

How to Create and Join a Team on ActiveMONTGOMERY

This is for Team Captains / Managers.

NOTE: This tutorial is based on a sample league. Disregard league activity number, title, and price and use your appropriate league information.

1. Go to activemontgomery.org and sign in to 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 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 is a "Welcome to ActiveMONTGOMERY" message, followed by a "Sign In" button and a link for "Or Create an Account". Below the banner is a search bar with a dropdown menu set to "Activities" and a "Search" button. At the bottom, there are three featured sections: "Activities" with a photo of children, "Facilities" with a photo of a playground, 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

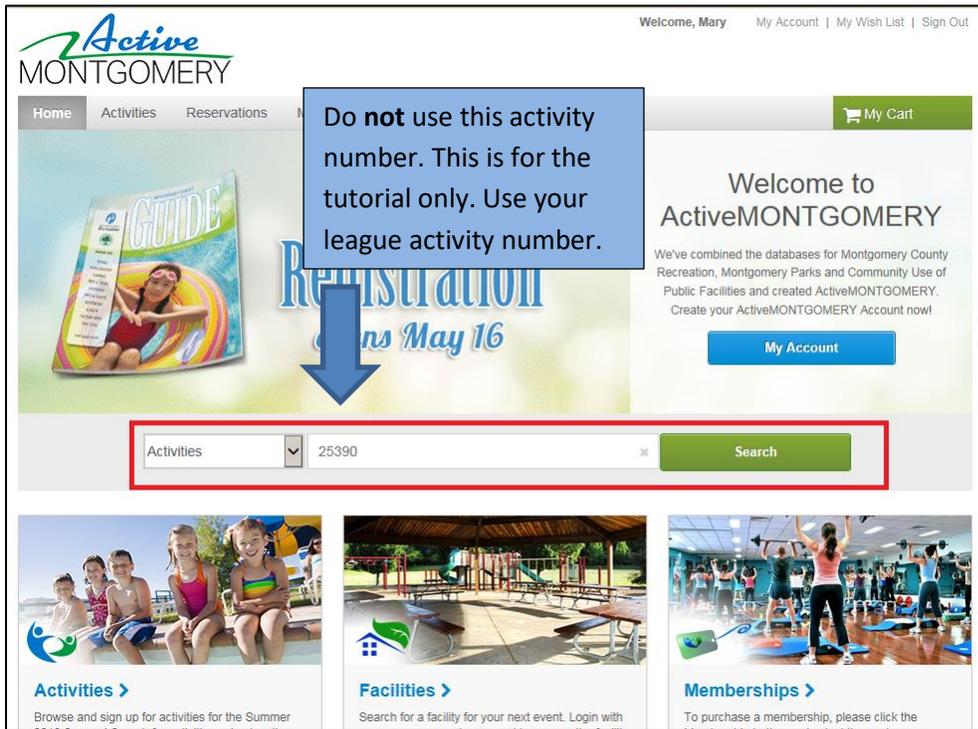
Facilities >

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

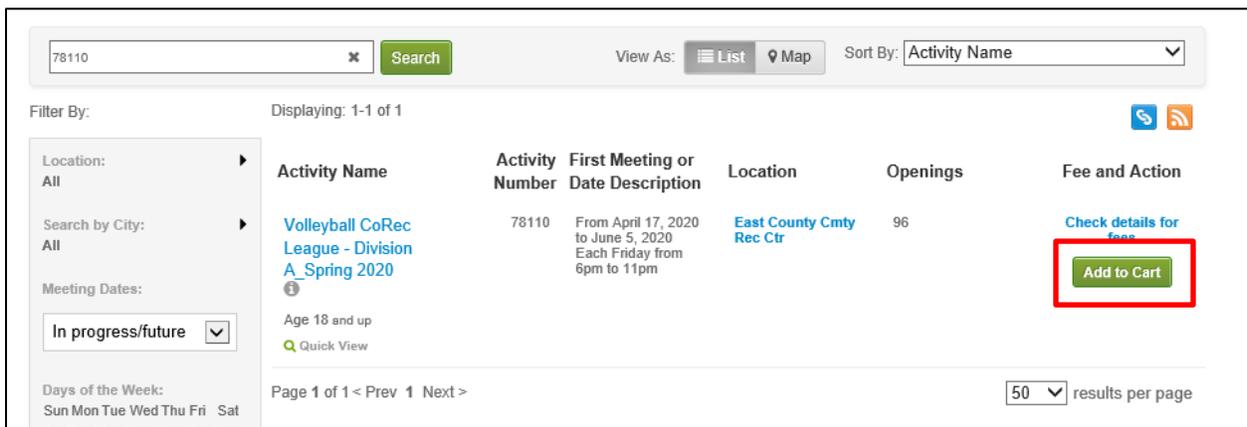
Memberships >

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

2. Enter your activity number in the search field.



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



4. Depending on your browser, you may see one of two different screens. Skip ahead to “Browser Option #2” if you do not see the screen listed in the Browser Option #1 section below.

Browser Option #1:

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

Volleyball CoRec League - Division A_Spring 2020 - 78110 x

Select Your Registration Type

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

***Registration Type (Required)**

Create and Join Team - \$380.00 to \$430.00

Join Team - No charge

[Continue](#)

Since you logged in under your own account, your information will be prefilled.
NOTE: You can check the "Send email to Coach when members enroll", but this feature does not work in Active so you will not receive email updates. Click **Next**.

Enrollment: Volleyball CoRec League - Division A_Spring 2020 ACTIVE network

> [Home Page](#) > Enrollment: Volleyball CoRec League - Division A_Spring 2020

1 team coach 2 create team 3 invite members 4 confirmation

Team Coach Details

Test Manager
Email: test@gmail.com
Address: 4010 Randolph RD
Silver Spring, MD, 20902
Primary Phone: (240) 777-4939
Primary Phone: (240) 777-4939

Send email to Coach when members enroll

[Create New Team Coach](#)

[Cancel & Return to Search](#) [Next ▶](#)

Input 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.

Enrollment: Volleyball CoRec League - Division A_Spring 2020

> [Home Page](#) > Enrollment: Volleyball CoRec League - Division A_Spring 2020

Team

Team Details

*Team Name (Required)

*Maximum # of Team Members (Required)

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

[◀ Back](#) [Cancel & Return to Search](#) [Next ▶](#)

Browser Option #2: (Skip ahead to Step 5 if you already completed Browser Option #1)

