

Eden Prairie Adult Athletics Registration Help Guide

EDEN PRAIRIE PARKS AND RECREATION

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FOOTBALL

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Four-Person Indoor Flag Football

Play football indoors at Eden Prairie High School's Prairie Dome! Games are not officiated and consist of two 25-minute halves (running time) with a 5-minute halftime. **Registration closed Oct. 8.** The cost of the league is \$280.

Four-Person Outdoor Flag Football

Four-person flag football games are played Wednesday nights between 6:15 and 10:15 p.m. from mid-August through mid-October at Miller Park, 8208 Eden Prairie Road. Registration begins in June. The cost of the league is \$210. Teams are placed in upper and lower divisions based on the previous year's standings.

REGISTRATION OPTIONS

Teams may register:

- Online — Click the "Register Online" button at the top of this page
- By phone — Contact the [Community Center](#) at 952-949-8470
- In person — [Community Center](#), 16700 Valley View Road

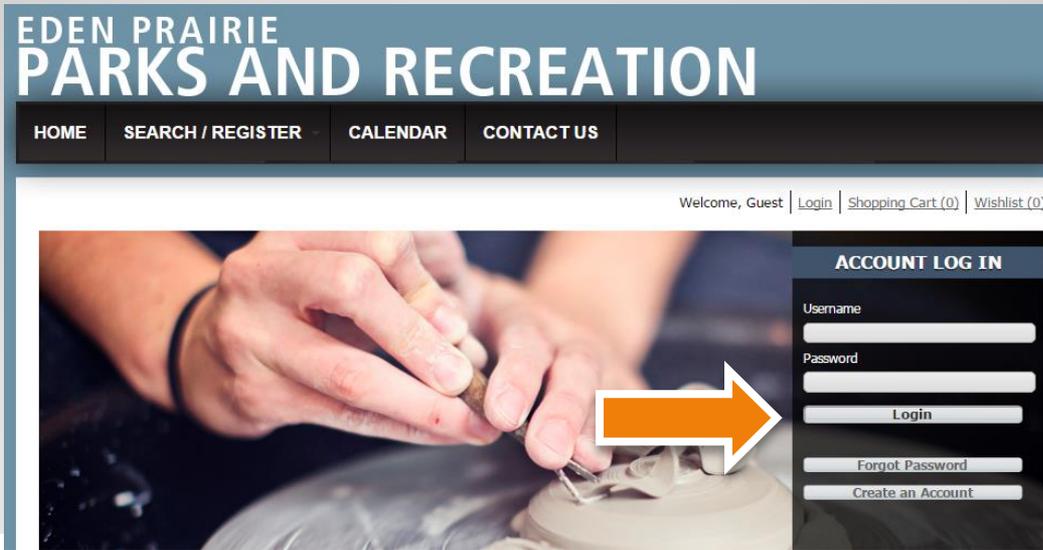
The Eden Prairie Parks and Recreation Department launched a new registration system which participants will now use to register for all leagues. This system will provide a more interactive experience for teams by allowing them to add new players with just a couple of mouse clicks, and easily view schedules and standings.

This guide will provide some helpful hints on how to create and register a team, pay league fees, and see schedule and standings.

It is recommended that participants plan ahead when registering and allow time prior to the registration deadline to get acquainted with the system and troubleshoot any account creation issues.

