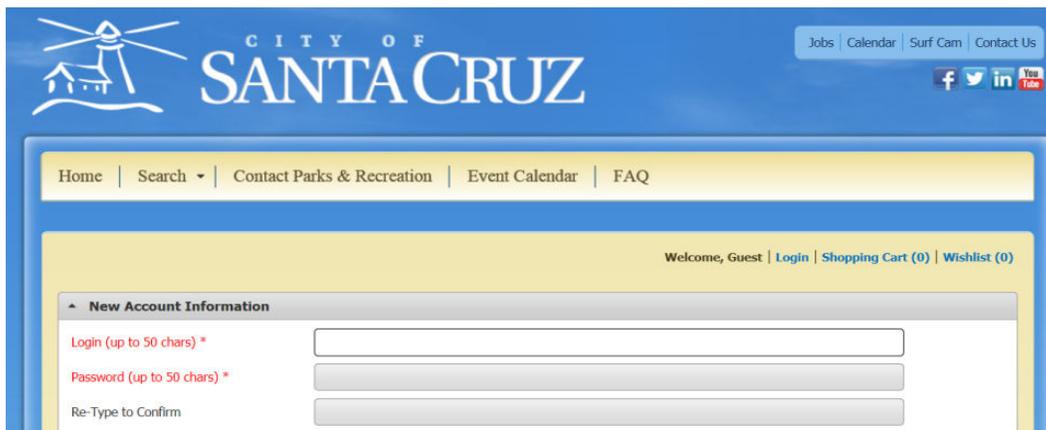


## Guide to Online Sports Registration

**Step A.) Create an account with the City of Santa Cruz, Parks and Recreation Department's WebTrac registration program.** All players and managers will need to create personal accounts to complete an online sports registration. **NOTE: IF you have already registered yourself or family member with the Parks and Recreation Department for other P&R programs within the last year (beginning Jan. 2016), you may skip Step A and proceed to Step B**

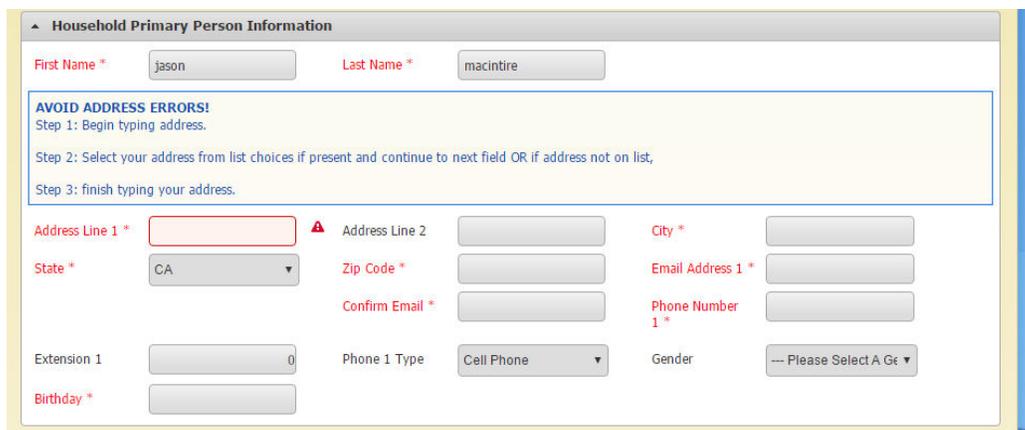
Follow the link below to create an account with the COSC Parks and Recreation Department.

[Create an account](#)



The screenshot shows the City of Santa Cruz website header with the logo and navigation links. Below the header is a navigation bar with links for Home, Search, Contact Parks & Recreation, Event Calendar, and FAQ. A user greeting bar says "Welcome, Guest | Login | Shopping Cart (0) | Wishlist (0)". The main content area features a "New Account Information" form with three input fields: "Login (up to 50 chars) \*", "Password (up to 50 chars) \*", and "Re-Type to Confirm".

- 1) **Login:** Enter your username/ login name
- 2) **Password:** Create a password



The screenshot shows the "Household Primary Person Information" form. It includes fields for "First Name \*" (filled with "jason") and "Last Name \*" (filled with "macintire"). Below these is a section titled "AVOID ADDRESS ERRORS!" with three steps: "Step 1: Begin typing address.", "Step 2: Select your address from list choices if present and continue to next field OR if address not on list,", and "Step 3: finish typing your address." The form contains several other fields: "Address Line 1 \*" (with a red border and warning icon), "Address Line 2", "City \*", "State \*" (dropdown menu with "CA" selected), "Zip Code \*", "Email Address 1 \*", "Confirm Email \*", "Phone Number 1 \*", "Extension 1" (filled with "0"), "Phone 1 Type" (dropdown menu with "Cell Phone" selected), "Gender" (dropdown menu with "--- Please Select A Ge" selected), and "Birthday \*".

