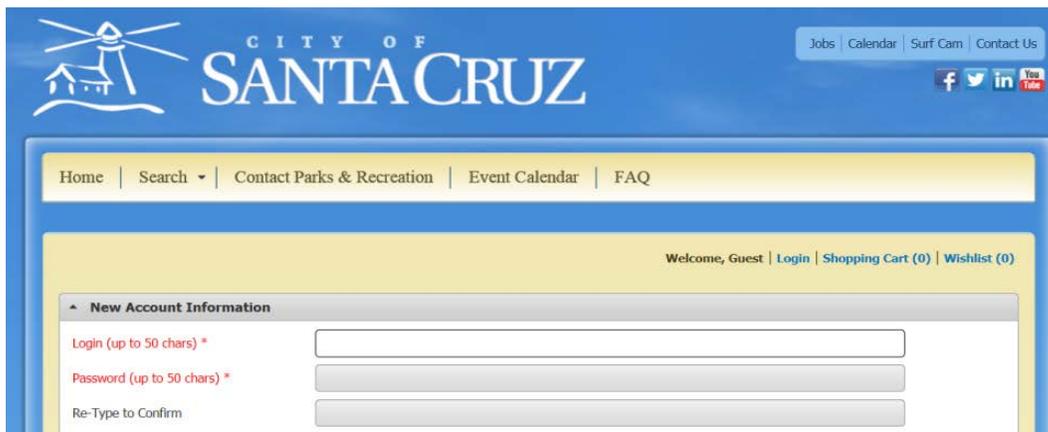## Guide to Online Sports Registration

Step A.) Create an account with the City of Santa Cruz, Parks and Recreation Department's WebTrac registration program. <u>All players and managers</u> 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**
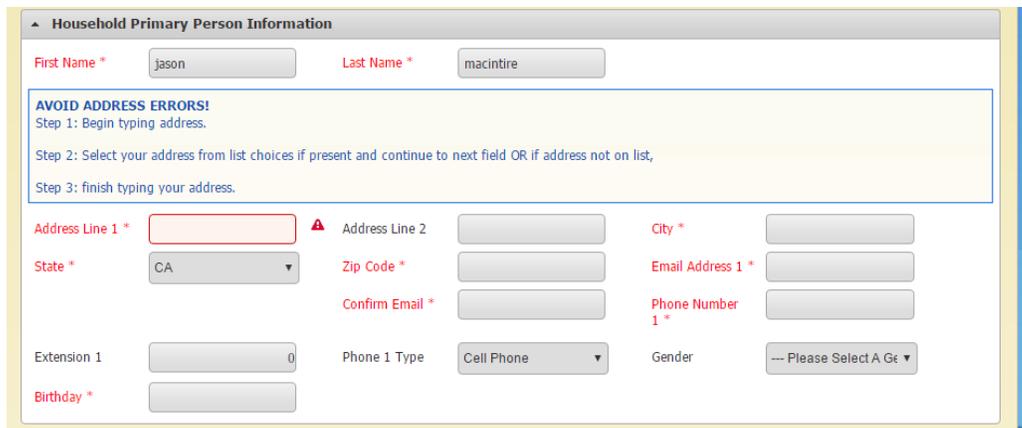
Follow the link below to create an account with the COSC Parks and Recreation Department.

Create an account

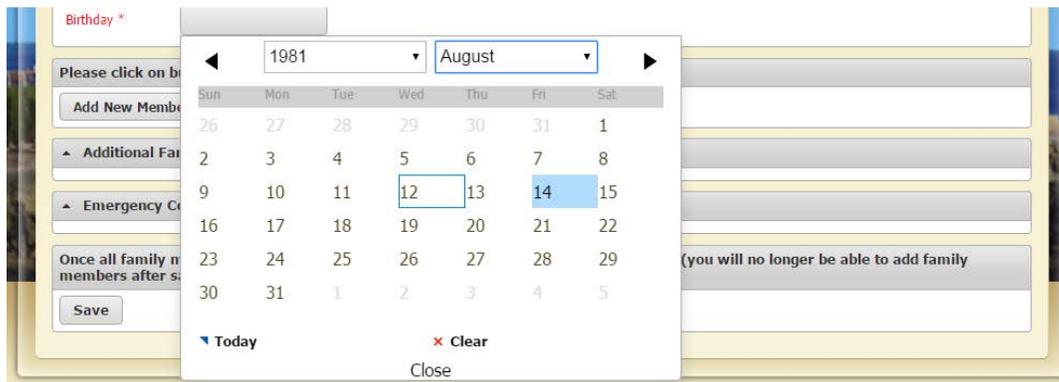1) Login: Enter your username/ login name
2) Password: Create a password

3) First/Last Name: Enter your first name and last name
4) Address Line 1: **The system will default your address to Non-Resident. Please come into the office at 323 Church St to show proof of residency or email proof to parksandrec@cityofsantacruz.com.**
5) Email address: Enter your email address, then enter again to confirm.

