

HOW TO CREATE AN ORGANIZATIONAL ACCOUNT

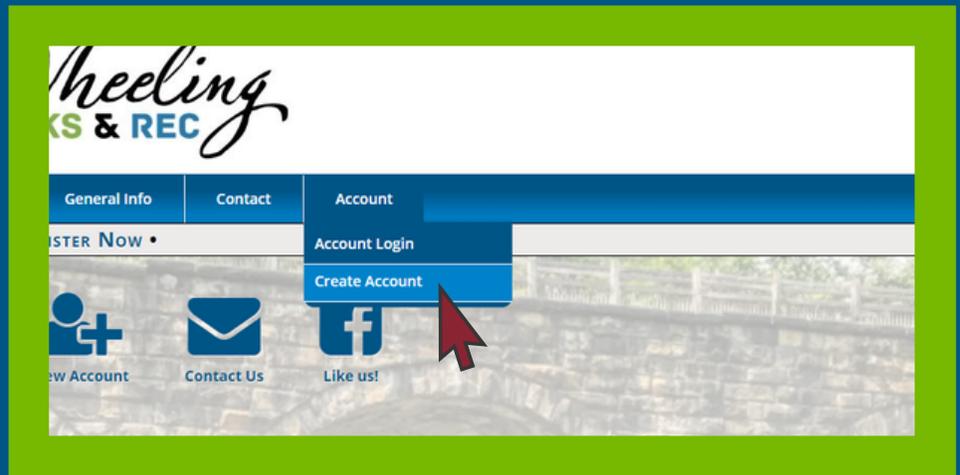
FOR LEAGUE SIGN-UPS AND FACILITY USE

**If you are a league commissioner for an association that creates facility schedules, please contact our office - we need to create an administrative account on your behalf and give you special access to the facilities database.

