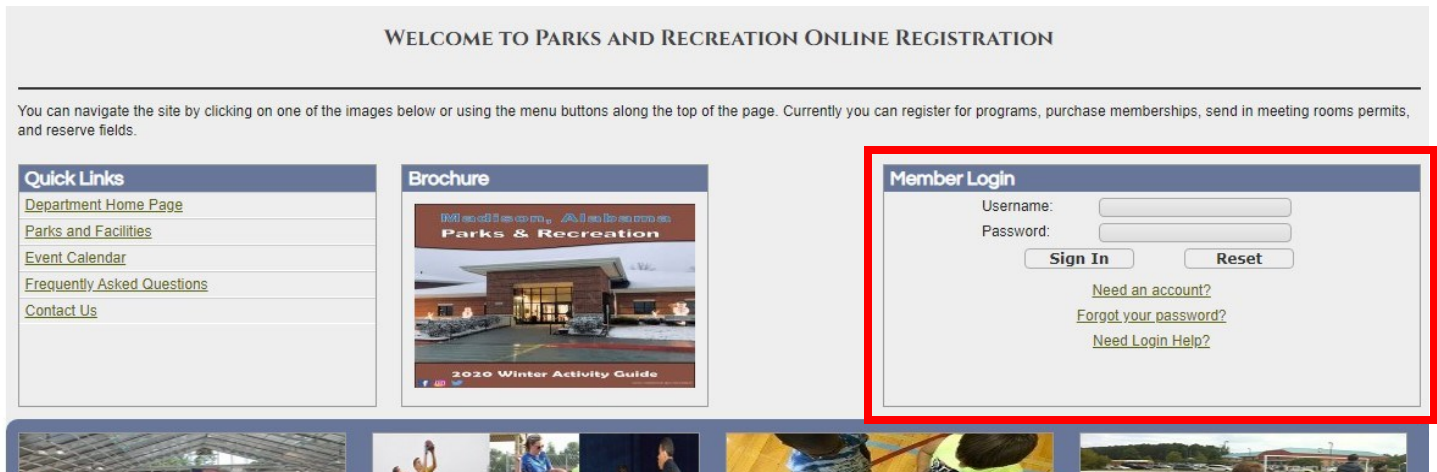


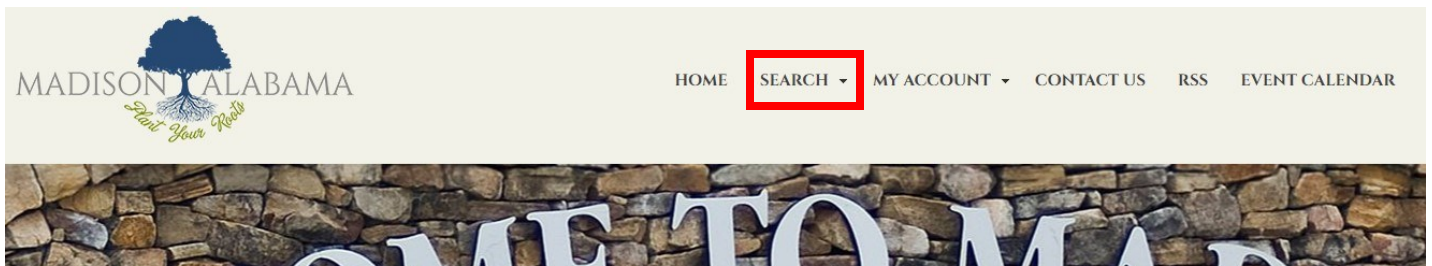
# REGISTERING A TEAM IN WEBTRAC

## FALL BASKETBALL 2023

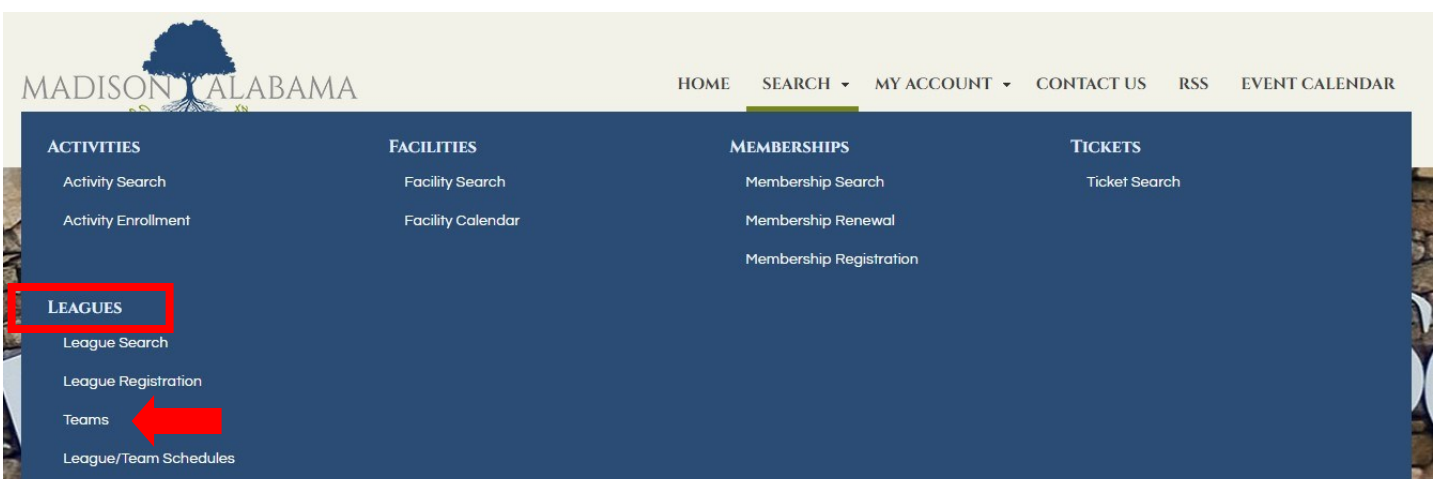
1. Visit [www.madisonal.gov](http://www.madisonal.gov). Go to Parks and Recreation under the Departments tab. Choose WebTrac on left side of screen.
2. Log in to Web Trac. Only 1 person on the team needs to register as this will register the entire team.



