

## How to Create and Join a Team on ActiveMONTGOMERY

This is for Team Captains.

Go to [activemontgomery.org](http://activemontgomery.org) and log in with your ActiveMontgomery account. If you do not have an account, please click **Create an Account** to set up an account with us.

The screenshot shows the homepage of the ActiveMONTGOMERY website. At the top left is the logo for ActiveMONTGOMERY. In the top right corner, there are links for "Sign In" and "Create an Account". Below the logo is a navigation menu with "Home", "Activities", "Reservations", and "Memberships". A "My Cart" button is located in the top right corner of the navigation bar. The main content area features a large banner for "Summer Registration opens May 16" with an image of a "GUIDE" booklet. To the right of the banner, a "Welcome to ActiveMONTGOMERY" message states: "We've combined the databases for Montgomery County Recreation, Montgomery Parks and Community Use of Public Facilities and created ActiveMONTGOMERY. Create your ActiveMONTGOMERY Account now!". A red box highlights a blue "Sign In" button and a link "Or Create an Account" below it. Below the banner is a search bar with a dropdown menu set to "Activities" and a green "Search" button. At the bottom, there are three featured sections: "Activities" with a photo of children at a pool, "Facilities" with a photo of a park shelter, and "Memberships" with a photo of a gym class.

Sign In | Create an Account

Home Activities Reservations Memberships My Cart

ActiveMONTGOMERY

# Summer Registration opens May 16

Welcome to ActiveMONTGOMERY

We've combined the databases for Montgomery County Recreation, Montgomery Parks and Community Use of Public Facilities and created ActiveMONTGOMERY. Create your ActiveMONTGOMERY Account now!

[Sign In](#)

[Or Create an Account](#)

Activities  Search

**Activities >**  
Browse and sign up for activities for the Summer 2016 Season! Search for activities using location

**Facilities >**  
Search for a facility for your next event. Login with your username and password to reserve the facility

**Memberships >**  
To purchase a membership, please click the Membership button and select the package you

Enter your activity number in the search field.

Active MONTGOMERY

Welcome, Mary | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart

# Summer Registration opens May 16

Welcome to ActiveMONTGOMERY

We've combined the databases for Montgomery County Recreation, Montgomery Parks and Community Use of Public Facilities and created ActiveMONTGOMERY. Create your ActiveMONTGOMERY Account now!

[My Account](#)

Activities: 25390 [Search](#)

**Activities >**  
Browse and sign up for activities for the Summer

**Facilities >**  
Search for a facility for your next event. Login with

**Memberships >**  
To purchase a membership, please click the

Your league will come up. Verify that it's the correct league, and click **Add to Cart**.

Active MONTGOMERY

Sign In | Create an Account

Home | **Activities** | Reservations | Memberships | My Cart

## Activity Search

> Home Page > Activity Search

**Tips for a successful search:**

- Enter the activity number, or part of the Activity title in the search field.
- Use the Map icon to display on a map, the facilities offering activities near you.
- Use the filters section (left side) to limit your search.
- To add yourself to the waitlist, click on activity name and then Add to Waitlist.
- To view activities that have already begun, change the 'future' filter to 'in progress/future'

25390 [Search](#) View As: [List](#) [Map](#) Sort By: [Activity Name](#)

Filter Search By: [Future](#) | Displaying: 1-1 of 1

Location:	Activity Name	Activity Number	First Meeting or Date Description	Location	Openings	Fee and Action
All	<b>Women's 24+ Soccer</b>	25390	From September 10, 2016 to November 19, 2016 Each Saturday from 9am to 3pm	n/a	208	\$375.00 <a href="#">Add to Cart</a>

24 and up [Quick View](#)

Page 1 of 1 < Prev 1 Next > 50 results per page

Depending on your browser, you may see one of two different screens.

Most of you will see this screen. Select Create and Join Team, and click Continue:

Women's 24+ Soccer - 25390

### Select Your Registration Type

Added to shopping cart. Choose your registration type to continue.

\* Registration Type

Create and Join Team - \$876.00

Join Team - No charge

Continue

Since you logged in under your own account, your information will be prefilled. If you would like to receive an email when your team members enroll, check the box labeled **Send email to Coach** when members enroll. Click **Next**.

Welcome, Customer | My Account | My Wish List | Sign Out

Active MONTGOMERY

Home | Activities | Reservations | Memberships | My Cart

## Enrollment: Women's 24+ Soccer

> Home Page > Enrollment: Women's 24+ Soccer

1 team coach | 2 create team | 3 invite members | 4 confirmation

### Team Coach Details

Customer One

Email: customerone@gmail.com

Address: 456 West Ave.  
Silver Spring, MD, 20902

Primary Phone: (222) 222-2222

Send email to Coach when members enroll

Create New Team Coach

Cancel & Return to Search | Next >

Fill out your Team Name. Do NOT change the maximum number of team members. It will not allow you to proceed forward. Create and enter a Team Password. This password is important because your team members will need to enter this password to be able to register for your team roster. This password can be something very simple – there are no password complexity requirements. Re-enter the password to confirm it, then click Next.

