How to Register for the IEW Hoops Challenge

All USF students, faculty and staff already have an account in our system. In order to register for activities they must activate their online account. To do so, please follow these steps:

1. Go to [https://apm.activecommunities.com/usfkoret](https://apm.activecommunities.com/usfkoret)
   a. We advise using Internet Explorer as Active can run into issues with other browsers
2. Click “Sign In” at the top right of the page
   a. If you have not created an online account, please click the “Forget your password?” link
   b. Enter your email address, must be @usfca.edu and not @dons.usfca.edu email
   c. You will be sent a temporary password
   d. After logging in and changing your password, you will be able to register for an activity
3. Hover the cursor over “Activities” on the gray bar, below the USF logo
4. Click “Intramural” link
5. Click “More” link next to “Intramural Sports…” to view the offered Sports

6. Click the “IEW Hoops Challenge” link for more information

7. Click the “Add to Cart” button
8. Choose “Team Registration” or “Join Team”, do not select “Create Team”

9. Follow the prompts based on your previous selection

10. Click the “Next” button

11. Click the “Proceed to Shopping Cart” button

12. Click the “Proceed to Checkout” button
13. On the waiver page you must do the following
   a. Check the box acknowledging the waiver
   b. Enter your initials in the box indicated
   c. Click the “Next” button

14. Congratulations!! You are now officially registered for the activity