# New Bremen Summer Recreation Baseball and Softball

Player Sign-up and Family Account Information

All parents wishing to sign their child/children up for Spring/Summer Baseball and Softball leagues please visit the New Bremen Village Website **http://www.newbremen.com.** Please use the following steps to assist you in setting up your family's account and registering your child for the correct Program.

1) Click on the Park Scheduler Tab
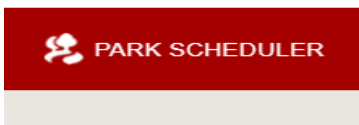
2) Then click Log In tab (top right corner)


3) Then click Create An Account tab.

4) Fill out Profile/General Information/Address/Email Address/Phone Numbers/Emergency Contact.

5) In the account set-up, parents need to make sure they click on the **ADD Household Members Link.** This is where you will add your child/children's name(s) and this allows you to choose their name in the <u>Member Drop Box</u> when registering for a Program.

6) After adding child/children's name go to Programs tab (Top Left)
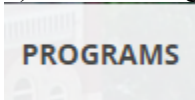
7) Then select Youth

8) Select your child's Program (You can only register for ONE child at a time)
Select Register (Right hand side)

Programs

Category: Baseball

00- Recreational Program Boys and Girls Kindergart   Youth

Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	
12/4/2018	Tue	-	-	n/a	n/a	Register

01 First - Second Grade (Lob Ball) Boys   Youth

Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	
12/3/2018	Mon	-	-	n/a	n/a	Register

9) Verify Program and select Child's Name under Member Drop Box

Program Registration

Program *	03 Third - Fourth Grade Girls - (Start Date: 12/5/2018) ▾
Member *	- Select Member - ▾

10) Fill out Form and select Save.

11) This brings you to Shopping Cart. **(you have two choices on this step)**

  A) Select Go To Checkout (If ready select Go To Checkout and go to step 15)

  B) Register another HOUSEHOLD MEMBER for this program to register another Child.
     (Refer Back to step 12)

Register another HOUSEHOLD MEMBER for this program ❯

12) Select Program and Child's Name under Member Drop Box

Program Registration

Program *   07 Seventh Grade Girls - (Start Date: 12/7/2018)   ▾

Member *   - Select Member -   ▾

13) Fill out Form and select Save.

14) This brings you to Shopping Cart. **(you have two choices on this step)**

A) Select Go To Checkout (If ready select Go To Checkout and go to step 15)

B) Register another HOUSEHOLD MEMBER for this program to register another Child. (Refer Back to step 12)

Go To Checkout

15) Read General Waiver of Participation
Select

I Accept Waiver   I Decline Waiver

16) Fill out Required Forms for each Program

✎ Complete Form

17) Then Select Submit Form once all Forms are completed select I Have Completed All Forms

I Have Completed All Forms »

18) Fill out Payment Information and select Submit

Submit

19) You will receive a verification email once complete.