Active MONTGOMERY

Welcome, Customer My Account | My Wish List | Sign Out

Home Activities Reservations Memberships My Cart

## Enrollment: Women's 24+ Soccer

> Home Page > Enrollment: Women's 24+ Soccer

team coach create team invite members confirmation

### Team

**Team Details**

\* Team Name

\* Maximum # of Team Members

**Security**

You may also set a registration code for your members.  
Members will be required to enter this code to register.

Team Password

Re-enter Password

Some of you may see the following screen after you add the activity to your cart. If this screen pops up, select yourself as the person to enroll, and click Next.

Active MONTGOMERY

Welcome, Customer | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart

### Enrollment: Women's 24+ Soccer

> Home Page > Activity Search > Enrollment Process

1 select participant | 2 select team | 3 additional information | 4 fees

Select Participant

Don't see the person you want to add in this drop down? [Create a new Family Member](#)

\* Who will be participating in this Activity?  
Customer One

**Tips**  
If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

Cancel & Return to Search | **Next**

In this screen, click on **Create New Team**, then click **Next**. (As Captain, you will create the team. Your players will be clicking on **Select Your Team** when they register.)

Active MONTGOMERY

Welcome, Customer | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart (1)

### Enrollment: Women's 24+ Soccer

> Home Page > Activity Search > Enrollment Process

select participant | 2 select team | 3 additional information | 4 fees

Select Your Team

\* Select your Team  
Create a New Team

Back | Cancel & Return to Search | **Next**

The Create Your Team will open. Note the two tabs at the top – **Team Coach** and **Create Your Team**. The window opens on the **Team Coach** tab. Since you logged in under your own account, your information will be prefilled. If you would like to receive an email when your team members enroll, check the box labeled **Send email to Coach when members enroll**. Then click the **Create Your Team** tab at the top to begin creating your Team.

Create Your Team

Team Coach **Create Your Team**

Team Coach Details

Customer One  
Email: customerone@gmail.com  
Address: 456 West Ave.  
Silver Spring, MD, 20902  
Primary Phone: (222) 222-2222

Send email to Coach when members enroll

Create New Team Coach

Save and Close

Fill out your **Team Name**. Do NOT change the maximum number of team members. Create and enter a **Team Password**. This password is important because your team members will need to enter this password to be able to register for your team. This password can be something very simple – there are no password complexity requirements. Re-enter the password to confirm it, then click **Save and Close**.

Create Your Team

Team Coach Create Your Team

Team Details

\* Team Name  
The Runners

Maximum # of Team Members  
26

Security  
You may also set a registration code for your members.  
Members will be required to enter this code to register.

Team Password  
●●●●

Re-enter Password  
●●●●

Save and Close

Everyone will see the same screens from here on.

The next screen gives you a template you can copy and paste into an email to your team members. As you can see, the email gives them a link to ActiveMontgomery, and gives them the Team password. You also have the option to send emails from this account once you finalize your team registration. If you wish to use this option at this time, click **Copy Message** to paste it into your email to send to your team members. Click **Next** to continue with the registration process.

The screenshot shows the 'Enrollment: Women's 24+ Soccer' page. At the top right is the 'ACTIVE MONTGOMERY' logo. Below the title is a breadcrumb trail: '> Home Page > Activity Search > Enrollment Process'. A progress bar indicates four steps: 1. select participant (checked), 2. select team (active), 3. additional information, and 4. fees. Under 'Select Your Team', there is a dropdown menu with 'The Runners' selected and an 'Edit Team' link. Below that is the 'Invite Friends to Join Your Team' section, which contains a text box with instructions: 'Copy and paste the following link and registration code (if any) into your email program and send to friends you wish to invite to join.' Below this is a preview of a 'Team Signup Email' with the following content: 'To join "The Runners" follow the link below and sign up. Don't forget to use the Team Password when signing up.' followed by the URL 'https://montgomerycountytrainer.apm.activecommunities.com/Activity\_Search?activity\_id=20395' and 'Team Password: Soccer2016'. A blue 'Copy Message' button is highlighted with a red box, with '(not supported in all browsers)' to its right. At the bottom left are 'Back' and 'Cancel & Return to Search' buttons. At the bottom right is a green 'Next' button with a right arrow, also highlighted with a red box.

The next screen asks some questions. Please answer **Yes, I'm the captain of this team** to the first question. For the second question, please give us the name and contact number of an alternate contact for your team, and any special requests your team may have. The text box looks small, but you will have plenty of space to write what you need.

Welcome, Customer | My Account | My Wish List | Sign Out

Active MONTGOMERY

Home | Activities | Reservations | Memberships | My Cart (1)

### Enrollment: Women's 24+ Soccer

> Home Page > Activity Search > Enrollment Process

ACTIVE network

select participant | select team | **3 additional information** | 4 fees

#### Activity Questions: Women's 24+ Soccer

Activity Questions:

Answer some questions for this activity.