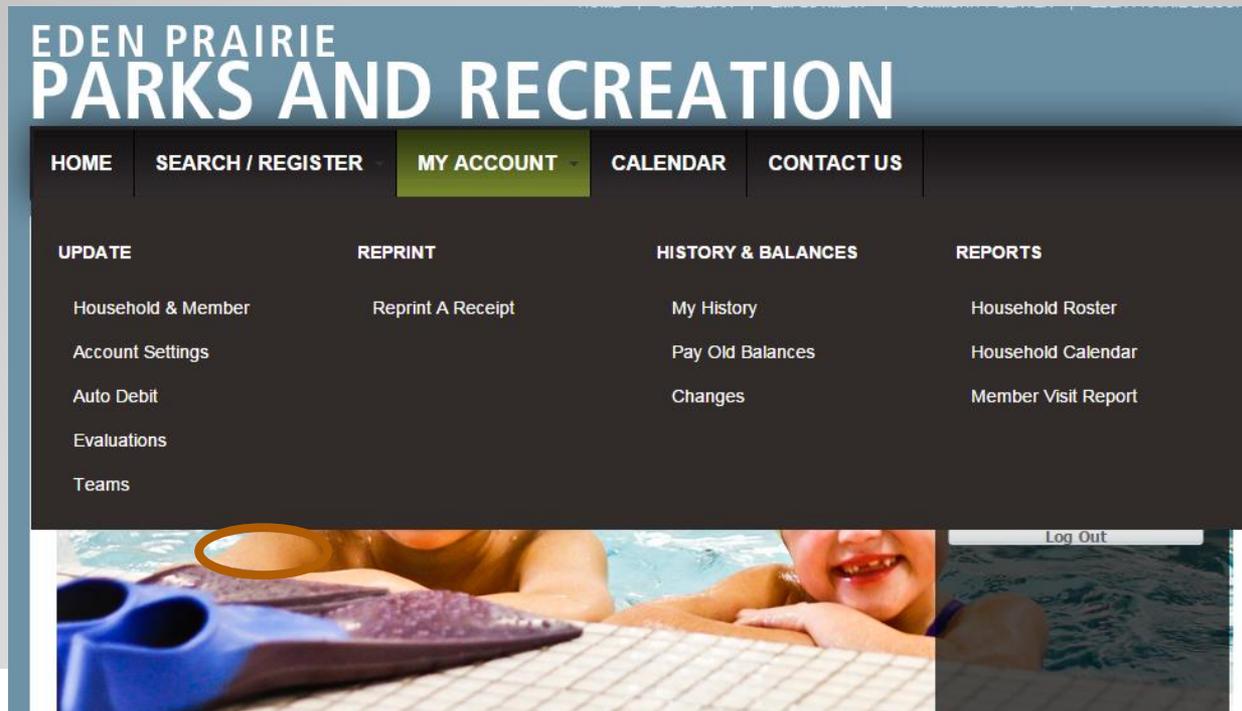
How to register for a league

1. To register for a league, visit edenprairie.org/register.
 - If you already have an account (in the new system), log in at this time. If you do not have an account, Create an Account.
 - If you have issues logging in or you get locked out of your account, contact the Eden Prairie Community Center at 952-949-8470 for help.



Registering (cont.)

- The team manager must first add a team to their account. To create a team, go to My Account and Teams. On the next screen, click on Add Team.



3. Fill out the required information and click Save. The team is created and can now be registered for leagues! If the manager knows who will be on the team, players can be added now or the team can be updated later.

EDEN PRAIRIE PARKS AND RECREATION

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Welcome, Shingles #3172 | [Logout](#) | [Shopping Cart \(3\)](#) | [Wishlist \(0\)](#)

Team Information

Team Name *	<input type="text"/>	Address 1 *	<input type="text"/>
Address 2	<input type="text"/>	City *	<input type="text"/>
State * MN	Zip Code * 55344	Primary Phone *	(952) - <input type="text"/>
Primary EMail *	<input type="text"/>		
<input type="checkbox"/> Email Schedule Changes?			

Additional Player

Registering
(cont.)

4. Now you have a team! The team can be updated (add players) from this screen and more teams can be added.

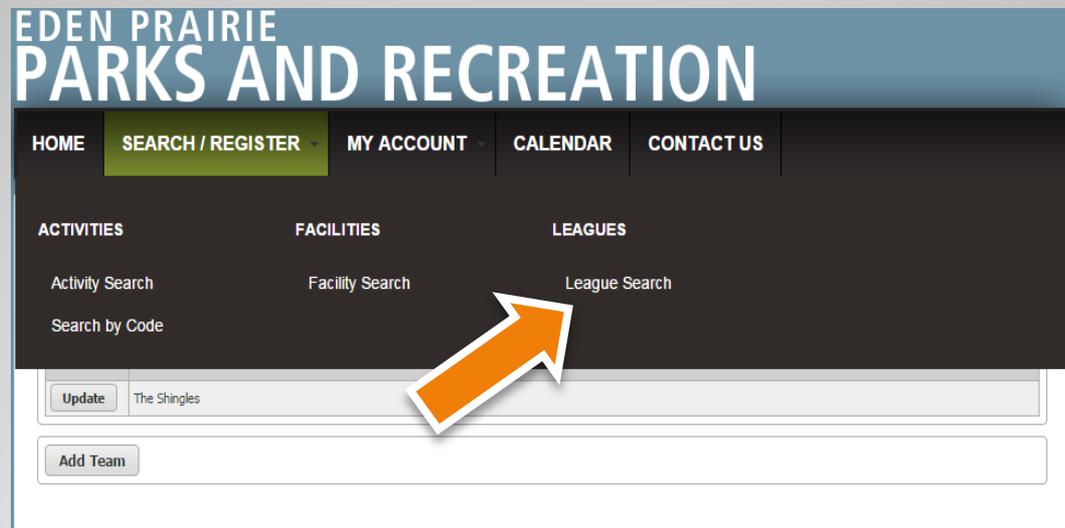
- Keep in mind that players are allowed to play on only one team per league.
- If you register for multiple sports, you will need to create a team for each sport.

