1. Go to: http://activenet.active.com/Eauclaire/
2. Create an account by clicking on "Create an Account". Go to your email and confirm your account with the email link.
3. Go back to the ActiveNet Home Page, hover over "Activities" and click on "See All Categories". Under Age Categories, click on "Adult Athletic Leagues".
4. Click on the appropriate Adult League that your team would like to sign up for.
5. **Team Registration** (this is for the manager to sign up a team)
6. **Join a Team** (This option will show up after you've clicked on "Team Registration". This is for people that are going to play on a team and need to be placed on the official roster)
   If team managers have not created any teams, there will be NO TEAMS to JOIN when you click on "Team Registration".
7. **Individual Registration (Players wanting to play but no team to join)**

CREATING A TEAM   *(for managers registering a team)*
1. After choosing "Team Registration", the next screen will appear.
2. Under, "Team Options", click the drop-down arrow and select yourself. If you would like to receive a notification when team members join, check the box
3. Under the "Team Name", enter the team name of your choice
4. *Enter Maximum Number of Team Members as 20*
5. Next you **MUST** create your team password. This will be the password other team members will use to register for the team. After, click on "Prepay Now"
6. Under, "Team Contact", select your name again and the "How many team members are you paying for" will auto default to 20. After, click on "Add to Cart"
7. Read through the waiver and click on the checkbox. After, click on "Check out"
8. Pay the balance due. You will need to go back in and yourself to the roster. Please remind players to join as well!

TEAM MANAGER VIEWING OF REGISTERED PLAYERS
1. Login to your ActiveNet Account and click on "My Account" in the top right-hand corner
2. Scroll down to "Team Management Services" and click the drop-down arrow
3. Click on "Manage Teams"
4. Under your Team/Group menu bars, click under view on "Manage Members"
5. It will display your team members and offer an option to "Invite New Members". Click on the drop-down and click on "Invite by Email". It will automatically draft a new email and you will just need to enter the email addresses and send!
6. If you need to remind or send players a message, click on "Send Message" and check the team members to send to.

JOINING YOUR TEAM   *(for players who have a team and need to get placed on roster)*
1. Joining a Team – click on "Team Registration" and in the next window click on "Join an existing team"
2. Under "Who are you enrolling?", click on the drop-down and select yourself
3. Under "Team options", click on the drop-down and select the team you're joining. Once the team is selected, enter the team passcode and click the green continue button
4. Click on "Add to cart", read through the waiver and click on the checkbox. After, click on "Finish". You're now on your team!

INDIVIDUAL REGISTRATION *(for players wanting to play but no team to join yet)*
1. Click on "Individual Registration" or click "Enroll Now"(Adult Ultimate Frisbee)
2. Under "Who are you enrolling?", click on the drop-down and select yourself.
3. Click on "Add to Cart".
4. Read through the waiver and click on the checkbox. After, click on "Finish". If you're registering for Ultimate Frisbee, it will ask you to "Checkout". After, pay the balance due.
5. Program Supervisor will be able to see your name on the free agent list and will be able to assign you to any open teams.