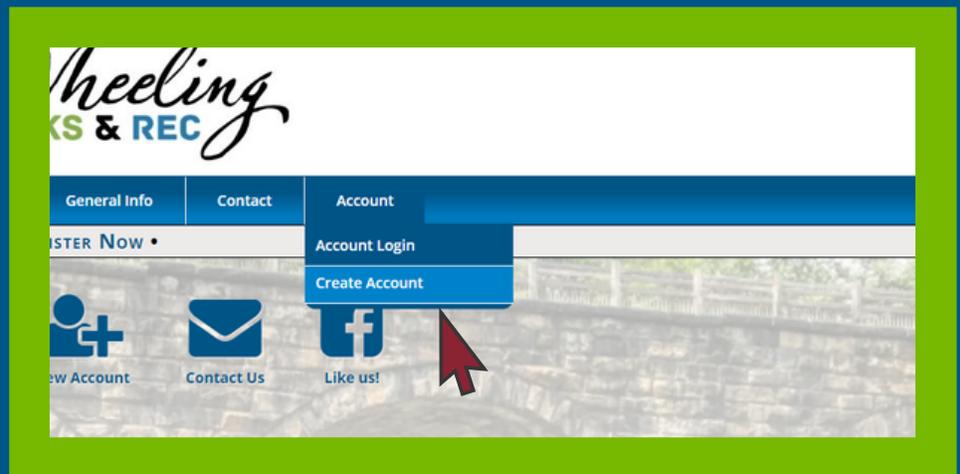


# HOW TO REGISTER FOR A LEAGUE

GO TO [WWW.WHEELINGREC.COM](http://WWW.WHEELINGREC.COM)

