

How to Register Your Team Online

1. Go to www.clintonparksandrec.com, click on “Team Online Registration” on left side of page.
2. Click “Login/Register.”
3. Click “Create an Account.” You will then be asked to give an account email address. A password will be generated and emailed to you. Fill out name, address, and other required account information and click “Create Account.”
4. Click “Register” on the right side of the page.
5. Click “New Team” on the right side of the page. Fill in your team name and click “Save.”
6. You will now be at the “Choose Registrant” page. Select the box beside your team and click “Register Now.”
7. You will now be asked to select your team’s division. Please click the appropriate division for your team and click “Register Now.”
8. The next screen is the Emergency Contact page. Fill in the necessary information and click “Save.”
9. The next screen is the Consent/Liability agreement page. Please read the agreement and select “Continue,” if you agree to the terms of the agreement. If not, please exit the screen and the registration website.
10. The next step is creating your roster. You will need the name and date of birth for all players. You will have to add at least nine players (the minimum number to play) in order to complete this step. This will take a few minutes. To add a player, click “New Player,” enter their information, and click “Save.” Once you have added nine players, click “Continue” at the bottom of the page.**
11. Now it is time to PAY. Click “Check Out,” and then select your method of payment and click “Continue.”
12. If you are satisfied with the order, click “Place Order.” You will now see the confirmation page. Pay attention to the additional information listed on the confirmation page. Print the page if necessary. Click “Done” and you are finished.