



Your Teamworks Online Account makes it easy for you to register, purchase memberships, submit forms, add rosters, keep track of schedules and more! Below are some policies and procedures for registrations/payments, which can be done anywhere you have access to internet.

ONLINE ACCOUNT

Setting Up An Account

- If you have an account already, Sign In
 - If you forgot your username or password, you can have those emailed to you using the links below the sign-in fields.
- If you don't have an account, click "Register Now" and follow the steps to setup your new account. *Note: All accounts should be tied to a Head of Household that is at least 18 years old.*

Setting Up Your Household

- Once you're in your online account, click the My Household icon
- To add members to your household, click the "Add Household Member" button.
- Enter the information for the new household member (Name, DOB, Gender and check the auto-filled parent contact data) and click the button to continue
 - If there are any potential matches in the system, it will show them. You can either select one of the potential matches or create a new contact.
 - If there are no potential matches, it will add the new contact automatically.

MEMBERSHIPS

Policies:

- All league players and clinic/camp participants are required to have an annual Teamworks Membership.
- We highly encourage all memberships to be done online.
- Pictures will be attached to rosters, so membership "cards" will not be needed

Purchase Process

- Click on the "Purchase Membership" icon
- Select the Household Member you want to purchase the membership for
- Fill out/confirm the information on the page
- Click the check box to digitally sign the waiver



- Upload a photo & crop so that the face is clearly visible
 - If you don't have a photo readily available, you can upload a photo after in the "My Household" section
- Then click "Add To Cart" and go through the payment process

RENTALS

Policies:

- **One-Time Rentals-** All one-time rentals must pay in full when booking (either a credit card over the phone or they can pay the invoice online)
- **Long-Term Rentals-** All long-term rentals should be paid at least 24 hours prior to each booked time. Payments can be made over the phone or through the online account.
- We highly encourage all rental bookings and payments to be done over the phone or online.

Online Payment Process

- Once a booking is entered by Teamworks Staff, payments can be made online
- In your online account, click on the "Payments" icon.
- In the "Open Invoices" tab, click on the invoice for the booking and add to cart.

YOUTH PROGRAMS

Policies

- We highly encourage all youth program registrations to be done online.
- All youth program registrations require payment in full at registration

Online Registration Process

- Login to your online account
- Go to the Youth Programs & Clinics page and View Upcoming Programs
- Find the class you would like to register for and click the "Info/Register" button
- Confirm it's the class you want to register for and click "Register"
- Select the household member you want to register and "Add To Cart"
 - Note: If a membership is needed, it will add the clinic to the cart and bring you to the Purchase Membership page. You won't be able to pay unless a membership is in the cart.



SUMMER CAMP

Policies

- We highly encourage all camp registrations to be done online.
- For full week registrations, a \$50 deposit per week is required at registration.
 - All balances should be paid in full at least 48 hours prior to each camp week
- For single day registrations, full payment is due at registration.
- Add-on items (i.e. extended day, lunch, etc.) that are not purchased during the initial registration, can be added by calling or emailing Teamworks.

Online Registration Process

- Login to your online account
- Go to the Summer Camp page and click the Register button
- Find the camp you would like to register for and click the “Info/Register” button
- Confirm it’s the camp you want to register for and click “Register”
- Select the household member you want to register and “Select Days”
- Select the day(s) and any additional options (i.e. extended day, lunch, etc), then “Add To Cart”
 - Note: If a membership is needed, it will add the camp to the cart and bring you to the Purchase Membership page. You won’t be able to pay unless a membership is in the cart.
 - A Parent Packet will also be collected at this time. Please have a PDF copy of physical and immunization records ready when registering.
- The minimum \$50 deposit per week will be added to the shopping cart. If you’d like to pay more, you can edit the amount in the payment section of each camp.

Payment of Balances

Balances can be paid in a customer’s online account (Payments> Open Invoices)



LEAGUES

Policies

- We highly encourage all registrations and payments to be done online.
- Teams can register online using two options (Team Registration or Individual Registrations)
- Any balances should be paid off at least one week prior to the start of the league.

Registering as a TEAM

- To register a TEAM, the team captain will do the following:
 - Login to your Teamworks online account
 - Go to Leagues & Tournaments and click the “Upcoming” button for the sport you’re interested in.
 - Find the league you would like to register for and click the “Info/Register” button
 - Confirm it’s the league you want to register for and click “Register Team”
 - Enter team information and “Add To Cart”
 - A \$100 non-refundable deposit is required or you can pay a higher amount.
- If you just pay the deposit, you can either pay the balance yourself in the Open Invoices section or have individual players pay their own portion online. With both options, payment in full must be done at least one week prior to the start of the session.
- For players to pay their own portion, they must be on the team roster. ***Players can be added to the team roster two different ways.*** Once they are on the roster, they will be able to pay their portion in Payments>Team Payments.
 - Players Added To The Roster By The Team Captain
 - In the online account, select the Team Manager icon
 - Select the team and add players to the roster
 - Note- Membership ID numbers are required to add players. Each player can get their Membership ID number from their online account.
 - Team Players Add Themselves To The Roster
 - The Team Captain will first share the Team Number with all the team players (Team Numbers are located in the Team Manager section).
 - The Team Players will then login to their online account, go to the “My Teams & Programs” section, and select the “Add To Team Roster” tab.
 - Enter the Team Number and select the household member you are adding to the roster, then click Submit.

Registering as INDIVIDUALS

Individual registrations can be used in two ways. 1) For free agent players to register and be placed on a team or 2) For teams to pay individually without the financial burden put on the team captain.



1. *Registering as a Free Agent*- If you don't have a team, you can register as a Free Agent. The league manager will either place you on a team with other free agents or on an existing team that needs players. If we're unable to place you on a team, we will refund your registration fee.
 - Individual Registration Process:
 - Login to Teamworks online account
 - Go to Leagues & Tournaments and click the "Upcoming" button for the sport you're interested in.
 - Find the league you would like to register for and click the "Info/Register" button
 - Confirm it's the league you want to register for and click "Register As An Individual"
 - Full payment of the Individual fee is due upon registration (with membership, if needed)
 - The league manager will then add the individual players to the teams.
2. *For Teams Paying Individually*- Teams can opt to have players pay an Individual fee instead of signing up as a Team.
 - The benefits for the team captain are that they don't have to chase money and have the financial burden of the team fee. Plus it ensures everyone has a valid membership.
 - The negatives are that it will most likely be slightly more per player and the league manager can add individual players to the roster if they don't have enough players
 - The Process For Teams Paying Individually:
 - Teams would notify the league manager that players are paying individually and provide a team roster.
 - Players would register as individual players:
 - Login to Teamworks online account
 - Go to Leagues & Tournaments and click the "Upcoming" button for the sport you're interested in.
 - Find the league you would like to register for and click the "Info/Register" button
 - Confirm it's the league you want to register for and click "Register As An Individual"
 - Full payment of the Individual fee is due upon registration (with membership, if needed)
 - The players would end up in the draft pool and the league manager would move those players to the team based on the roster they were given. If teams don't have enough players, free agent players may be added to the roster as well.