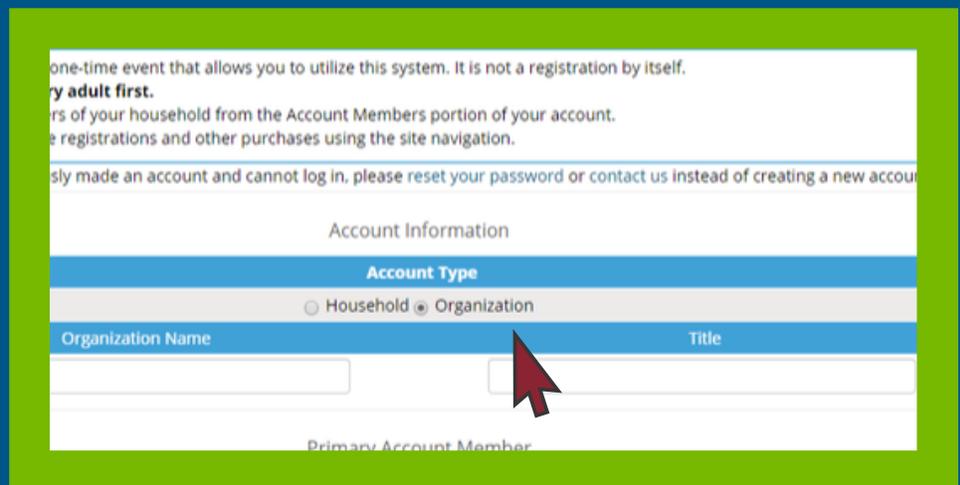


**STEP 1:  
CLICK  
"CREATE ACCOUNT"**

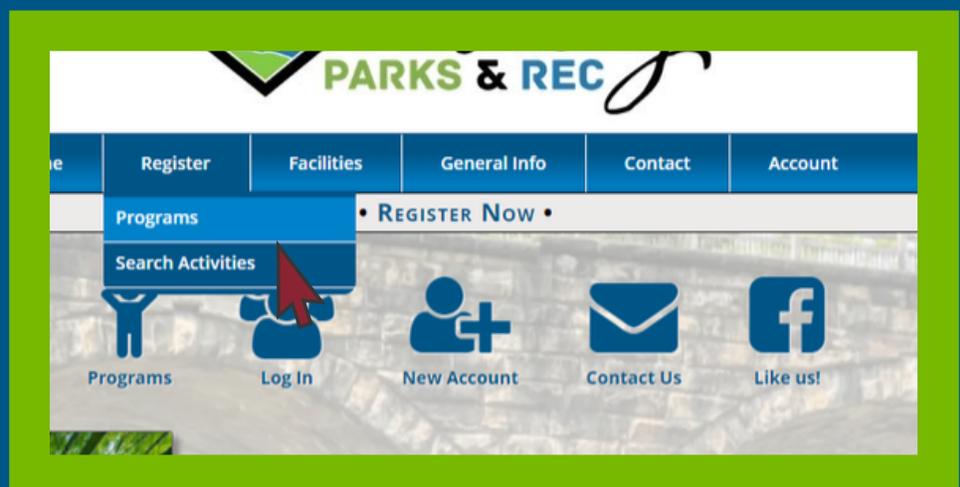


**STEP 2:  
CLICK  
"ORGANIZATION" FOR  
ACCOUNT TYPE & FILL  
IN INFO FOR YOUR TEAM**

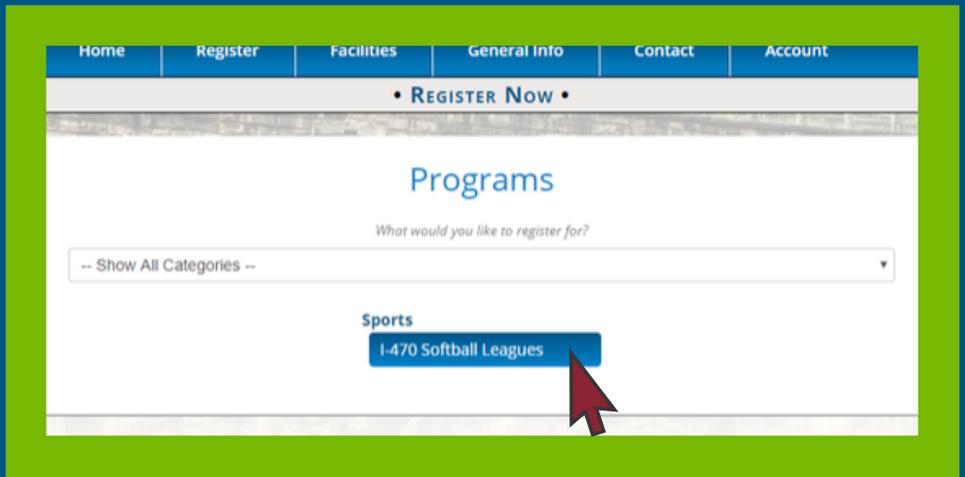
For creating organization  
account instructions - [click here](#)



