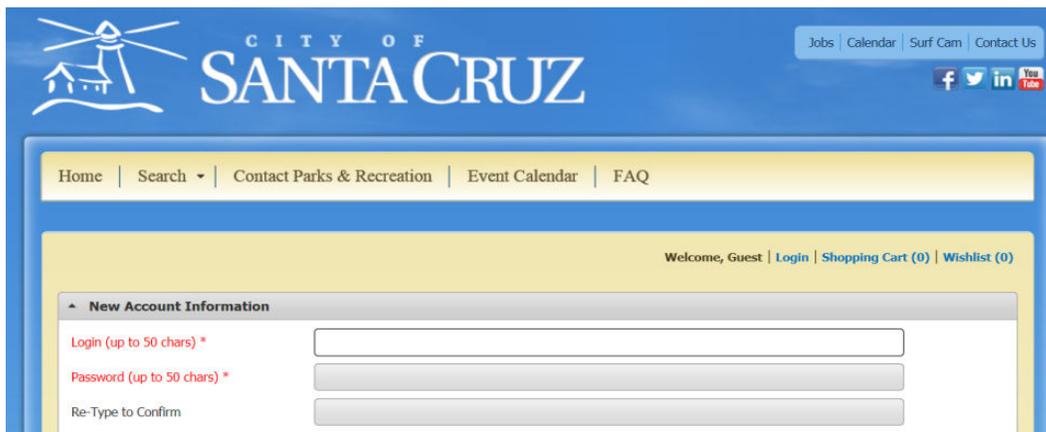


## Guide to Online Sports Registration

**Step A.) Create an account with the City of Santa Cruz, Parks and Recreation Department's WebTrac registration program.** All players and managers will need to create personal accounts to complete an online sports registration. **NOTE: IF you have already registered yourself or family member with the Parks and Recreation Department for other P&R programs within the last year (beginning Jan. 2016), you may skip Step A and proceed to Step B**

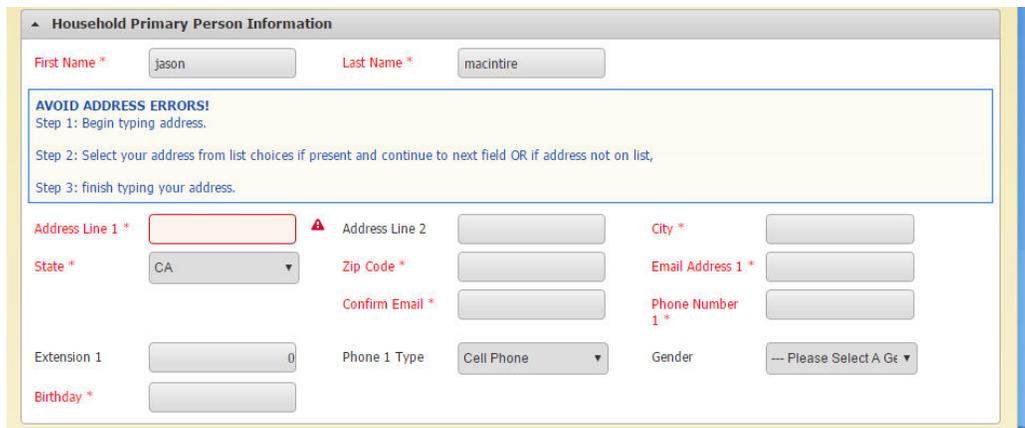
Follow the link below to create an account with the COSC Parks and Recreation Department.

[Create an account](#)



The screenshot shows the City of Santa Cruz website header with the logo and navigation links. Below the header is a navigation bar with links for Home, Search, Contact Parks & Recreation, Event Calendar, and FAQ. A user greeting bar says "Welcome, Guest | Login | Shopping Cart (0) | Wishlist (0)". The main content area features a "New Account Information" form with three input fields: "Login (up to 50 chars) \*", "Password (up to 50 chars) \*", and "Re-Type to Confirm".

- 1) **Login:** Enter your username/ login name
- 2) **Password:** Create a password



The screenshot shows the "Household Primary Person Information" form. It includes fields for "First Name \*" (filled with "jason") and "Last Name \*" (filled with "macintire"). Below these is a section titled "AVOID ADDRESS ERRORS!" with three steps: "Step 1: Begin typing address.", "Step 2: Select your address from list choices if present and continue to next field OR if address not on list,", and "Step 3: finish typing your address." The form contains several other fields: "Address Line 1 \*" (with a red border and warning icon), "Address Line 2", "City \*", "State \*" (dropdown menu with "CA" selected), "Zip Code \*", "Email Address 1 \*", "Confirm Email \*", "Phone Number 1 \*", "Extension 1" (filled with "0"), "Phone 1 Type" (dropdown menu with "Cell Phone" selected), "Gender" (dropdown menu with "--- Please Select A Ge" selected), and "Birthday \*".

