

## ONLINE REGISTRATION INSTRUCTIONS FOR PLAYERS

After your team has been registered, your coach can provide you the activity number, team name, and team password so you can enroll in the activity (league) and add yourself to your team's roster. Online individual player registration will begin Wednesday, March 9, 2022 and run until Wednesday, March 23, 2022.

After online individual player registration closes, you will need to sign a paper roster (or roster addition), which must be submitted to the Sports Management Office no later than 5:00 pm on Friday, March 25, 2022. Failure to do so will jeopardize eligibility for the 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 you join a 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 the Virginia Beach Parks & Recreation Department's website ([www.VBgov.com/Parks](http://www.VBgov.com/Parks)) and click the "Search/Register For Activities" option.

Click "**Sign In/Up**" and enter your email address and password. **This is a very important step to ensure that multiple accounts do not exist for the same person.**

- If this information is valid, select "**My Account**" on the Welcome screen, and 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 re-enter 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. Upon signing in using this new temporary password, you will be prompted to immediately change your 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**" and follow the on-screen instructions. Once complete, proceed to step #1 under Adding a Player to a Team Roster (below).

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

*Please note: Any player on a Recreational league roster is ineligible to be on a Competitive league roster. Any player on a Competitive league roster is ineligible to be on a Recreational league roster. Any player can play on multiple Competitive league teams or multiple Recreational league teams as long as the teams are not in leagues which play on the same night and the player has enrolled or signed each team's roster.*

- 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.
- 7) If you have any questions, please don't hesitate to contact the Sports Management Office at 757-385-0458 (Monday - Friday, 8am-5pm).