

Please visit 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 for #Active Waterloo. 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." A form titled "Already have an account?" contains 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 is a "Don't have an Account?" section with a blue "Create New Account" button.

The screenshot shows the "Create Account" page for #Active Waterloo. 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". A progress indicator shows four steps: 1. name & address (highlighted in blue), 2. contact information, 3. personal information, and 4. account information. Below the progress indicator is a "Name & Address" section with a grey box containing a note: "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 fields include: "First Name" (required), "Last Name" (required), "Street Address", "City, Province, Postal Code" (with "Waterloo" and "ON" pre-filled), and an "Add Mailing Address (f different from above)" checkbox. 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



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

[Home](#) [Activities](#) [Memberships](#)

[My Cart](#)

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: [List](#) [Map](#) 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.

league View As: [List](#) [Map](#) Sort By:

Filter Search By:

Displaying: 1-2 of 2



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

Page 1 of 1 < Prev 1 Next > results per page

Follow along on the screens as it prompts you for information – select who the captain will be, click on next

The screenshot shows the 'Enrollment: Test League' page. At the top left is the '#Active Waterloo' logo. The top right has navigation links: 'Welcome, Kendra', 'My Account', 'My Wish List', and 'Sign Out'. A black navigation bar contains 'Home', 'Activities', and 'Memberships', with a yellow 'My Cart' button on the right. The page title is 'Enrollment: Test League' with the 'ACTIVE network' logo. Below the title is a breadcrumb: '> Home Page > Activity Search > Enrollment Process'. A progress bar shows four steps: 1. select participant (highlighted in blue), 2. select team, 3. additional information, and 4. fees. The main content area is titled 'Select Participant' with the subtext '* Who will be participating in this Activity?'. A dropdown menu shows 'Kendra Priddle'. A blue tip box on the right says '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. At the bottom, there are 'Cancel & Return to Search' and 'Next >' buttons.

Click on “create a new team”


The screenshot shows the 'Enrollment: Test League' page at Step 2: 'select team'. The layout is similar to the previous screen. The progress bar now shows Step 1 as completed (with a checkmark) and Step 2 as the current step (highlighted in blue). The main content area is titled 'Select Your Team' with the subtext '* Select your Team'. A dropdown menu is empty. Below the dropdown is a blue link: 'Create a New Team'. At the bottom, there are 'Back', 'Cancel & Return to Search', and 'Next >' buttons.

A pop up will come up that has two screens you need to look at – first one lists you as the captain, you can check off to receive notifications when people join your team. The second tab “Create your team” – this is where you set your team name and team password for people to join your team online. Note: the maximum number of team members is already pre-set.

The screenshot shows the 'Create Your Team' window with the 'Team Coach' tab selected. At the top, there are two tabs: 'Team Coach' and 'Create Your Team'. Below the tabs is a section titled 'Team Coach Details' with a large greyed-out area. Underneath, the profile information for 'Kendra Priddle' is displayed, including her email (kendra.priddle@waterloo.ca), address (12 Broadleaf Pl, Kitchener, ON, N2M 4E5), and primary phone number ((226) 791-6780). There is a checkbox for 'Send email to Coach when members enroll' which is currently unchecked. A yellow button labeled 'Create New Team Coach' is located below the profile information. At the bottom right of the window is a yellow button labeled 'Save and Close'.

The screenshot shows the 'Create Your Team' window with the 'Create Your Team' tab selected. At the top, there are two tabs: 'Team Coach' and 'Create Your Team'. Below the tabs is a section titled 'Team Details' with two required fields: 'Team Name' and 'Maximum # of Team Members'. The 'Maximum # of Team Members' field is pre-filled with the number '10'. Below this is a 'Security' section with the text: 'You may also set a registration code for your members. Members will be required to enter this code to register.' There are three input fields: 'Team Password', 'Re-enter Password', and an empty field for the registration code. At the bottom right of the window is a yellow button labeled 'Save and Close'.

You then are prompted with a message you can copy and paste into your email to send to your team members for them to join your team. Click Next.

Enrollment: Test League 

> Home Page > Activity Search > Enrollment Process

1 select participant 2 **select team** 3 additional information 4 fees

Select Your Team

* Select your Team
Kendra's Test Team
[Edit Team](#)

Invite Friends to Join Your Team


Copy and paste the following link and registration code (if any) into your email program and send to friends you wish to invite to join.

Team Signup Email

To join "Kendra's Test Team" follow the link below and sign up. Don't forget to use the Team Password when signing up.

https://activewaterloo.ca.apm.activecommunities.com/Activity_Search?activity_id=2115

Team Password: funteam

 (Not supported in all browsers)


[Back](#) [Cancel & Return to Search](#) [Next](#)

Then please select the skill level for your team and click NEXT

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

Home Activities Memberships [My Cart \(1\)](#)

Enrollment: Test League 

> Home Page > Activity Search > Enrollment Process

1 select participant 2 select team 3 **additional information** 4 fees

Activity Questions: Test League

Activity Questions:

Answer some questions for this activity.

* What is your skill level?

[Back](#) [Cancel & Return to Search](#) [Next](#)

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

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the city of Waterloo

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

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

Shopping Cart

review items review waivers

Participant: Kendra Priddle

Description	Amount
Test League - 7133 Edit or Remove current participant , Add Another Participant	\$0.00
Subtotal for Kendra Priddle: \$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, Kendra | 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="KPI"/>	Yes	Leagues: Waiver and Release (Activity Enrollment: Test League - 7133)	-

Back Next

You will then be prompted to enter your payment information by credit card. Please note that you can save your credit card for future use and quick refunds if needed. Once the payment has been approved you will get this confirmation where you can view and/or print your receipt.

Welcome, Kendra | 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

ACTIVE network

Facebook Twitter

Search Activities

Continue Shopping

- Add from Wish List
- Add Memberships