- 3) **First/Last Name:** Enter your first name and last name
- 4) **Address Line 1:** **Please follow these instructions for selecting your address:** Begin by typing your street number and the first two to three letters of your street name, then pause a moment to allow the drop down list to appear. If your address is within City limits, the system will provide a list of possible matches. Select your address from the list in the drop down menu, by

clicking on it. The system may have errors if you don't click the address in the drop down menu. If the system does not show your street address in the drop down menu, it is most likely\* because you live outside the city limits. If you live outside the city limits you will be required to type out the remainder of your address.

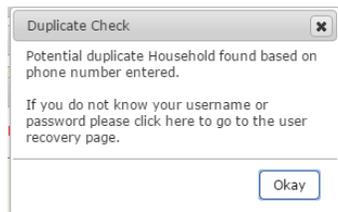
\*some recently created streets within the City Limits may not have been updated in the system. If you believe this to be the case with your address, please contact the Admin office at (831)420-5270.

- 5) **Email address:** Enter your email address, then enter again to confirm.

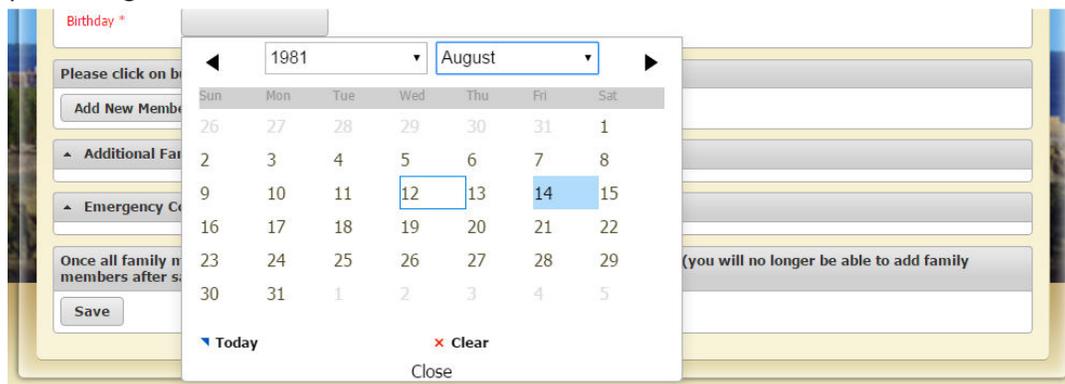


The screenshot shows a registration form with the following fields: Address Line 1 \* (323 Church St), Address Line 2 (FRNT), City \* (Santa Cruz), State \* (CA), Zip Code \* (95060), Email Address 1 \* (maciareo@msn.com), Confirm Email \* (empty), and Phone Number 1 \* (empty).

- 6) **Phone Number:** Enter your primary phone number. The system will check your email and phone number against its existing records. If you get an error box like the one below, it is because the system thinks you already have an account. You can follow the link to recover your password, or you can use a different email or phone number to continue on.



- 7) **Gender:** To ensure proper league registration you will be required to indicate your gender.  
8) Filling in "extension" and "phone 1 type" is optional.  
9) **Birthdate:** this box must be filled out in the following order: First, select the appropriate year, then the month, then the day from the calendar. If you do not make the DOB selections in this order, the system will default to 2017. It is important to note you must enter your actual date of birth. You will not be allowed to sign up for an ADULT sports league if you are not at least 18 years of age.



The screenshot shows a registration form with a "Birthday \*" field. A date picker is open, showing the year 1981 and the month August. The calendar grid shows the days of the month, with the 12th and 14th highlighted. The date picker also includes "Today", "Clear", and "Close" options.

10) **Adding an Emergency Contact:** the system will require you to provide the name and phone number of an emergency contact.

Please click on buttons below to add new contacts

▲ Additional Family Member

▲ Emergency Contacts

First Name *	<input type="text"/>	Last Name *	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	City	<input type="text"/>	State	CA ▼
Zip Code	<input type="text"/>	Relation	<input type="text"/>	Email Address	<input type="text"/>
Phone Number *	<input type="text"/>	Phone Extension	<input type="text"/>	<input type="button" value="Remove New Contact"/>	

Once all family members and emergency contacts are entered please click Save below (you will no longer be able to add family members after saving without contacting the Parks & Recreation office)

11) Click "save". Next, you will then be taken you to this page.