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.

Enrollment: Volleyball CoRec League - Division A_Spring 2020

> 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? (Required)

Test Manager

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 the captain/manager, you will create the team online. Your players will be selecting your team from the drop-down list once you have registered the team.)

Enrollment: Volleyball CoRec League - Division A_Spring 2020

> Home Page > Activity Search > Enrollment Process

select participant 2 select team 3 additional information 4 fees

Select Your Team

*Select your Team (Required)

Create a New Team

Back Cancel & Return to Search Next

The Create Your Team box will open. Note the two tabs at the top – **Team Coach** and **Create Your Team**. The window opens and defaults on the **Team Coach** tab.

Since you logged in under your own account, your information will be prefilled.

NOTE: The “Send email to Coach when members enroll” feature does not work in Active so you will not receive email updates even if you select it. 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

Test Manager

Email: test@gmail.com

Address: 4010 Randolph RD
Silver Spring, MD, 20902

Primary Phone: (240) 777-4939

Primary Phone: (240) 777-4939

Send email to Coach when members enroll

Create New Team Coach

Save and Close

Input 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**.

Edit Your Team

[Team Coach](#) [Create Your Team](#)

Team Details

*Team Name *(Required)*

*Maximum # of Team Members *(Required)*

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

Everyone will see the same screen moving forward.

5. The next screen gives you template text that 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. If you wish to use this option, click **Copy Message** to paste it into your email to send to your team members. Click **Next** to continue with the registration process.

Enrollment: Volleyball CoRec League - Division A_Spring 2020

> Home Page > Activity Search > Enrollment Process



Select Your Team

*Select your Team (Required)
Test Team

*Team Registration Code (Required)

Invite Friends to Join Your Team

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.

Team Signup Email

To join "Test Team" follow the link below and sign up. Don't forget to use the Team Password when signing up.

https://montgomerycountytrainer.apm.activecommunities.com/Activity_Search?activity_id=73123

Team Password: MCR

(Not supported in all browsers)

[Cancel & Return to Search](#)

- The next screen asks a series of questions. Please answer each of those. Below the questions will be some required waivers. Read by click on the description and/or attachment and initial each of the waivers. Click **Next**.

