Coaches,

We hope that you and your families had a fantastic time, and that the new school year is off to a great start. Here at Montgomery County Recreation, we’re preparing for the 2022-23 Winter Youth Basketball season, and registration is right around the corner.

As in years past, we will be utilizing an online form to build your teams so that players can register directly to your roster. Please complete the Coaches Inquiry, this inquiry will provide us with information about you and your team. This is also where you will identify 5-8 practice location options, using information in this document, as well as create your team passcode that you will pass along to your players to use to register to your team.

This year, we have a new registration system, the address is still http://www.activemontgomery.org Parents/Guardians of players on your roster will need to either create a new account or change the password from an account that was migrated over from our previous system. Once on our registration site, they will search the Activity Code (see below) for the league playing to start the registration process. (Please see attachments “How to Reset Online...” and “How to Create an Online...” as help guide to pass along to players on the process of registration.)

We are so excited to get the kids (and coaches) back on the court this season! Please feel free to reach out with any questions along the way, as we’re here to help in any way we can!

We look forward to another great season!

Montgomery County Recreation
Countywide Programs
2425 Reedie Drive, 10th Floor
Wheaton, MD 20902
<table>
<thead>
<tr>
<th>Practice Location</th>
<th>Region</th>
<th>Monday</th>
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Montgomery County Recreation

YOUTH BASKETBALL TIMELINE 2022-23

Monday, October 3, 2022  Registration begins for all
Friday, October 28, 2022  Practice Distribution begins
Thursday, November 10, 2022  Registration ends for 3rd-8th
Saturday, November 19, 2022  *Coaches Meeting (3rd-12)*
                           North Potomac Community Center
Tuesday, November 30, 2022  Registration ends for Instructional, High School & Rising
Monday, November 28, 2022  Practice Starts, 3rd through 12th grade including Rising Star
Saturday, December 10, 2022  *Coaches Training Instructional / Fingerprinting/Uniform Pickup–Incentives provided – Mid County CC*
Friday, December 16, 2022  Schedules posted
Saturday & Sunday, January 7-8, 2023  Games begins for 3rd – 12th grade Practices begins for Instructional
Saturday, February 4, 2023  Scrimmages begin Instructional
Below you will find very important league information:

1. Registration begins Monday, October 3, 2022

2. Registration deadline is:
   a. Thursday, November 10, 2022, for 3rd-8th grade
   b. Wednesday, November 30, 2022, for Instructional & High School

3. The fee to register individuals is:
   a. $40 per child K-2nd grade (team uniform and 4 practices provided; practices begin January 8, 2022.)
   b. $85 per child youth 3rd through 12th (team uniform and one practice per week provided)
   c. $1250 per team Rising Star (does not include practice, uniform or game ball) **must purchase practice separately for $165.

4. To find information regarding Montgomery County Recreation cancellation or refund policy, please visit https://www.montgomerycountymd.gov/rec/howto/withdraw.html

5. An individual without a team will be considered a “Free Agent” and will be assigned a team, as space is available. (10 Free Agents in one area could be grouped together to form own team).

6. A minimum of 8 players on a team must be registered in www.ActiveMontgomery.org to receive a practice time and location. Confirmation of practice will be given beginning Friday, October 28, 2022.

7. No team will receive practice location and time confirmations prior to Friday, October 28, 2022.

8. Team practices will begin for youth 3rd through 8th, high school and Rising Star on Monday, November 28, 2022.

9. Maximum roster size for grades K-12th is 12. (Rising Star Included)

10. Montgomery County Recreation reserves the right to add additional players to a team if the roster size is less than 10 for youth Instructional K-2nd, youth 3rd through 8th and high school leagues after registration has closed!!

11. No participation awards for grades 3rd-12th grade including Rising Star, divisions winners only.

12. All volunteer coaches must be fingerprinted prior to the start of practice.


15. Team uniform distribution dates will be confirmed by the recreation specialist of each division.
How to Register a Player for Youth Basketball

1. Visit www.ActiveMontgomery.org
2. Log in or create an account (see attachments for more information).
3. Click on ‘Search’ at the top, then ‘Activity Search’
4. On the left of the screen, type in league code (Ex: R05202)
5. Open the league, find the team you want to register for (Ex: Free Agent, Team Coach)
6. Add to cart
7. Insert Team Passcode
   a. You should receive this information from the coach before registering.
   b. If you’re signing up as a free agent, there is no passcode.
8. Continue to answer questions, sign waiver, and checkout.
How to Search and Register for an Activity

To search for an activity, membership, rental or facility reservation:

1. Select **SEARCH** or appropriate **picture box**.
   - The search button will take you to a drop-down search selection for the item you wish to explore.
   - Selecting the picture box will take you to a search area with filters which will assist in narrowing your search results.

2. Using **Keyword Search** input Activity name. Select **Search**.

3. The Activity Search results will appear.

4. To see all Activity dates, times and locations, select the "Sections" area.

5. Once the sections have been selected you will see if the Activity is available for registration.

6. To see more detailed information on the Activity, select the **Activity #** or **Description**.

7. To see more details regarding registering for this activity, select the three black dots on the right-hand side of availability.

8. Select **Add to Selection List** and **Add To Cart**.

9. Answer all questions.

10. Check mark the "I agree with the above waivers", Select **Continue**.

11. Select **Proceed To Checkout**

12. Select **Payment Method**. Input billing information, email address, and **Continue**.

---

How to Reset Your Password

START HERE


1. Select **SIGN IN/REGISTER**

2. Select **Forgot Password**

3. Input your email address

4. Check mark the "I'm not a robot" box.
   - ![I'm not a robot]

5. Select **Submit**.

6. You will receive an email with a link to reset your password.

5. Select **Click Here to Reset Password**.

4. Create **New Password**, then retype to confirm.

5. Select **Submit**.

Your password reset is successful.
How to Create an Online Customer Account

START HERE

Go to bit.ly/activemontgomery

1. Select SIGN IN / REGISTER

2. Select Don’t have an account? Sign Up Now

3. Input your email address as your Username. This will be your login.

4. Create Password, then retype to confirm.

5. Household Primary Person Information: Input your information in all the required red fields: Name, Address, City, State, Zip, Email address, and Birthdate.

6. Add any Additional Family Members and Emergency Contacts, then check mark the “I’m not a robot” box.

7. Select Save

Spring Registration begins February 14.
Summer Camp Registration begins February 22.
Ice/Tennis Program Registration begins February 23.

Questions? Email info@ActiveMONTGOMERY.org

Contact Information
Montgomery County Recreation: 240-777-6840
Montgomery Parks: 301-495-2580
CUPF: 240-777-2725

bit.ly/ActiveMontgomery