The screenshot shows the website header for Eden Prairie Parks and Recreation. The navigation menu includes Home, Search/Register, My Account, Calendar, and Contact Us. The user is logged in as 'Shingles #3172' and has access to a shopping cart and wishlist. The main content area is titled 'Your Teams' and shows one team, 'The Shingles', with an 'Update' button. There is also an 'Add Team' button at the bottom of the section.

Your Teams	
Showing 1 To 1 Total Results (1)	
<input type="button" value="Update"/>	Name The Shingles
<input type="button" value="Add Team"/>	

**Registering
(cont.)**

5. To register your team for a league, click on Search/Register then League Search.



**Registering
(cont.)**

6. Search for leagues by sport, category of the league (co-rec, women's, men's), and/or day of the week. To see all of the league options, leave the search options open.
- If a league has a red X, registration has not opened for this league yet or the league is full. Hover over the X to see the reason.
 - If a league has a green +, registration is open and this league can be added to a shopping cart by clicking on the green +.

League Search Criteria

Type: All Types, Basketball, Bocce, Broomball, Flag Football, Pickleball, Racquetball, Softball, Volleyball

Category: All Categories, Co-Rec, Men's, Open, Women's

Days of Week: Any Weekday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Display Option: Detail

Search Reset

Search Results

Showing 1 To 18 Total Results (18)

Fall Basketball 3v3 Bronze - 4BB3CB

This three-player league offers 40 minute, half court games that are unofficiated. All nights are double-headers; two 40-minute games.

League	Description	Category	Dates	Max Teams	Current Teams	Games	Price			
X	4BB3CB Fall Basketball 3v3 Bronze	Co-Rec	09/23/2015 -11/04/2015	8	0	12				

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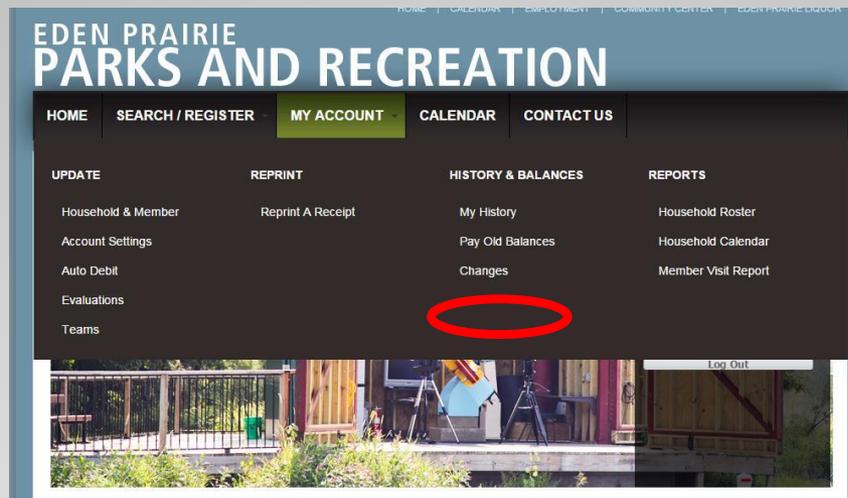
League	Description	Category	Dates	Max Teams	Current Teams	Games	Price			
+	4BB3CB Fall Basketball 3v3 Bronze	Co-Rec	09/23/2015 -11/04/2015	8	4	12				

Registering (cont.)

7. Click on the green + and then select the team that you want to register and click continue.
8. Follow the prompts to proceed to check out or continue shopping.
 - WebTrac only accepts credit card payments.

