





## **Registering as a New FunTeam Member!**

In order to register for one of our FunTeam groups you must first create an account and become a FunTeam member. Follow the steps below so we can get you on the field and having fun in no time!

- You'll have to visit our new website to complete the whole process you're about to go through: <u>https://www.funteamalberta.com/content.php?nid=1&mid=0</u>. Once you're on the homepage you can click on the big, red "Register" button in the top right corner of the site OR the bigger, red button "Play" on any of the sites pages.
  - a. If you are registering from your mobile device you will not see a "Register" button in the top right corner. You can still click the "Play" button at the bottom of the home page OR you can click the menu icon in the top right corner (three horizontal lines) and go to the registration portal by clicking "Register" at the bottom of the menu.









- 2. Once you have reached our Registration portal you will click on "Login/Create Account" in the top right corner.
- 3. Fill out the required information on the "Create an Account" side of the page. You must scroll through the "Fairplay Codes" window in order to move on to the next step.
  - a. If you plan on participating in any adult FunTeam groups in your community, clicking the "I may also be participating in events" box makes you eligible to be registered as a participant as well.
  - b. Once you have created an account your username will be your email address whenever you login in the future.
- 4. The next step in the process will ask you to create participant profiles. These are for the individuals that will be participating in the actual FunTeam activity you want to register for.



 Once you have created the participant profiles you can then register them for a FunTeam Group! Use the Search bar at the top of your Profile Page to look for your group or click the logo in the top left page to return to the navigation dashboard to find your group.









- 6. Once you have found the group you want to register for click it. You will see a summary of the Group including location, dates, times, notes about equipment and more.
  - a. On the right hand side of the group page you will see a box titled Register/Volunteer. Click the participants' names (that you created profiles for earlier) that you want to register for that group and click the "Save Registrations" button below to confirm your spot.

Test Rogers Place - Downtown Edmontor	a 9	Edit	
Description		Register / Volunteer	
This is a test		There are 13 spot(s) available.  Ryan O'Neill	
<b>Competition Level</b> This event is for Fun Team players only.		Volunteer to Help	
Where	Rogers Place Downtown Edmonton 9	For Volunteers: If we do not have a Criminal Record check on file for you then please submit one upon arrival.	
When	Mar 02nd - Mar 30th 1:30pm - 8pm	Save Registrations	
Max Participants	<b>15</b> 13 Spots Remaining	Once you click save you will react a confirmation email	

7. Once you have registered, you should receive a confirmation email confirming that you did register. Check your SPAM folders for this email if it doesn't show up in your inbox.

You made it! You have successfully registered as a FunTeam member AND registered your family members to participate in a FunTeam group. Now that you've gotten through the boring part you can go and enjoy fun, family oriented sport in your community!