Enrollment: Volleyball CoRec League - Division A_Spring 2020



> Home Page > Activity Search > Enrollment Process



Activity Questions: Volleyball CoRec League - Division A_Spring 2020

Activity Questions:

Answer some questions for this activity.

*Please provide the best email address to contact you regarding program information. (free form) *(Required)*

*Are you the team captain? *(Required)*

Review Waivers:

Review and sign to continue.

Agree to Waiver	Required	Description	Attachment
Initials: <input style="width: 50px;" type="text"/> *	Yes	Rec Adult Volleyball League Rules	Rec Adult Volleyball League Rules
Initials: <input style="width: 50px;" type="text"/> *	Yes	Rec All Sports Conduct	Parent, Coach, Spectator Code of Conduct
Initials: <input style="width: 50px;" type="text"/> *	Yes	Rec Cancellation/Inclement Weather	-
Initials: <input style="width: 50px;" type="text"/> *	Yes	Rec Concussion Information Sheet	Rec.Concussion Fact Sheet for Athletes

◀ Back
[Cancel & Return to Search](#)

Next ▶

- The Payment Plan screen pops up, explaining the terms of our Payment Plan. To enroll in the payment plan, click **Agree to Payment Plan**. If you wish to pay in full, click the **X** to close the Payment Plan screen.

Payment Plan



2020 Spring Volleyball 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%)	\$190.00
May 8, 2020	\$190.00
Total: 380.00	

Agree to Payment Plan



If you agreed to the payment plan, you will see that it has been applied to your fee. Click **Proceed to Shopping Cart**.

Enrollment: Volleyball CoRec League - Division A_Spring 2020

> [Home Page](#) > [Activity Search](#) > Enrollment Process

Select Fees

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

Description	Quantity	Amount	Total Price
Rec Activity Fee	1	\$380.00	\$380.00

Pay in full
 Use payment plan
2020 Spring Volleyball Payment Plan [Edit](#)

Total: \$380.00
Due Today: \$190.00

Proceed to Shopping Cart

[Register Another Participant for this Activity](#)
[Add to Cart & Continue Shopping](#)

[Back](#) [Cancel & Return to Search](#)

8. This is the liability waiver screen. You must check that you have read and consent to the waiver. Once you've done that, click **Check Out**.

Shopping Cart

Test Manager **TM** 1 item, \$380.00 in total.

Volleyball CoRec League - Division A_Spring 2020 - 78110 \$380.00 ▼

ACTIVITY
Team: Test Team

PAYMENT PLAN

Order Summary

Subtotal	\$380.00
Deferred to Payment Plan	-\$190.00
Due Now	\$190.00

Check Out

Waiver

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

I have read and agree to [Waiver](#). (Required)

9. Enter your payment information. You also have the option to save your credit card information for future transactions. When you have entered your payment info, click **Pay**.

Check Out

Payment Information

Payment Method

ACT Active Montgomery or Active Network will show up on your credit card statement for this payment.*

We accept the following card types:



Name on card *

Card number *

Expiration date *

Month / Year

CW/CVC *

 ?

Store this card for future use

[Saving Credit Card Security Guarantee](#) ▾

Billing Address

▾

Mailing Name No mailing name

Address 4010 Randolph RD, Silver Spring, MD, US, 20902

[Edit](#)

[Use a new billing address](#) ▾

Future Charges

Payment Plan for Volleyball CoRec League - Division A_Spring 2020 (Test Manager)

Next Due May 8, 2020 Last Due May 8, 2020

Pre-authorize your selected credit card

Order Summary

Subtotal \$380.00

Deferred to Payment Plan -\$190.00

Due Now \$190.00

Gift Card

10. Registration is completed. You will receive an email confirmation from ActiveMontgomery to save for your records.

Confirmation

Your receipt #1395431.001 has been completed!

You will receive a confirmation email shortly. [View printable receipt](#)

Share to  

Receipt Summary



Test
Manager

Volleyball CoRec League - Division A_Spring 2020 - 78110

ACTIVITY

Team: Test Team

PAYMENT PLAN

\$380.00

Subtotal	\$380.00
Deferred to Payment Plan	-\$190.00

Total \$190.00