**Registering
(cont.)**

Paying your League Fee Online

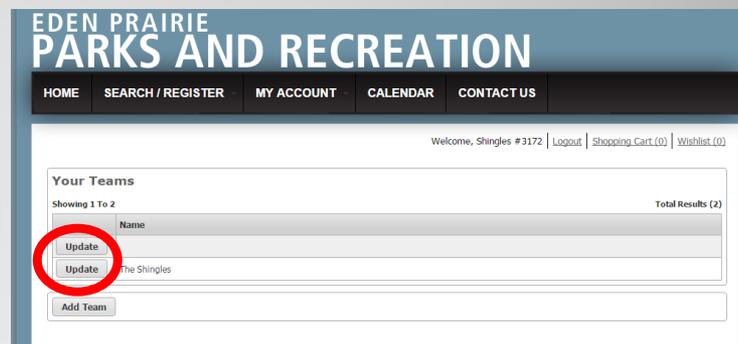


1. Log into your account at edenprairie.org/register
2. Click on My Account at the top of the page and then click on Pay Old Balances.

1. Log into your account at edenprairie.org/register
2. Click on My Account at the top of the page and then click on Teams.
3. Click Update to select the team that you want to add players to.

Now you can update your team information and click Add New Player to add players to your roster. After you have all of your players, click Save.

*Adult Athletics will use the contact information listed on this page to contact you with league schedules and updates. Please make sure you keep this information up to date!



Adding Players to your Roster

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PARKS AND RECREATION** Search... **GO**

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 Basketball
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 Football
 Kickball
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 Pickleball
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 Volleyball
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 Fee Assistance
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RACQUETBALL

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Racquetball Leagues
 This league is for players in Advanced (Gold), Intermediate (Silver) and Beginner (Bronze) levels. Be sure to sign up for the correct level, as the recreation supervisor reserves the right to change your classification based on past league performance. Pairings and contact persons are arranged. Players book (call the [Community Center](#) at 952-949-8470) and pay for court time and supply game ball. Protective eye wear is mandatory and must be provided by the player. Matches must be completed within one week. Each match involves three 15-point games. The \$10 covers administration and gift cards for all league champions. There are 10 weeks of play.

League	Starts	Registration	Fee	Courts
Fall League	Begins Sept. 21	Registration is closed	League Fee: \$10	Community Center Racquetball Courts
Winter League	Begins in January	Registration opens in December	League Fee: \$10	Community Center Racquetball Courts
Spring League	Begins in April	Registrations opens in February	League Fee: \$10	Community Center Racquetball Courts

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- In person at the Community Center, 16700 Valley View Road

Always have access to your schedule by going to edenprairie.org/adultathletics and find your sport!

Click on Schedules and select your sport.

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PARKS AND RECREATION**

HOME SEARCH / REGISTER CALENDAR CONTACT US

Welcome, Guest | Login | Shopping Cart (0) | Wishlist (0)

Team Details: Fall Racquetball Bronze

Team Number	Team Name	Wins	Losses	Ties	Win Percent	Standings	Contact
5		8	0	1	0.944	1	
4		8	1	0	0.889	2	
2		5	4	0	0.556	3	
6		2	6	1	0.273	4	
1		2	7	0	0.223	5	
3		1	8	0	0.111	6	

Schedule Details: Fall Racquetball

Date	Time	Away Team	Away Score	Home Team	Home Score
09/27/2015	9:00 am	Racquetball Court 1 @Community Center	3		0
09/27/2015	9:00 am	Racquetball Court 1 @Community Center	2		1
09/27/2015	9:00 am	Racquetball Court 1 @Community Center	3		0
09/28/2015	7:00 am	Racquetball Court 1 @Community Center	2		1
09/28/2015	8:00 am	Racquetball Court 1 @Community Center	0		3
09/28/2015	9:00 am	Racquetball Court 1 @Community Center	1		2

Hover over the Contact to see a Team Managers contact information.

Accessing your schedule and league standings

Questions or issues?

- Contact the Adult Athletics Staff!
 - Kori Shingles – Adult Athletics Supervisor
 - 952-949-8438
 - kshingles@edenprairie.org
 - Steve Brum – Adult Athletics Lead
 - 952-949-8583
 - adultathletics@edenprairie.org