



## ONLINE LEAGUE REGISTRATION INSTRUCTIONS

To register for a City of Barrie league online the team captain and all team members must have an online account setup with the City of Barrie. If you do not have an account you can create one online at [play.barrie.ca](http://play.barrie.ca)

### CREATE A NEW ACCOUNT

- Go to [play.barrie.ca](http://play.barrie.ca)
- Click on “Create a New Account” which can be found in the top right hand corner of the page and follow the instructions.
- Make sure you complete all of the fields, including receiving alerts (this will help with scheduling)
- Please note if you are creating an account and you receive an error message stating your email address is already in use – please go back to the sign in page and click on sign in, enter your email address and click forget password.

### ALREADY HAVE AN ACCOUNT?

- Go to [play.barrie.ca](http://play.barrie.ca)
- Click on “Sign In” which can be found in the top right hand corner of the page
- Email address is your login
- Please note if you are creating an account and you receive an error message stating your email address is already in use – please go back to the sign in page and click on sign in, enter your email address and click forget password.

### TEAM CAPTAINS

**Team captains must register their team and pay the team fee before their teammates can join the team.**

- Sign in to your account ([play.barrie.ca](http://play.barrie.ca))
- Click ‘Activities’
- Search by Keyword or League Barcode that can be found on the league schedule
- Add activity to your cart
- Select create a team
- The next screen has 2 tabs. It will automatically go to the Team Coach tab – which is actually you as the Team Captain. The second tab, is where you set your team name and team password for the people to join your team online. Note: the maximum number of team members is pre-set.
- Remember the password because you will have to give that to your teammates for them to be able to register
- Click save and close
- And proceed to make payment.
- **IF YOU DON'T MAKE PAYMENT AT THIS TIME – YOUR TEAM WILL NOT BE REGISTERED**



## TEAM MEMBERS

**Once the Team captain has registered the team, the rest of the team can now register.**

- Sign in to your account ([play.barrie.ca](http://play.barrie.ca))
- Click 'Activities'
- Search by Keyword or League Barcode that can be found on the league schedule
- Add activity to your cart
- Use the drop down menu and select who will play in the league/register (click next)
- Use the drop down menu and select the team that you are playing for (all team names have been added)
- Team Registration Code: is the password for your team that your team captain will provide you
- Click 'next'
- Answer any questions that come up pertaining to your league. Click 'next'.
- Click "proceed to check out"
- Consent to waiver and then you are registered.