The screenshot shows the City of Santa Cruz website interface. At the top left is the city logo and name. Navigation links include Jobs, Calendar, Surf Cam, and Contact Us. A secondary navigation bar contains HOME, SEARCH, MY ACCOUNT, CONTACT PARKS & RECREATION, EVENT CALENDAR, and FAQ. A user greeting reads "Welcome, macintire #4953" with links for Logout, Shopping Cart (0), and Wishlist (0). A green confirmation message states "Thank you for registering." Below this, a "You are logged in!" section lists options: Household Calendar, Change Your Password, Update Account Details, View Shopping History, and Log Out. A "Quick Links" section is also present. On the right, a photograph shows a group of people, including children and adults, participating in a dance or fitness class.

**You have successfully created an account!**

**STEP B) This step is for the team MANAGER ONLY!!!**

- 1) **Register your team for spring softball:** Managers will be sent the links to sign up a team for Men's, Women's, or Co-Rec. Click the link to sign a team up for the appropriate league. Links will also be on the [City's softball page](#).

Step two. Sign your team up for the league. Follow the links below to add your team to the league.

[Men's](#)

[Women's](#)

[Co-Rec](#)

- 2) Each link will take you either to the login screen or to the sign up screen if you are already logged into the system.

**Login screen**

**Sign-up screen**

- 3) When signing up for a team you must answer all questions completely:
  - a. Assistant Manager's info Name/Phone/email
  - b. Confirmation of required attendance by manager or team representative at the Spring Softball Pre-season Manager's Meeting.
  - c. Last year's team name
  - d. This year's Team name
  - e. Playoff preference, First or Second game.
  - f. Preferred night of the week to play: MUST LIST MIN. 2 NIGHTS, 3 preferred. List nights in order of most preferred to least preferred.
- 4) Click the "I Agree" button to accept/confirm the program activity waiver.
- 5) Click continues.
- 6) You will be directed to the following screen which will show the team fee for signing up. Fees will be calculated based on date of registration. Registrations completed during mail-in or "early bird registration" period will reflect a discounted fee. Registrations received after mail-in, or "early bird" will reflect the standard league fee.

✓ New Charges In Shopping Cart

**Shopping Cart**

Showing 1 To 1 Total Results (1)

Description	Name	Total Fees		
✖ Softball beta test Co-Rec Team sign up (Softball beta test-CO-REC LEAGUE) (Enrolled)	jason	\$ 0.00		
<b>Grand Total Fees Due</b>		<b>\$ 0.00</b>		
<b>Total Old Balances Not in Shopping Cart</b>		<b>\$ 0.00</b>		

- 7) Click the "Proceed to Checkout" button. The system will show you the charges and collect your payment information. After entering your payment information click "continue" at the bottom of the page to receive a confirmation receipt. Your receipt will be sent to the primary email on your account.

**Now you are ready to have players add themselves to the roster...**

**Step C) HOW PLAYERS MAY ADD TO A TEAM ROSTER:** Within 24 hours (or Monday morning if you sign up Friday-Sunday), Managers will receive an email from the sports office. This email will contain a link to your team's roster and password. Only players who have your team password will be able to sign your roster. All players, including the manager, if they are also a player, must sign up on the team's roster. The email will look something like this:

["You have successfully added your team to the spring 2017 Softball League.](#)

[Now you will need to have your players sign your team's roster. Managers will not be able to add players to a team themselves. All players must sign up individually. Managers will need to send the team link and password to all of the players who wish to add to the team. Players](#)

must enroll (set up an account) with the City first via the enroll link. If you are a Manager who also is a player you must also sign up via the roster link below.”

[Link for players to sign roster.](#)

Team passcode: \*\*\*\*\*

Players must be on your roster before they may play. Players will be able to sign the roster through the website at any time, up to the 3<sup>rd</sup> game of the season. After the 3<sup>rd</sup> game the website will not let you add any additional players. The great thing about this system is if you have a smartphone and reception at the field you can add players right before game time! They will need to follow the steps in this guide for creating an account and need the link and password to your team roster. We recommend you keep those handy.

When players sign the roster, the system will automatically check their address and charge the applicable fees for non-residents. This means managers do not need to collect these fees from players, because players can pay the fee using Visa or MasterCard when using the online system. The waiver forms are completed with digital signatures when using the online system to sign the roster. No more running around town to collect signatures!

Managers can either require the players to forward their receipt from signing up, or email the office for a list of players who have signed up. It is the **MANAGERS RESPONSIBILITY** to ensure their players are on the roster. If a player is found to be playing and not on the roster it is an automatic FORFEIT. If it is after the 3<sup>rd</sup> game of the season, they will not be able to add to the roster. Staff will continue to do random ID checks. It is highly recommended that the Manager keep a copy or photo of all players ID's with them at every game!

**Thank you for your participation! We wish you a successful registration experience!**