

Please visit [www.waterloo.ca/activewaterloo](http://www.waterloo.ca/activewaterloo) and either click “Sign in” or “Create an Account”

\*Please note if you are creating an account, if you receive an error message stating your email address is already in use – please go back to the sign in page and click on sign in, enter your email address and click on forgot your password

Signing In – already has an account  
Email address is your login  
Can click on “forgot your password” to have a temp one emailed

Creating an account, please enter all the fields  
You will receive an email once your account is approved.  
Accounts are approved Monday to Friday during business hours

The screenshot shows the login page of the #Active Waterloo website. At the top right, there are links for "Sign In" and "Create an Account". The navigation bar includes "Home", "Activities", "Memberships", and "My Cart". The main heading is "Login", with a breadcrumb trail "> Home Page > Login". Below the heading, there is a note: "To access the features of this site, you must have a password-protected customer account. If you have an account and haven't logged in yet, please login now. If you do not have an account, please create a new account." The login form is titled "Already have an account?" and includes fields for "Email" and "Password", a "Remember me on this computer?" checkbox, and links for "Forgot your login name?" and "Forgot your password?". A yellow "Login" button is at the bottom of the form. Below the form, there is a section titled "Don't have an Account?" with a blue "Create New Account" button.

The screenshot shows the "Create Account" page of the #Active Waterloo website. At the top right, there are links for "Sign In" and "Create an Account". The navigation bar includes "Home", "Activities", "Memberships", and "My Cart". The main heading is "Create Account", with a breadcrumb trail "> Home Page > Create Account". Below the heading, there is a progress indicator with four steps: 1. name & address, 2. contact information, 3. personal information, and 4. account information. The current step is "Name & Address". A note states: "Please note that in order to create an account for a child you must create an account for an adult first. Additional family members can be added to your account during registration. \* Denotes a required field." The form includes fields for "First Name", "Last Name", "Street Address", and "City, Province, Postal Code" (with a dropdown menu for "ON" and a postal code field). A blue link "Add Mailing Address(f different from above)" is below the form. At the bottom left, there is a link "Cancel & Return Home", and at the bottom right, there is a yellow "Next" button.

Once you are in, please click on Activities at the top, then in the search field – type in CARL, League or Leagues – or your sport and select search



## Activity Search

> [Home Page](#) > Activity Search

Course full? Be sure to choose the Waitlist option - we will add classes when possible.

Search by keyword OR number   View As:   Sort By:

Find your league and click “add to cart”

## Activity Search

> [Home Page](#) > Activity Search

Course full? Be sure to choose the Waitlist option - we will add classes when possible.

View As:   Sort By:

Filter Search By:

Displaying: 1-2 of 2

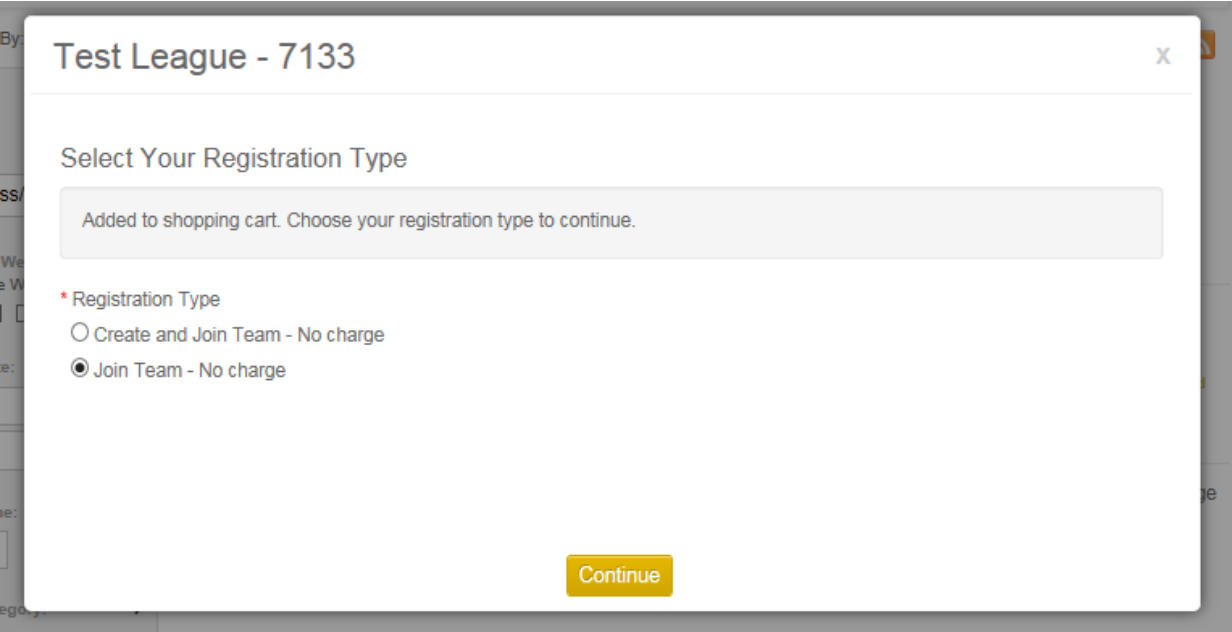


Location:	Name	Activity Number	Day(s)	Time	Dates	Openings	Location	Fee and Action
All	<a href="#">Test League</a>	7133	Mon	9pm - 11pm	January 29, 2018 to February 12, 2018	Unlimited	RIM Park	Free <input type="button" value="Add to Cart"/>
<input type="text" value="In progress/future"/>	<a href="#">Test League - Free Agent</a>	7176	Mon	9pm - 11pm	January 29, 2018 to February 12, 2018	40	RIM Park	Free <input type="button" value="Add to Cart"/> <small>In progress. Get involved now!</small>