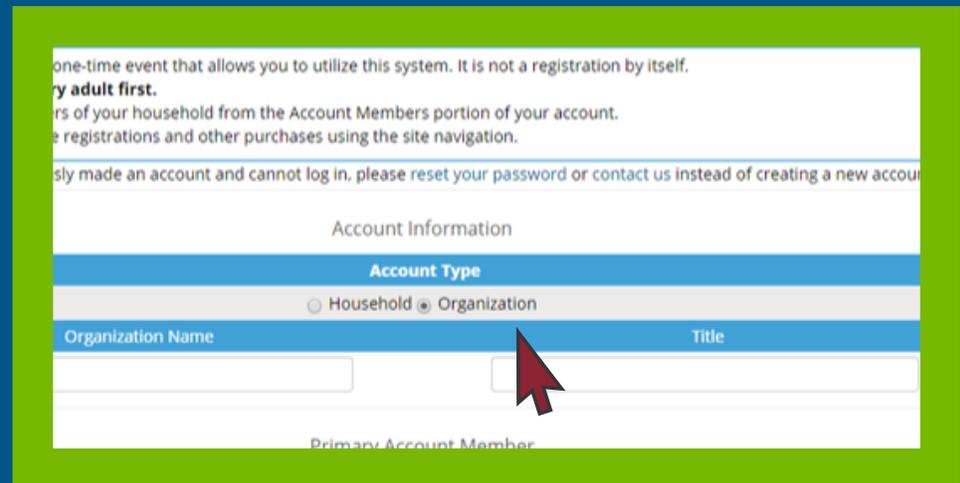
GO TO WWW.WHEELINGREC.COM



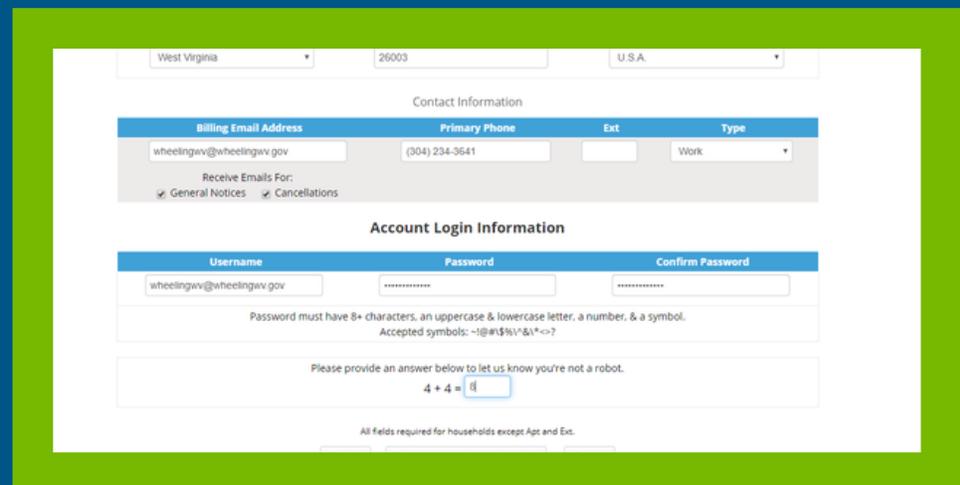
**STEP 1:
CLICK
"CREATE ACCOUNT"**



**STEP 2:
CLICK
"ORGANIZATION" FOR
ACCOUNT TYPE**



**STEP 3:
FILL OUT FIELDS FOR
ORGANIZATION
INFORMATION**



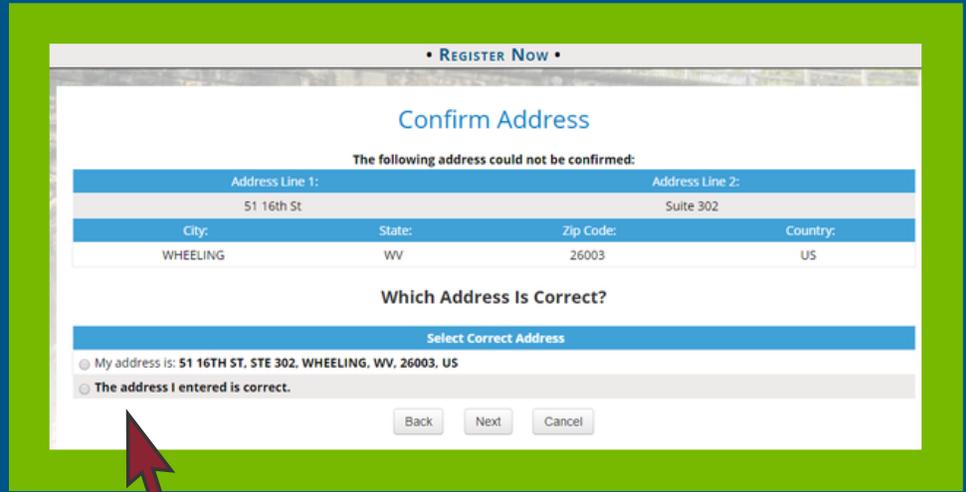
In the Adult, Parent, or Guardian information screen, enter the following required fields:

- Account Type- Organization
- Account Name – Organization name
- First name and last name of the primary account holder
- Address
- City, State, Zip Code, Country (Default USA)

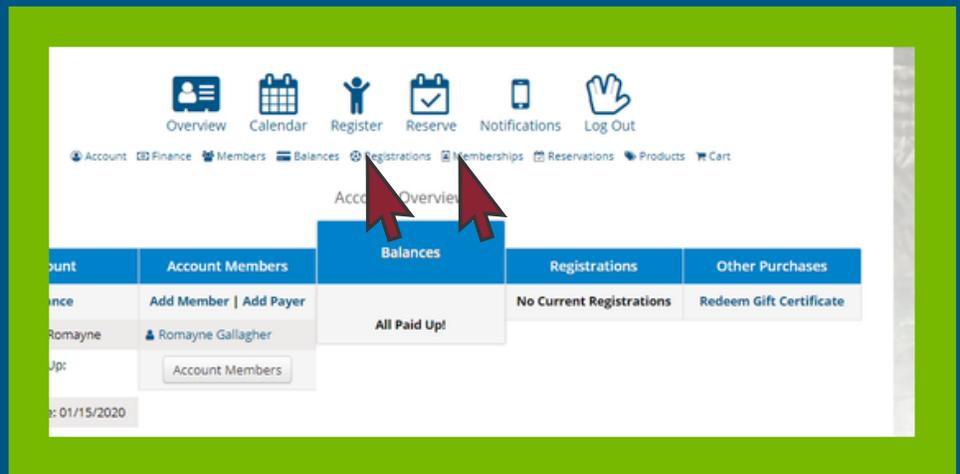
- Birthdate and Gender
- Billing Email Address
- Primary Phone Number and type, which includes home, work, cell
- Receive Email Notifications for Cancellations the following- default is checked, uncheck to opt out
- Create username and password
- Click "submit"

**STEP 4:
VALIDATE ADDRESS &
CLICK NEXT**

Please note: choose suggested address (IN ALL CAPS) for residency accuracy



**STEP 5:
ONCE ACCOUNT IS
CREATED, CLICK
"REGISTER" TO SIGN-
UP FOR LEAGUES OR
"RESERVE" TO
REQUEST FACILITY USE**



QUESTIONS? CONTACT US!



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