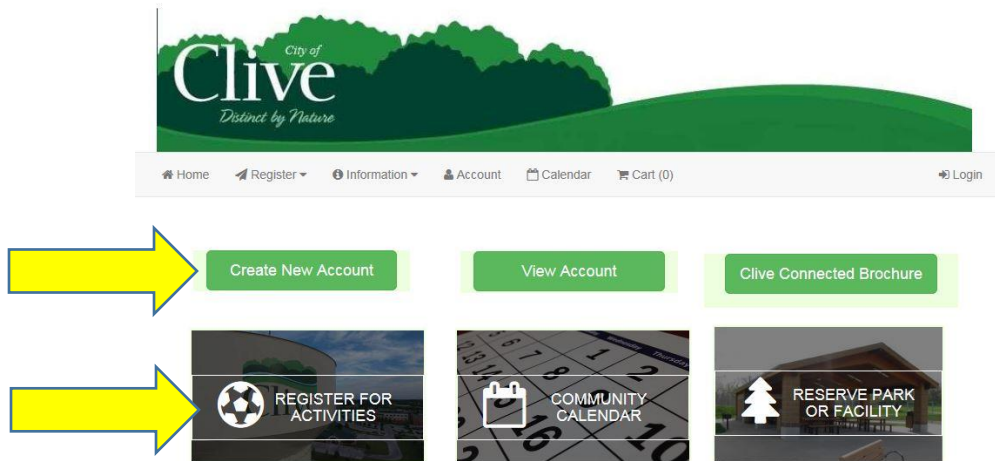




HOW TO REGISTER YOUR TEAM

1. Navigate to cityofclive.activityreg.com

2. Login or Create New Account, Click "Register for Activities"



3. Click the (+) to expand the Recreation League offerings, Click Appropriate Sport/Season



4. Find Correct League/Night of Play, Click “Sign Up”

The screenshot shows the City of Clive website interface. At the top is the logo with the text "City of Clive Distinct by Nature". Below the logo is a navigation bar with links for Home, Register, Information, Account, Calendar, Cart (0), and Logout. The main content area is titled "Select Activity" and features a search bar and a list of activity categories: Library, Recreation, Recreation Aquatics, and Recreation Leagues. Under "Recreation Leagues", several options are listed, with "Adult Softball - 1st Season - Spring" highlighted. To the right, a detailed view for this league is shown, including a description, a table of class options, and a "Sign Up" button. A yellow arrow points to the "Sign Up" button in the table.

Class Name	Date/Time	Capacity	Availability	Fee	Sign Up
Monday - Church	04/08/2019 to 05/27/2019 Mon 6:15pm-10:15pm	12	10	\$455.00	
14 regular season game guarantee: Extra season ending tournament fees apply. Tentative start date: Monday, April 8					
Sunday - Coed	04/07/2019 to 05/26/2019 Sun 5:15pm-9:15pm	15	14	\$425.00	
12 game guarantee (10 regular season + 2 tournament) Tentative start date: Sunday, April 7					
Thursday - Men's	04/11/2019 to 05/30/2019 Thu 6:15pm-10:15pm	14	4	\$455.00	

5. Select Member, or Complete your information

The screenshot shows the "Personal Information" form. At the top, it says "Select Member" with a dropdown menu currently set to "New Family Member". Below this are several input fields: "First name:" with a text box containing "First Name", "Middle Initial:" with an empty text box, "Last name:" with a text box containing "Last Name", "Birth Date:" with an empty text box, and "Address:" with an empty text box. There are also asterisks next to the "First name:", "Last name:", "Birth Date:", and "Address:" labels.

6. Answer league specific questions, Agree to Waiver, Click Add to Cart

The screenshot shows a scrollable text area containing the "IMPORTANT - LIABILITY WAIVER AGREEMENT". The text describes the risks of participation and the City's policy on insurance and photography. At the bottom of the scrollable area, there is a line of text: "I have READ and AGREE to the above Terms & Conditions:" followed by radio buttons for "YES" (which is selected) and "NO". To the right of this line, it says "Accepted Waiver:


Be sure to click [Add to Cart](#) ONCE when finished.


NOTE: Due to possible high internet traffic, please give this process time to complete. If your browser times out and you are forced to re-click on submit and you get a Participant Already Registered message, you are registered.



7. Click Check Out


Note: If registering for multiple leagues at one time, click Register for Activities

 **Cart (2)**

Items / Details	Quantity	Price	Cart Expires In: 14:39
Adult Softball - 1st Season - Spring - Thursday - Men's Thu 6:15pm-10:15pm Jeff Lucas	1	\$455.00	 Remove
Softball - Non-residents	1	\$10.00	

[Register for Activities](#) [Reserve a Facility](#)

Subtotal	\$465.00
Tax	\$27.90
Total	\$492.90

 [Check Out ▶](#)

8. Complete Payment Information

Note: cannot pay by check online

QUESTIONS?

Contact: Jeff Lucas

Recreation Coordinator

(515) 867-5127

jlucas@cityofclive.com