

## Sportsman Create New Account

**Step 1.)** Go to <https://orangebeach.activityreg.com/> and choose Create New Account.

*\*If you are not sure if you have an account or need us to verify what email address is associated with your account, give us a call at 251-974-7946.*



**Step 2.)** Enter your email address

The screenshot shows the 'Create Account Email' form. The form has a title 'Create Account Email' and a 'Back' button. Below the title, it says 'Enter in an email to use for login to your account'. There is a text input field labeled 'Email' and a green 'Next' button below it. The form is set against a dark blue background with a white border.

**Step 3.)** Complete form and save (This is the parent/guardian info.) You will add your children in the next step.

The screenshot shows the 'Create Account' form. The form is divided into several sections: 'General Information' (First Name: Tosty, Last Name: McTesterson, Birth Day: 11/16/1985, Gender: Female), 'Address Information' (Address: 4853 Wilson Blvd., City: Orange Beach, State: AL, Zip: 36561), 'Contact Information' (Cell Phone, Add additional contact emails, Opt-in to notifications via email, Opt-in to notifications via text), 'Emergency Contact Information' (Name: Dakota Herflin, Relationship: Friend, Cell: (941) 993-2734, Medical Notes), and 'Login Information' (Account Login Email: aquatics@orangebeachal.gov). At the bottom, there are 'Save' and 'Cancel' buttons.

**Step 4:** Once saved, you will need to select Add New and add users under your account and make changes to their accounts as needed (General, Address, Contact, or Emergency Info.)

The screenshot shows the account management interface for Testy McTesterson. At the top, there are navigation links for Home and Activities. Below this is the 'Account Information' section with buttons for 'Edit Patron', 'Add New', and 'Login Settings'. The profile information includes a name dropdown menu, a profile picture, and details for Testy McTesterson: Members ID: 45744, address (4853 Wilson Blvd., Orange Beach, AL 36561), birth date (11/16/1985), email (aquatics@orangebeachal.gov), and cell number (N/A). There are also sections for Medical Notes (No Medical Notes), Account Balances (This Account: \$0.00, Family Balance: \$0.00, Family Credits: \$0.00), and Emergency Contact (Dakota Hefflin, Cell: (941) 993-2734). At the bottom, there are tabs for Registered Activities, Facility Reservations, Memberships, Recurring Charges, and Documents. A table for Registered Activities is partially visible, and a 'Selected Activity Information' box shows Participant: N/A, Date Registered: N/A, and Fee: N/A.

**Step 5:** Once you have added/reviewed patrons you are now ready to register for activities. Choose the Activities dropdown (top left) then select Register.

The screenshot shows the homepage of Orange Beach Parks & Recreation. The header includes Home and Activities. The Activities dropdown menu is open, showing 'Register' and 'Scores & Schedules'. The main banner features a photo of children playing soccer and the text 'Welcome to Orange Beach Parks & Recreation'. Below the banner are several navigation buttons: 'Create New Account', 'User Login', 'Community Programs', 'Senior Center', 'Adult Fitness Center', and 'Aquatics Center'. A user icon is visible in the bottom right corner.

**Step 6:** Choose the List tab and select Aquatics.

The screenshot shows the registration page for Aquatics. On the left, there is a search bar with 'List' selected and a dropdown menu showing 'Aquatics'. The main content area has a heading 'Join the Fun!' and a message: 'We are proud to offer a wide range of activities and events for you to enjoy! Please make a selection from the options on the left to begin your registration.' Below the text is a banner image featuring various sports equipment: a blue and red helmet, a football, a soccer ball, a basketball, and a baseball bat. The text 'Results (0)' is visible at the top left of the main content area. A user icon is in the bottom right corner.

**Step 7:** Select the activity you would like to participate in and begin the registration process. You will be prompted to choose a child then answer all questions, acknowledge the waiver, and add to your cart. If you would like to enroll a second child, choose the blue “Register for Activities” button on the bottom left and search for the swimming category again. Choose which activity you would like the second child to participate in and repeat the steps above for the second participant. Once you finalize your cart, choose Checkout and proceed with payment.