Page 1 of 1 < Prev 1 Next >

results per page

Follow along on the screens as it prompts you for information – you now select JOIN a TEAM – No Charge and Continue



The image shows a modal window titled "Test League - 7133" with a close button (X) in the top right corner. The main heading is "Select Your Registration Type". Below this is a grey message box that says "Added to shopping cart. Choose your registration type to continue." Underneath, there is a section labeled "\* Registration Type" with two radio button options: "Create and Join Team - No charge" and "Join Team - No charge". The "Join Team - No charge" option is selected. At the bottom center of the modal is a yellow "Continue" button.

By: Test League - 7133

Select Your Registration Type

Added to shopping cart. Choose your registration type to continue.

\* Registration Type

Create and Join Team - No charge

Join Team - No charge

Continue

Select the participant who is joining the team

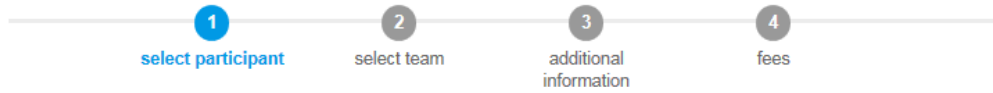


Welcome, Jim | [My Account](#) | [My Wish List](#) | [Sign Out](#)

## Enrollment: Test League



> [Home Page](#) > [Activity Search](#) > [Enrollment Process](#)



### Select Participant

\* Who will be participating in this Activity?

#### Tips

If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

[Cancel & Return to Search](#)

[Next](#) ▶

Select your team from the drop down and enter the password you were provided by your captain (via email) and enter it in the “team registration code” field, click next

The screenshot shows the 'Enrollment: Test League' page. At the top right, there is a navigation bar with 'Welcome, Jim', 'My Account', 'My Wish List', and 'Sign Out'. Below this is a dark navigation bar with 'Home', 'Activities', 'Memberships', and a yellow 'My Cart (1)' button. The main heading is 'Enrollment: Test League' with the 'ACTIVE NETWORK' logo. A breadcrumb trail reads '> Home Page > Activity Search > Enrollment Process'. A progress bar shows four steps: 'select participant' (checked), 'select team' (active), 'additional information', and 'fees'. The 'Select Your Team' section contains a dropdown menu with 'Kendra's Test Team' selected, a 'Team Registration Code' field with masked characters, and a yellow callout box that says 'Contact your team coach for registration code.'. At the bottom, there are 'Back', 'Cancel & Return to Search', and 'Next' buttons.

Enter the skill level of play for your team and click NEXT

The screenshot shows the 'Enrollment: Test League' page at the 'additional information' step. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The progress bar now highlights 'additional information' as the active step. The 'Activity Questions: Test League' section contains a text area with the placeholder 'Answer some questions for this activity.' and a dropdown menu for 'What is your skill level?' with 'A' selected. At the bottom, there are 'Back', 'Cancel & Return to Search', and 'Next' buttons.

You will then see the team registration fee for the league, click on proceed to shopping cart

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Welcome, Jim | My Account | My Wish List | Sign Out

Home Activities Memberships **My Cart (1)**

### Enrollment: Test League

> Home Page > Activity Search > Enrollment Process

select participant select team additional information **4 fees**

Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Unit Fee	Total Price
			Total: \$0.00

**Proceed to Shopping Cart**

[Register Another Participant for this Activity](#)  
[Add to Cart & Continue Shopping](#)

Review your items in your cart once more, and click on proceed to checkout

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Welcome, Jim | My Account | My Wish List | Sign Out

Home Activities Memberships **My Cart (1)**

### Shopping Cart

review items review waivers

Participant: Jim Zuber

Description	Amount
Test League - 7133 ( <a href="#">Edit</a> or <a href="#">Remove current participant</a>   <a href="#">Add Another Participant</a> )	\$0.00

Subtotal for Jim Zuber: \$0.00

**Due Now: \$0.00**

**Proceed to Checkout**

**Continue Shopping:** [Add from Wish List](#) | [Add Activity](#) | [Add Memberships](#)

Read and agree to the waiver – please enter your initials in the box provided and click NEXT

Welcome, Jim | [My Account](#) | [My Wish List](#) | [Sign Out](#)

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Home Activities Memberships My Cart (1)

## Review Waivers

ACTIVE NETWORK

review items review waivers

Review Waivers

The following waivers must be reviewed and initialed before continuing to checkout.

Agree to Waiver	Required	Description	Attachment
Initials <input type="text" value="ja"/>	Yes	Leagues: Waiver and Release [Activity Enrollment: Test League - 7133]	-

[Back](#) [Next](#)

No payment needed required however you will get this confirmation where you can view/print your receipt.

Welcome, Jim | [My Account](#) | [My Wish List](#) | [Sign Out](#)

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Home Activities Memberships My Cart

## Thank you!

> [Home Page](#) > Thank you!

Your order is complete

[View or Print Receipt](#)

[f](#) [t](#)

[Search Activities](#)

Continue Shopping

- [Add from Wish List](#)
- [Add Memberships](#)