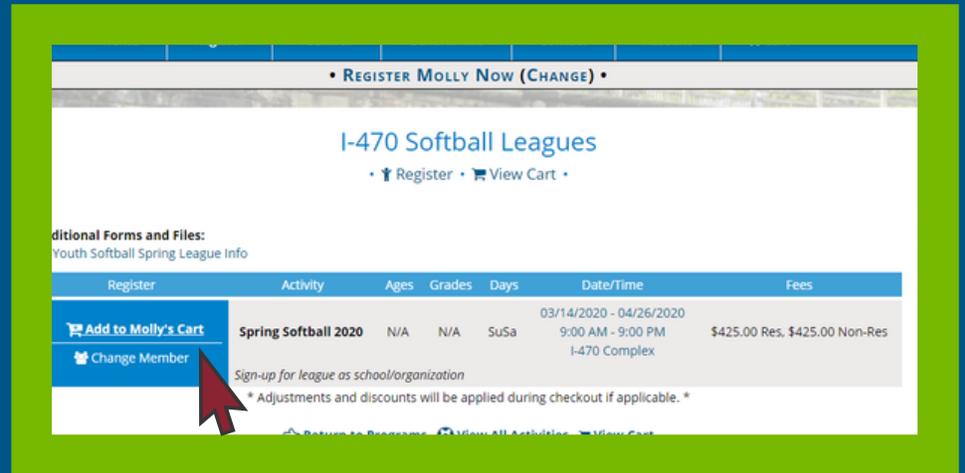
**STEP 3:  
ONCE AN ACCOUNT IS  
MADE, CLICK  
"REGISTER" THEN  
"PROGRAMS"**



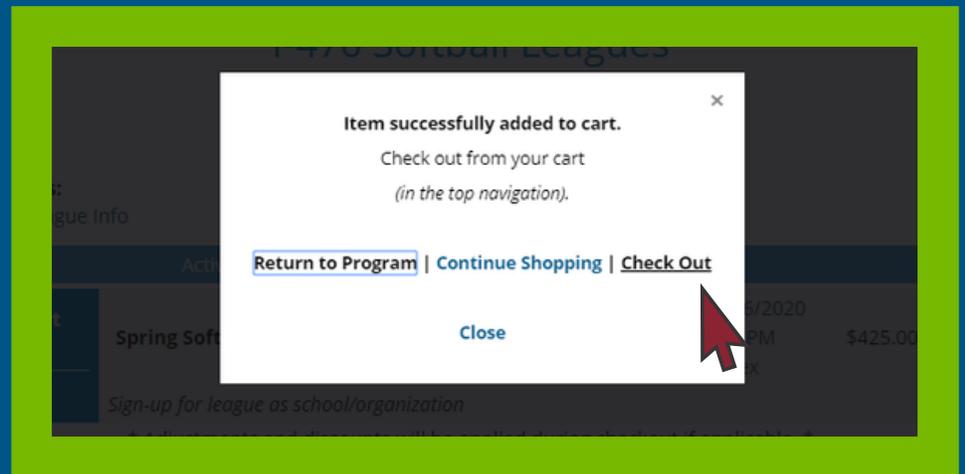
**STEP 4:  
CLICK THE LEAGUE  
YOU ARE  
REGISTERING FOR**



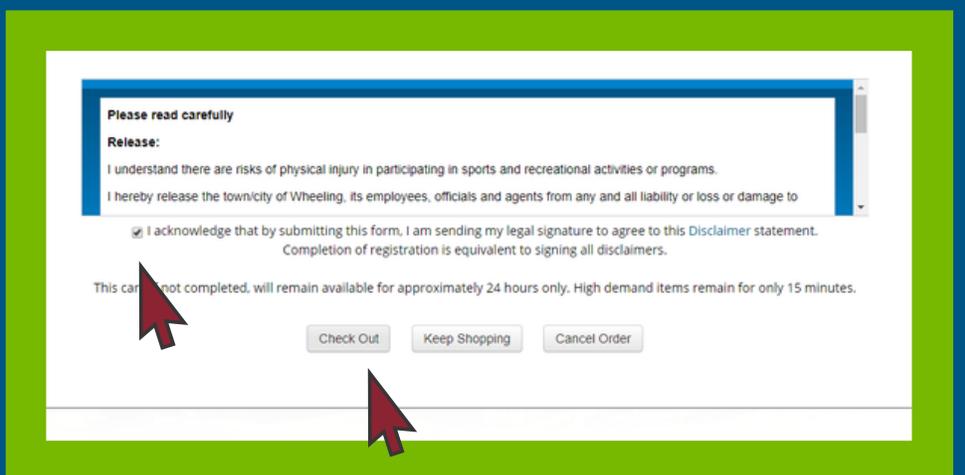
**STEP 5:  
CLICK "ADD TO CART"  
FOR THE DESIRED  
LEAGUE**



**STEP 6:  
CLICK "CHECK OUT"**



**STEP 7:  
CLICK  
ACKNOWLEDGEMENT  
& "CHECK OUT"**



## STEP 8: ANSWER QUESTIONS REGARDING FEES AND TEAMS

The screenshot shows a web form titled "Additional Registration Information". At the top, there is a navigation bar with links for Home, Register, Facilities, General Info, Contact, Account, and Cart (1). Below the navigation bar, there is a breadcrumb trail: REGISTER MOLLY NOW (CHANGE). The form itself has a header "Additional Registration Information" and a sub-header "I-470 Softball Leagues-470 Softball Leagues - Spring Softball 2020 - Spring Softball 2020 (03/14/2020 - 04/26/2020) Gallagher, Molly". The form contains three sections, each with a "Required" label in green. The first section asks for understanding of check payment and has a dropdown menu. The second section asks for understanding of team fee payment and also has a dropdown menu. The third section asks for the grade level of the team and has a dropdown menu.

## STEP 9: CHOOSE PAYMENT METHOD

The screenshot shows a "Payment Method" selection screen. It has two main options: "Check Out Online (includes no fee items)" and "Print a Registration Form Please mail or bring into office with payment." Each option has a corresponding image: a hand using a computer mouse for the online option, and hands holding a pen and paper for the print option. Below each image is a button: "Check Out Online" and "Print a Registration Form". At the bottom, there is a "Note" explaining that online payment is preferred for wait lists, and a "Return to Cart" button.

### 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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