL**, then Nevada, and type Churchill County to select our school. Click **SELECT ATHLETE** and then "Add New Athlete" or select a student from the list. Please use the same full legal name the student is registered with at school; do not use nicknames, shortened names or a different last name. Ensure all student(s) and parent(s)/guardian(s) addresses match the school registration system.

3. SELECT YEAR/ SPORT. Make sure you are registering in the correct school year. **NOTE:** It is best to register for all sports the athlete is interested in at this time. You can add sports later in the school year, but you must complete the majority of this process again. If the student-athlete thinks they may be interested in a sport, check that box now.

4. Fill out the **GUARDIAN INFO,** whoever is listed as Guardian 1 must also be the primary parent/guardian listed in the school's registration system and must reside at the same address as the athlete.

5. Fill out the student's **HEALTH INSURANCE INFO**.

6. NEVADA QUESTIONNAIRE: Click on the **NIAA TRYOUT CHECKLIST** and answer the questions by checking the boxes, typing your name, and clicking **E-SIGN** confirming you have read each of the statements. Both the parent and athlete must e-sign. Next is the **HIGH SCHOOL CHECK**, answer the questions based on your situation. Please first indicate the school the student is physically enrolled in. Then, there are many different questions to help make the process as efficient as possible. Check **YES** or **NO** to each question asked and follow the prompts. **Read the questions carefully and answer honestly**. Answers to these questions may have you complete a transfer application. The transfer process may tell you the student is ineligible until proof of eligibility is provided, this is normal, and documentation can be submitted later in the process. If your situation is not listed, please contact the Churchill County Athletic Office for guidance.

If your athlete is a freshman, you must complete a **NON TRANSFER RESIDENCE VERIFICATION**, please answer the questions based on your situation. You will need to provide two current proofs of address and a transcript. If you have moved, a document of abandonment must be provided to show evidence that the prior residence has been vacated.

DIVORCED/SEPARATED HOUSEHOLDS: Any student from a divorced or separated household is required to provide a copy of the complete custody agreement, including the judge's signature page, to prove that the parent the student is residing with has physical custody of the child. All pages of the custody agreement must be included. If the parents have equal physical custody or there are no court documents, the student establishes athletic eligibility with the parent they began ninth grade. Once eligibility is established, the student may not change parent/guardian without being subject to the transfer rules.

AFFIDAVIT OF RESIDENCY: There is a question about students living in the attendance zone on an affidavit of residency. This is a unique situation and does not apply to most students. If you are unsure, please contact the Churchill County Athletic Office for clarification. If the family is living in the home of another adult, a hardship application must

be completed.

7. Click on **ELECTRONIC DOCUMENTS.** Parents & athletes must read and e-sign all documents acknowledging their understanding and agreement to abide by the documents. **FINAL E-SIGNATURE** must be completed by the parent and athlete after reading the electronic documents.

8. Click on **PHYSICAL DOCUMENTS. NIAA PHYSICAL FORM** must be printed out by clicking the **DOWNLOAD** button. The **HISTORY FORM** is completed by the parent and athlete prior to the physical exam and the **PHYSICAL EXAMINATION FORM** is completed by the physician. These two forms are **not** submitted to the school. The physician completes the **MEDICAL ELIGIBILITY FORM (page 7),** which must be uploaded back into your Aktivate account by clicking the **UPLOAD COMPLETE FORM** button. Free scanning apps are available on smartphones if you do not have a scanner. You can also upload **clear and unobstructed** pictures of this form if necessary.

ACADEMIC ELIGIBILITY: All student-athletes must be enrolled in a minimum of two semester credits (four classes) during the season(s) they wish to participate. Students must have an unweighted grade point average of 2.0 or better in the grading period prior to trying out for a sport, have passed at least four classes, and failed no more than one class. GPA/credit requirements will again be checked during the season if a grading period ends during that time. All students in ninth grade are eligible until the first grading period grades are posted (middle school grades do not factor into high school eligibility). Once an athlete makes a team, grade checks occur every three weeks during the season. Students must maintain passing grades to remain eligible. Students who do not meet minimum initial eligibility requirements may gain eligibility at an upcoming three-week check with all passing grades. Specific questions can be directed to the Churchill County Athletic Office.

Additional Guidance Documents:
Parent/Guardian Step-by-Step Guide to Aktivate (with pictures)
Parent Registration Video Walkthrough
Aktivate FAQ Section
NIAA Eligibility Information for Students and Parents

Also, please visit the Churchill County athletic website https://cchs.churchillcsd.com/international-studies

QUESTIONS OR ADDITIONAL HELP:

Contact Churchill County Athletic Office
Brian Mello, Athletic Director, mellob@churchillcsd.com 775-423-2181 ext 4105
Nevena Kaiser, Athletic Secretary, kaisern@churchillcsd.com 775-423-2181 ext 4103