How to Create and Join a Team on ActiveMONTGOMERY

This is for Team Captains.

Go to 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.
Enter your activity number in the search field.

Your league will come up. Verify that it’s the correct league, and click Add to Cart.
Depending on your browser, you may see one of two different screens.

**Screen Option 1**: Most of you will see this screen. (If you see something different, skip down to the section in green print for Screen Option 2.) Select Create and Join Team, and click Continue:

Since you logged in under your own account, your information will be prefilled. Click Next. (Note: although there is a box labeled **Send email to Coach when members enroll**, that function is not available online at this time. If you would like to receive emails when team members enroll, please send an email with your name, your league, and your team name to Stephanie.eyler@montgomerycountymd.gov requesting to have that functionality enabled for your team).
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.
**Screen Option 2:** 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**.

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.)
The **Create Your Team** screen 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. Click the **Create Your Team** tab at the top to begin creating your Team. (Note: although there is a box labeled **Send email to Coach when members enroll**, that function is not available online at this time. If you would like to receive emails when team members enroll, please send an email with your name, your league, and your team name to Stephanie.eyler@montgomerycountymd.gov requesting to have that functionality enabled for your team).

[Image of the Create Your Team screen]

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**.

[Image of the Create Your Team screen with highlighted fields for Team Name and Team Password]
Everyone will see the same screens from this point 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 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.

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.
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**.

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**.
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.

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

![Future Charges](image1)

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.

![Thank you!](image2)