

# REGISTERING A TEAM IN WEBTRAC

## SPRING VOLLEYBALL 2022

1. Visit [www.madisonal.gov](http://www.madisonal.gov). Go to Parks and Recreation under the Departments tab. Choose WebTrac on left side of screen.
2. Log in to Web Trac. Only 1 person on the team needs to register as this will register the entire team.

WELCOME TO PARKS AND RECREATION ONLINE REGISTRATION

You can navigate the site by clicking on one of the images below or using the menu buttons along the top of the page. Currently you can register for programs, purchase memberships, send in meeting rooms permits, and reserve fields.

**Quick Links**

- [Department Home Page](#)
- [Parks and Facilities](#)
- [Event Calendar](#)
- [Frequently Asked Questions](#)
- [Contact Us](#)

**Brochure**

[2020 Winter Activity Guide](#)

**Member Login**

Username:

Password:

[Need an account?](#)

[Forgot your password?](#)

[Need Login Help?](#)

3. Once logged in, scroll to the top of the page. Click search.

MADISON ALABAMA *Plant Your Roots*

HOME **SEARCH** MY ACCOUNT CONTACT US RSS EVENT CALENDAR

WELCOME TO MADISON

4. Select Teams under the League section.

MADISON ALABAMA *Plant Your Roots*

HOME SEARCH MY ACCOUNT CONTACT US RSS EVENT CALENDAR

**ACTIVITIES**

- Activity Search
- Activity Enrollment

**FACILITIES**

- Facility Search
- Facility Calendar

**MEMBERSHIPS**

- Membership Search
- Membership Renewal
- Membership Registration

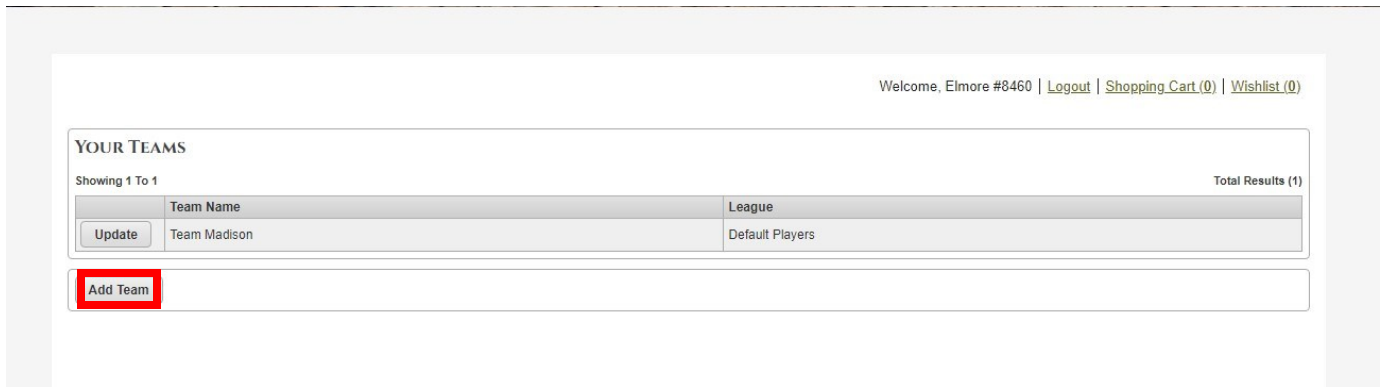
**TICKETS**

- Ticket Search

**LEAGUES**

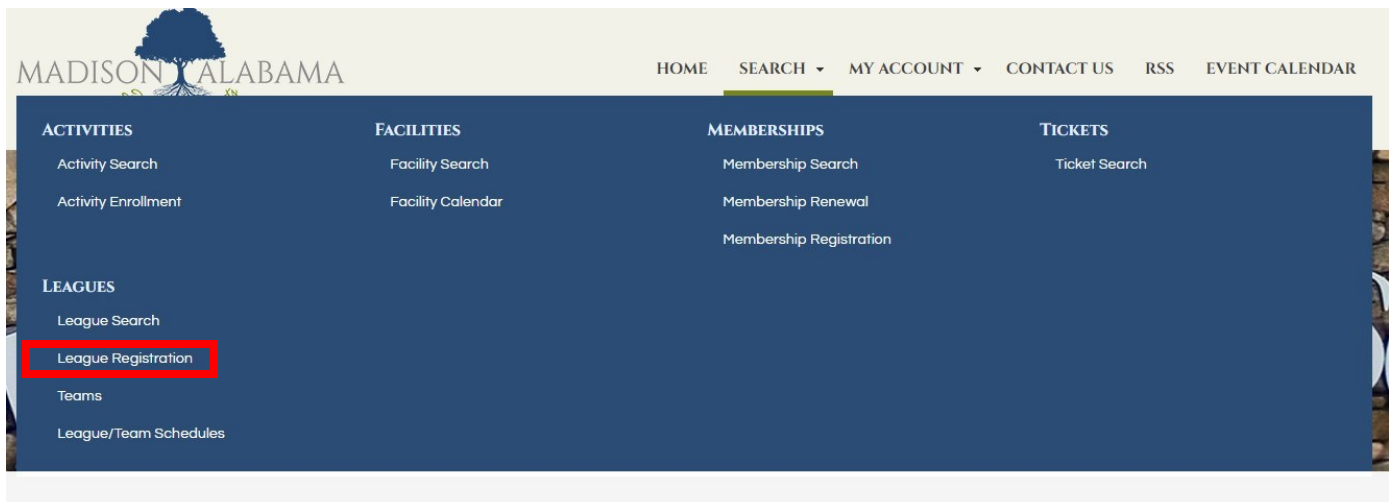
- League Search
- League Registration
- Teams
- League/Team Schedules