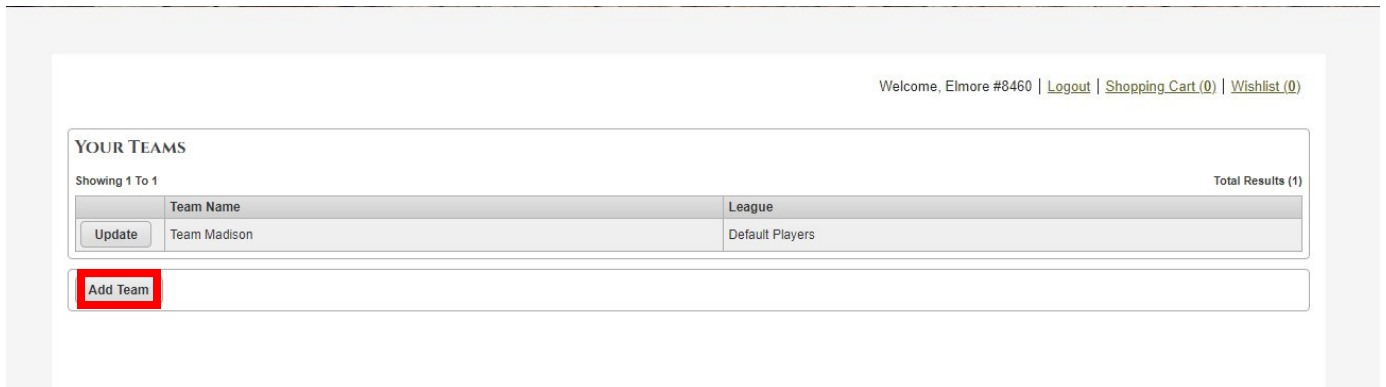
3. Once logged in, scroll to the top of the page. Click search.



4. Select Teams under the League section.



## 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.

Team Information - Roster For

Team Name \*  Roll Title  Team Colors

Team Contact

Address 1  Address 2

City  State  Zip Code

Email Address   Email Schedule Changes?