Address Line 1 *	323 Church St	Address Line 2	FRNT	City *	Santa Cruz
State *	CA ▼	Zip Code *	95060	Email Address 1 *	macjgreg@msn.com
		Confirm Email *		Phone Number 1 *	

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.

Duplicate Check ✖

Potential duplicate Household found based on phone number entered.

If you do not know your username or password please click here to go to the user recovery page.

Okay
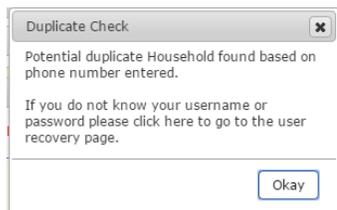
7) **Gender:** To ensure proper league registration you will be required to indicate your gender.
8) Filling in "extension" and "phone 1 type" is optional.
9) **Birthday:** this box must be filled out in the following order: First, select the appropriate year, then the month, then the day from the calendar. 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.

Birthday *

◀ | 1981 ▼ | August ▼ | ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

◥ Today   ✕ Clear

Close

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

[Add New Member] [Add Emergency Contact (REQUIRED)]

▲ Additional Family Member

▲ Emergency Contacts

First Name * [_____]   Last Name * [_____]   Address 1 [_____]

Address 2 [_____]   City [_____]   State [CA ▼]

Zip Code [_____]   Relation [_____]   Email Address [_____]

Phone Number * [_____]   Phone Extension [_____]   [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)

[Save]

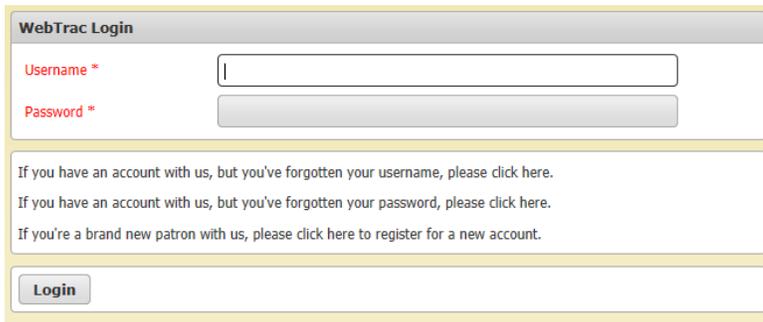11) Click "save". Next, you will then be taken you to this page.

You have successfully created an account!

STEP B) **This step is for the team MANAGER ONLY!!!**
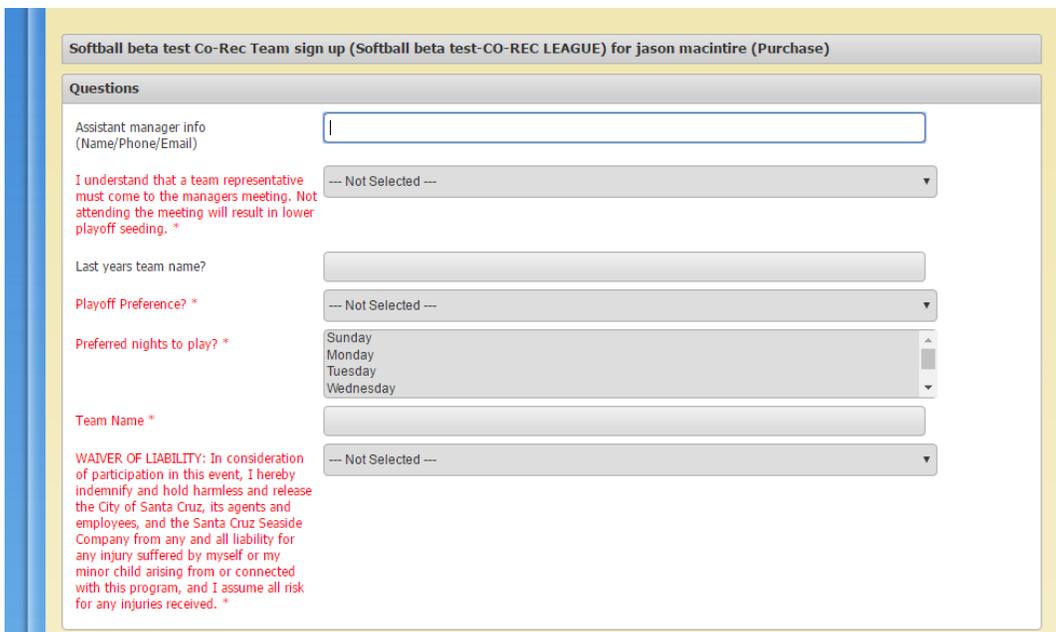
1) **Register your team for spring Bocce:**

2) The 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. Last year's team name
    c. This year's Team name
    d. Playoff preference, First or Second game.
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.

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 Bocce 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 3rd game of the season. After the 3rd 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 3rd 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!