

## ONLINE PLAYER REGISTRATION INSTRUCTIONS

Once you've registered your team and created a password, you can provide the activity number, team name and team password to each player which will enable them to enroll in the activity (league) and add themselves to your roster. Players enrolled online do not need to complete the paper roster.

After online registration closes, players not enrolled online will need to complete the team roster or player addition form in order to be enrolled. These forms must be submitted to the Sports Management Office prior to the start of the season. Failure to do so will jeopardize your player's eligibility for your first game(s). Team Roster and Add/Release forms are available at [www.VBgov.com/Sports](http://www.VBgov.com/Sports).

The following instructions should help your players join your team.

### **Locating a Customer Account/Creating a New Customer Account in ActiveNet:**

Anyone who previously participated in any Parks & Recreation programs should already have an account created.

To determine if you have an existing account, go to Virginia Beach Parks & Recreation Department's website ([www.VBgov.com/Parks](http://www.VBgov.com/Parks)) and click the "Online Registration" option.

Click "**Sign In**" and enter your email address and password.

- If this information is valid, proceed to step #1 under [Adding a Player to a Team Roster](#) (below).
- If you receive a message that either your email address or password is invalid, select "**Forgot your password?**" and reenter your email address and click the "**Submit**" button. If you have an existing account, a confirmation screen appears that a temporary password has been e-mailed to the address you entered. Sign in using the new temporary account password e-mailed to you. The first time you sign in using this temporary account password, you will be prompted to immediately change the temporary password. Click "**Save**" to complete the process. Proceed to step #1 under [Adding a Player to a Team Roster](#) (below).
- If your email address is not found, click "**Cancel**", and from the main screen hit "**Create New Account**". Name and Address (all required fields), click "**Next**". Contact Information (primary phone number and email address are required fields), enter your cell phone number and opt to receive text messages (if desired), click "**Next**". Personal Information (gender, date of birth, and customer type are required fields), click "**Next**". Emergency Contact Information (optional), click "**Next**". Account information (create a password and password confirmation are required fields), click "**Create Account**" OR "**Create Account and Add Family Member**". DO NOT add your teammates here – ONLY add members of your actual family. Proceed to step #1 under [Adding a Player to a Team Roster](#) (below).

### **Adding a Player to a Team Roster**

*Please note: A player may only be on one (1) team's roster for the Virginia Beach Adult Coed Sand Football League.*

- 1) Under the "**Online Services**" heading, select "**Register for Activities**". In the search box, enter the activity number provided by your coach. You can click on the "**Activity Name**" to review activity details OR you can click "**Add to Cart**". Note: It shows that this activity has a cost associated; however, since you are joining a team, the fee has been prepaid by your coach and will not be reflected at checkout.
- 2) If you reviewed the "**Activity Name**", select this activity by clicking on "**Add to Cart**".
- 3) Select the person who will be the participant for the program you selected. All family members in your account should appear in the drop-down list. These people should only be your family members do not add anyone else to your account other than actual family members. Click "**Next**".
- 4) Using the drop down menu, select the team you will be joining. In the "**Team Registration Code**" field, enter your team password (provided by your coach). Click "**Next**". Fees page should now reflect a zero charge.
- 5) Click "**Proceed to Shopping Cart**". Verify information. Click "**Proceed to Checkout**". Review waivers. Provide your initials in the box under "**Agree to Waiver**" (click on hyperlink to review waiver if desired), click the check box to acknowledge the assumption of risk and release agreement. Click "**Next**".
- 6) Once your transaction is processed, you will be shown a "Thank You" screen, with the option to view or print your receipt. Your confirmation will be emailed. For future reference, your receipt will be saved in "My Account" (top right corner). Under the "**Account Activity**" heading, select "**List of Prior Transactions**" to access your receipt.