# HOW TO REGISTER FOR A LEAGUE

### **GO TO WWW.WHEELINGREC.COM**



# STEP 1: CLICK "CREATE ACCOUNT"



STEP 2: CLICK "ORGANIZATION" FOR ACCOUNT TYPE & FILL IN INFO FOR YOUR TEAM

> For creating organization account instructions - click here

STEP 3: ONCE AN ACCOUNT IS MADE, CLICK "REGISTER" THEN "PROGRAMS" one-time event that allows you to utilize this system. It is not a registration by itself. **y adult first.** 

rs of your household from the Account Members portion of your account.

e registrations and other purchases using the site navigation.

sly made an account and cannot log in, please reset your password or contact us instead of creating a new accou

Account Information

Account Type

Household 
Organization

Primary Account Member



STEP 4: CLICK THE LEAGUE YOU ARE REGISTERING FOR

STEP 5: CLICK "ADD TO CART" FOR THE DESIRED LEAGUE





STEP 6: CLICK "CHECK OUT"



STEP 7: CLICK ACKNOWLEDGEMENT & "CHECK OUT"

I understand there are ri	isks of physical injury in parti	cipating in sports and r	ecreational activities	or programs.	
I hereby release the tow	n/city of Wheeling, its emplo	yees, officials and ager	nts from any and all lia	ability or loss or damage	to 🗸
is care not completed	d, will remain available for a	Keep Shopping	Cancel Order	d items remain for only	15 minutes.

STEP 8: ANSWER QUESTIONS REGARDING FEES AND TEAMS

Home	Register	Facilities	General Info	Contact	Account	)₩ Cart (1)
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			Gallagner, M	lolly		
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# STEP 9: CHOOSE PAYMENT METHOD



#### Payment Method

Check Out Online
Check





Check Out Online

Note: When available, choose Pay Online to be placed on a wait list or in a activity immediately. Choosing Print Registration Form will not place you on a wait list or into an activity until the form is processed by the

Return to Cart

### IF PAYING BY CREDIT CARD

Complete payment information for deposit or full payment

### IF PAYING BY CASH OR CHECK

Print registration form and send into rec office with payment (checks made out to different entities depending on league; please contact us for specifics)

## **QUESTIONS? CONTACT US!**



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