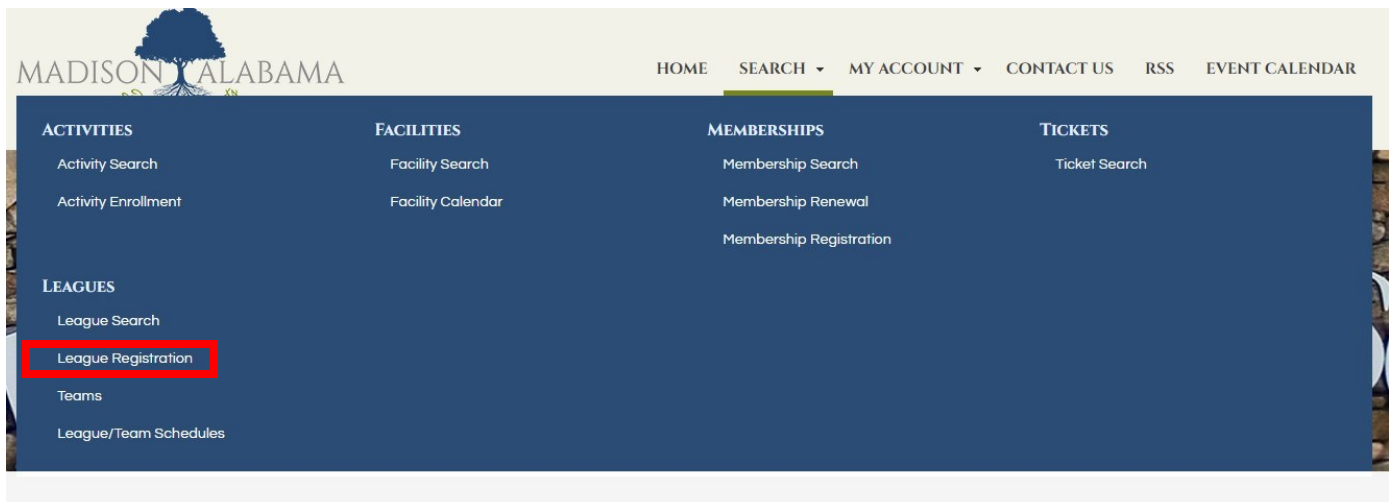
Phone 1  Extension 1  Phone #1 Type

Phone #2  Phone #2 Extension  Phone #2 Type

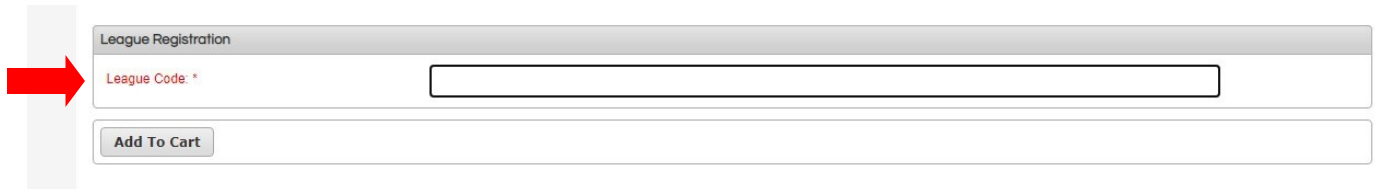
Additional Player

[Save](#) [Add New Player](#) [Copy Default Players](#)

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



- For Summer Basketball 2021, use the following league code **302MBL-23** then choose Add to Cart.
- Choose the box next to the League associated with the League Code. Continue.



League Registration

League Code: \*

- Proceed to Checkout. Follow prompts to checkout.

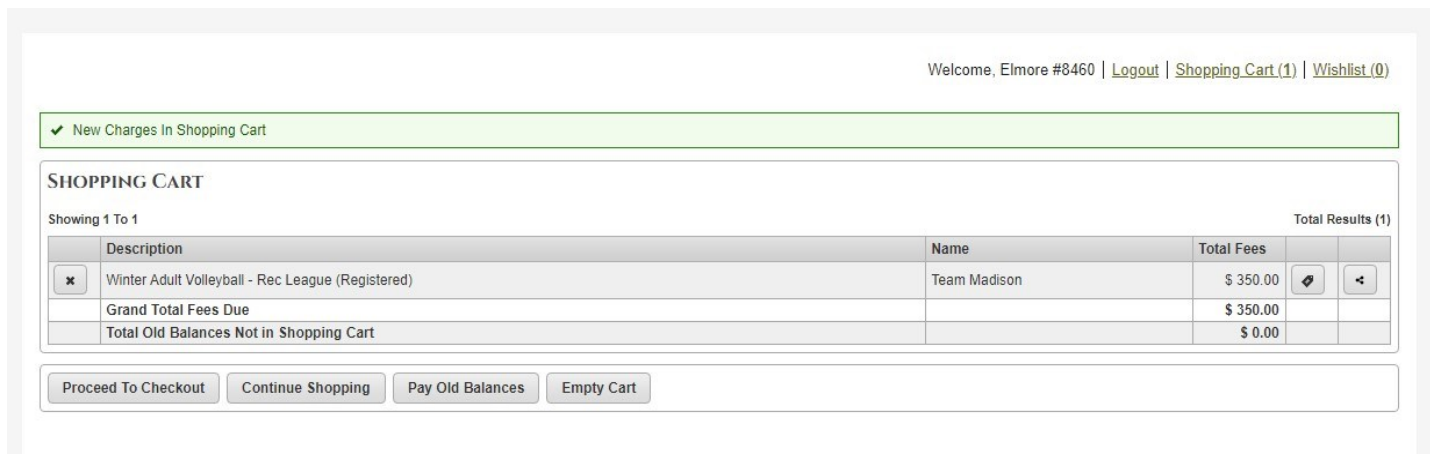


Welcome, Elmore #8460 | [Logout](#) | [Shopping Cart \(0\)](#) | [Wishlist \(0\)](#)

Team Madison

Winter Adult Volleyball - Rec League

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



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		