- 3) **First/Last Name:** Enter your first name and last name
- 4) **Address Line 1:** **Please follow these instructions for selecting your address:** Begin by typing your street number and the first two to three letters of your street name, then pause a moment to allow the drop down list to appear. If your address is within City limits, the system will provide a list of possible matches. Select your address from the list in the drop down menu, by

clicking on it. The system may have errors if you don't click the address in the drop down menu. If the system does not show your street address in the drop down menu, it is most likely\* because you live outside the city limits. If you live outside the city limits you will be required to type out the remainder of your address.

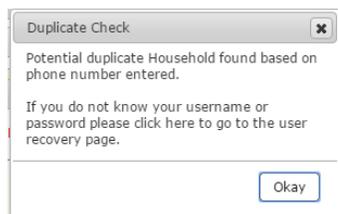
\*some recently created streets within the City Limits may not have been updated in the system. If you believe this to be the case with your address, please contact the Admin office at (831)420-5270.

- 5) **Email address:** Enter your email address, then enter again to confirm.

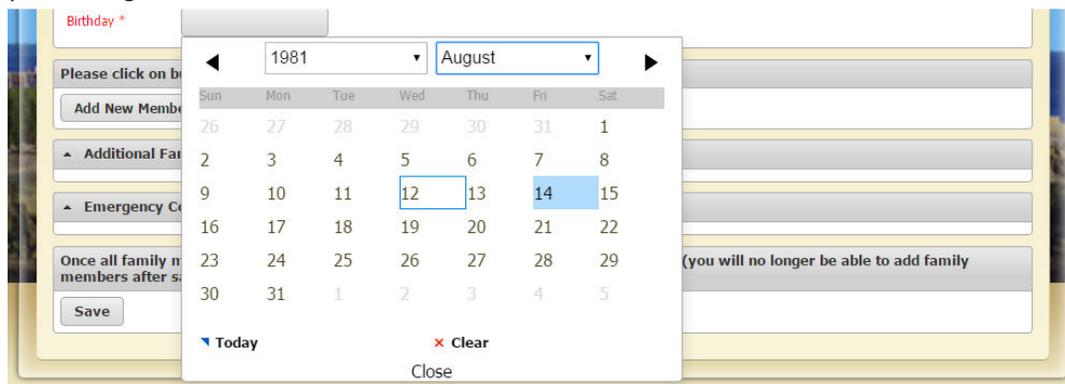


The screenshot shows a registration form with the following fields: Address Line 1 \* (323 Church St), Address Line 2 (FRNT), City \* (Santa Cruz), State \* (CA), Zip Code \* (95060), Email Address 1 \* (maciareo@msn.com), Confirm Email \* (empty), and Phone Number 1 \* (empty).

- 6) **Phone Number:** Enter your primary phone number. The system will check your email and phone number against its existing records. If you get an error box like the one below, it is because the system thinks you already have an account. You can follow the link to recover your password, or you can use a different email or phone number to continue on.



- 7) **Gender:** To ensure proper league registration you will be required to indicate your gender.  
8) Filling in "extension" and "phone 1 type" is optional.  
9) **Birthdate:** this box must be filled out in the following order: First, select the appropriate year, then the month, then the day from the calendar. If you do not make the DOB selections in this order, the system will default to 2017. It is important to note you must enter your actual date of birth. You will not be allowed to sign up for an ADULT sports league if you are not at least 18 years of age.



The screenshot shows a registration form with a "Birthday \*" field. A date picker is open, showing the year 1981, the month August, and a calendar grid. The date 12/14 is selected. The form also includes fields for "Additional Family", "Emergency Contact", and a "Save" button. A message at the bottom says "(you will no longer be able to add family)".

10) **Adding an Emergency Contact:** the system will require you to provide the name and phone number of an emergency contact.

Please click on buttons below to add new contacts

▲ Additional Family Member

▲ Emergency Contacts

|                |                      |                 |                      |   |                      |
|----------------|----------------------|-----------------|----------------------|---|----------------------|
| First Name *   | <input type="text"/> | Last Name *     | <input type="text"/> | Address 1   | <input type="text"/> |
| Address 2      | <input type="text"/> | City            | <input type="text"/> | State   | CA ▼                 |
| Zip Code       | <input type="text"/> | Relation        | <input type="text"/> | Email Address                                     | <input type="text"/> |
| Phone Number * | <input type="text"/> | Phone Extension | <input type="text"/> | <input type="button" value="Remove New Contact"/> |                      |

Once all family members and emergency contacts are entered please click Save below (you will no longer be able to add family members after saving without contacting the Parks & Recreation office)

11) Click “save”. Next, you will then be taken you to this page.



**You have successfully created an account!**