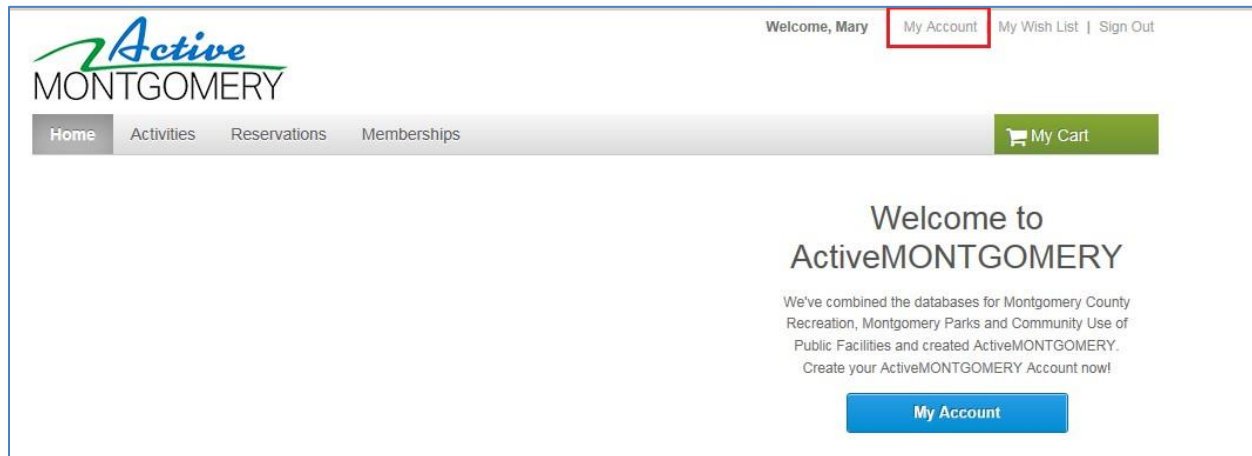


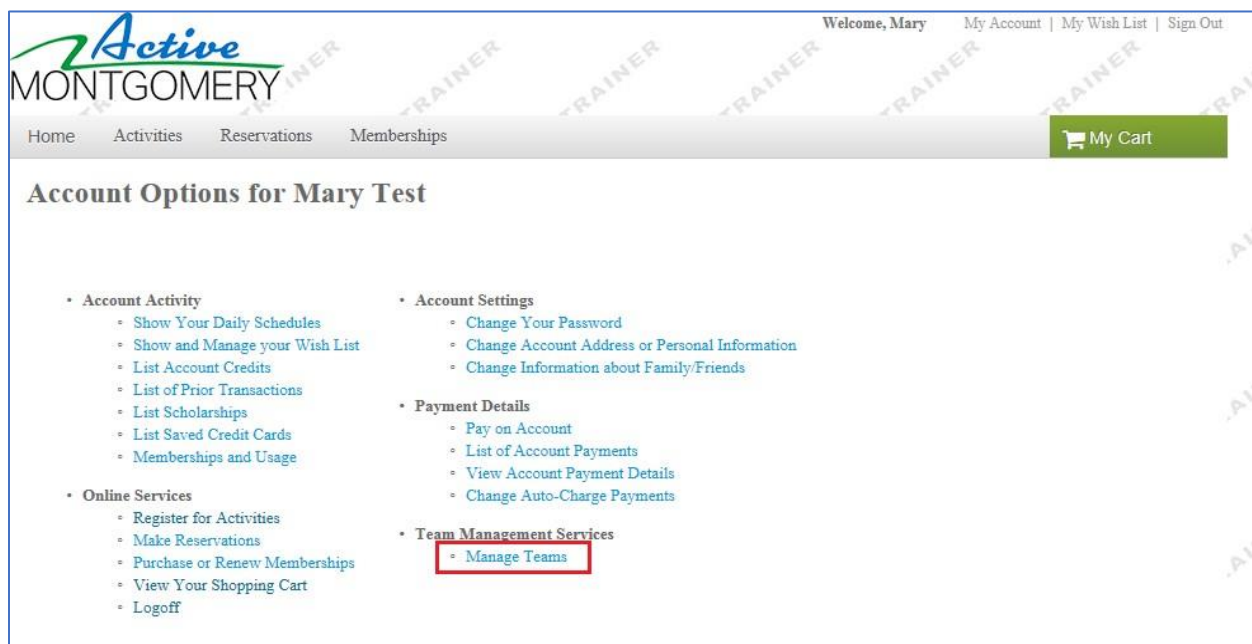
Managing Your Team Online in ActiveMontgomery

ActiveMontgomery has several team management functions available to team managers.

1. Log in to your ActiveMontgomery account. Select “My Account” in the upper right-hand corner.



2. Click “Manage Teams” under the Team Management Services header on the Account Options page.



3. To view your roster, click on “Members”

The screenshot shows the Active Montgomery website interface. At the top, there is a navigation bar with links for Home, Activities, Reservations, and Memberships. A green button labeled 'My Cart' is positioned on the right side of the navigation bar. Below the navigation bar, the page title 'Select Teams/Groups' is displayed. A table lists team information with columns: Team/Group, Activity, Description, # On Team/Group, # Paid For Held, and # Registered. The first row shows 'The Runners' for 'Women's 40+ Soccer --' with 26 on the team, 23 paid for, and 3 held. To the right of the table, there are two links: 'Edit' and 'Members'. The 'Members' link is highlighted with a red rectangular box. At the bottom left, there is a link 'Access My Account' and a blue button labeled 'My Account'.

Team/Group	Activity	Description	# On Team/Group	# Paid For Held	# Registered
The Runners	Women's 40+ Soccer --		26	23	3

4. If you want to edit your team information, go back to the page that lists your team. Click the “Edit” link.

This screenshot is identical to the one above, showing the same website interface. The 'Edit' link, located to the left of the 'Members' link in the table row, is now highlighted with a red rectangular box.

Team/Group	Activity	Description	# On Team/Group	# Paid For Held	# Registered
The Runners	Women's 40+ Soccer --		26	23	3

5. Change Team Detail is where you can change your team password.

Active MONTGOMERY

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

Home | Activities | Reservations | Memberships | My Cart

Change Team Detail

▼ Team Details

Team Name:

Team Code:

Description:

League/Tournament Seed:

▼ Online Settings

You can optionally set a Password that members must know in order to join this team or group.
Note: If provided, this value will be case-sensitive. Remember to give the Password you set to any members that you invite to join.

Password:

Re-enter Password:

[Save](#)

***INACTIVE FEATURE** - ActiveMontgomery has a “Send Email” feature, but it does not work. Please do not use this feature to communicate with your team.

Active MONTGOMERY

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

Home | Activities | Reservations | Memberships | My Cart

Member Roster for The Runners

[Send Email](#)

Name	Address	Phone	Email	
Test, Erin	1234 Test PKY Bethesda, MD 20853	P: (301) 301-3013 P: --	--	Withdraw
Test, Mary	1234 Test PKY Bethesda, MD 20853	P: (301) 301-3013 P: --	mieno@aol.com	Withdraw
Test, Molly	1234 Test PKY Bethesda, MD 20853	P: (301) 301-3013 P: --	molly@aol.com	Withdraw

[Done](#)

Access My Account [My Account](#)