## 5. Select Add Team.



6. Under Team Information, fill in all areas. Please note team name and colors will be approved by MPRD staff. If something needs to change, we will contact you. Information provided in this section will be the contact for your team. Do not add any new player at this time. You will receive a roster with instructions at checkout.

7. Save the team. Scroll back to the top and click Search, then League Registration.



8. For Spring Volleyball Rec League, enter code 102AVB-R22. For Spring Volleyball Comp League, enter code 102AVB-C22. Choose Add to Cart.



Welcome, Elmore #8460 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

League Registration

League Code: \*

9. Choose the box next to the League associated with the League Code. Continue.

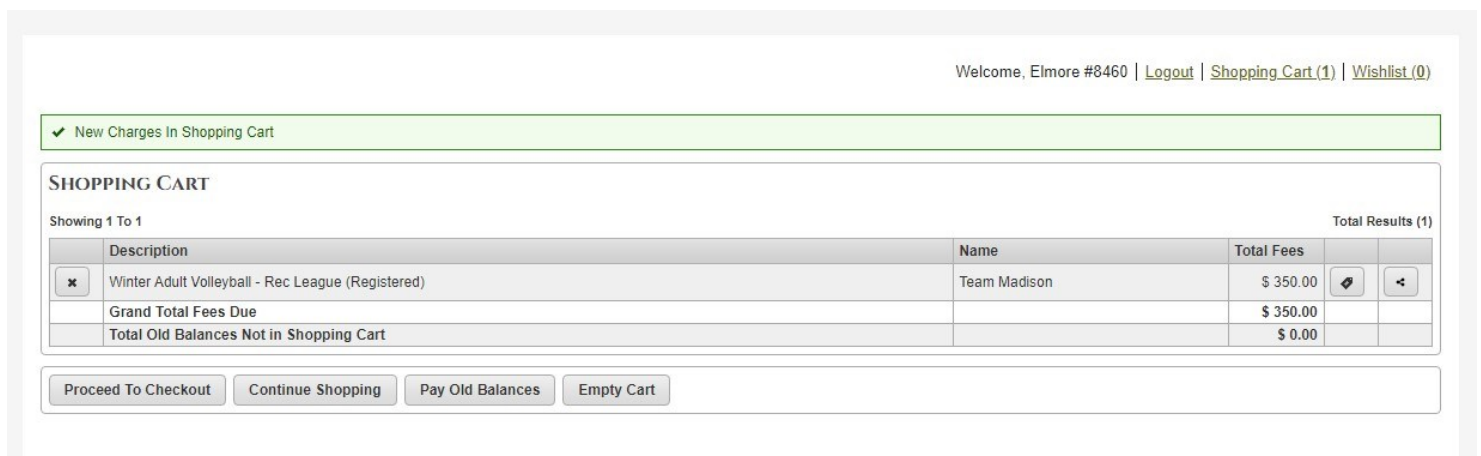


Welcome, Elmore #8460 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Team Madison

Winter Adult Volleyball - Rec League

10. Proceed to Checkout. Follow prompts to checkout.



Welcome, Elmore #8460 | [Logout](#) | [Shopping Cart \(1\)](#) | [Wishlist \(0\)](#)

✓ New Charges In Shopping Cart

**SHOPPING CART**

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
<input type="checkbox"/>	Winter Adult Volleyball - Rec League (Registered)	Team Madison	\$ 350.00	<input type="checkbox"/>	<input type="checkbox"/>
	Grand Total Fees Due		\$ 350.00		
	Total Old Balances Not in Shopping Cart		\$ 0.00		

11. After checkout, you will receive a Roster and Waiver with your receipt. Please fill out all information promptly and return to [adultsports@madisonal.gov](mailto:adultsports@madisonal.gov)