\* Are you the team captain?  
Yes, I'm the captain of this team

\* Please give us the name and phone of an alternate contact for your team, and list any special requests you may have.  
(Fill in the information below.)  
Mary Smith, 240-222-1x

Back | Cancel & Return to Search | **Next**

The Payment Plan screen pops up, explaining the terms of our Payment Plan. You will be automatically enrolled in the payment plan unless you opt to pay the full fee at this time. To enroll in the payment plan, click **Agree to Payment Plan**. If you wish to pay in full at this time, click the X to close the Payment Plan screen.

## Payment Plan

Soccer Payment Plan

50% of the fee is due upon initial registration. The remaining balance will be charged at the halfway point during the season.

Due Today (50.00 %)	\$438.00
Oct 1, 2016	\$438.00
Total: 876.00	

**Agree to Payment Plan**

You'll be dropped into the fee screen. If you agreed to the payment plan, you'll see that it has been applied to your fee, and only 50% of the fee is due today. Click **Proceed to Shopping Cart**.

Active MONTGOMERY

Welcome, Customer | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart (1)

### Enrollment: Women's 24+ Soccer

> Home Page > Activity Search > Enrollment Process

select participant | select team | additional information | **fees**

Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Unit Fee	Total Price
Rec Activity Fee	1	\$876.00	\$876.00

Pay in full  
 Use payment plan  
Soccer Payment Plan | Edit

Total: \$876.00  
Due Today: \$438.00

**Proceed to Shopping Cart**

Register Another Participant for this Activity  
Add to Cart & Continue Shopping

This screen is a review of your shopping cart, where you can review and edit your cart if needed. If everything is correct, click **Proceed to Checkout**.

Active MONTGOMERY

Welcome, Customer | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart (1)

### Shopping Cart

review items | review waivers | payment details | future charges

Participant: Customer One  
456 West Ave. Silver Spring, MD 20902  
(222) 222-2222 customerone@gmail.com

Description	Amount
Women's 24+ Soccer - 25390   Edit or Remove current participant   Add Another Participant	\$876.00

Subtotal for Customer One: \$876.00

Enter gift card number here | Apply

Payment Plan Deferred: (\$438.00)

Due Now: \$438.00

**Proceed to Checkout**

This is the waiver screen. The link under the Attachment is the Concussion Information Sheet. Put your initials in the “Agree to Waiver” field to acknowledge that you have read and understand the Concussion Information Sheet. You must also check that you’ve read and consent to the waiver. Once you’ve done that, click **Next**.

Welcome, Customer | My Account | My Wish List | Sign Out

Home | Activities | Reservations | Memberships | My Cart (1)

### Review Waivers

review items | **review waivers** | payment details | future charges

The following waivers must be reviewed and initialed before continuing to checkout.

Agree to Waiver	Required	Description	Attachment
Initials <input type="text" value="CO"/>	Yes	Res: Concussion Information Sheet (Activity Enrollment: Women's 24+ Soccer - 25390)	<a href="#">Concussion Information Sheet</a>

Waiver Text: **This waiver applies only to activity registrations and membership purchases.** The participant assumes all risks associated with participation in the program, neither the County nor Montgomery Parks/M-NCPPC assumes any liability for injury or damages arising from participation in the program. Due to the strenuous nature of some activities; each

I have knowledge that I have carefully reviewed and consent to the waiver set forth above.

Back | Next

Enter your payment information. Note the Tip – the card you enter will be used to charge the balance of the payment plan on the due date. You also have the option to save your credit card information for future transactions. When you have entered your payment info, click **Next**.

### Payment Information

review items | review waivers | **payment details** | future charges

**Billing Information**

Customer One  
456 West Ave.  
Silver Spring, MD, US, 20902  
Edit

**Secure Payment**

Select Card Type: Visa

Credit Card Number: 11111111111111111111 Expires: Sep 2018

Security Code CVC or CVV: 123

**Tip**  
This payment method will be used for the charges on the current receipt as well as the default payment method for scheduled payments.

Save this card for future transactions  
Saved card name: MySavedCard

Back | Next

This page reminds you of the date your card will be charged for the balance of the payment plan. Click Pay and Finish.

Home Activities Reservations Memberships My Cart (1)

## Future Charges

ACTIVE network

review items review waivers payment details **future charges**

Automatic Charge?	Description	Next Due	Last Due	
<input checked="" type="checkbox"/>	Payment Plan for Women's 24+ Soccer (Customer One)	Oct 1, 2016	Oct 1, 2016	<a href="#">Edit</a>

[Back](#) Pay and Finish

When you reach this screen, your transaction is complete. You can view the receipt at this time. A copy of the receipt will also be emailed to the email address on file on your account.

Active MONTGOMERY

Welcome, Customer My Account | My Wish List | Sign Out

Home Activities Reservations Memberships My Cart

## Thank you!

> Home Page > Thank you!

Your order is complete

View or Print Receipt

Facebook Twitter

Search Activities

Continue Shopping

- Add from Wish List
- Add Memberships