

**Town of Brookhaven
Civic Rec Baseball Registration Guidelines**

FOR EXISTING ACCOUNTS

1. Click Registration link from email or League Lineup.
2. **LOGIN WITH YOUR EXISTING TOB REGISTRATION EMAIL AND PASSWORD. The login with email is on the top left corner of the page in red.**
3. From the menu across the top, click **Sports** and find **Youth Baseball**.
4. Click on the **Age Group** you are registering. If you are registering multiple age groups close the pop-up and continue to register your next age group. If you are registering multiple teams in the same age group add additional account member for each additional team.
5. Check **ACCOUNT MEMBER BOX after each additional age group**
6. Click **ADD TO CART**.
7. Click **CHECKOUT**.
8. Complete all **PROMPTS** and fill in all required items.
9. Click **SUBMIT RESPONSES**.
10. Check off all boxes and insert signature.
11. Click **CONFIRM WAIVER AGREEMENT**.
12. Click **REVIEW TRANSACTION**.
13. Click **COMPLETE TRANSACTION**
14. See Transaction Receipt. You will receive confirmation email.

FOR NEW ACCOUNTS

**What You Need to Know Before Setting Up Your New Account
Primary Account**

When creating a new account, it is extremely important to enter the adult's information first. The first person on the account created will be the default payer/head of household and must be an adult. The primary email address entered into the parent's/adult's account will be your username moving forward.

Text and Email Opt-in

The Town will be sharing information about class cancellations and facility closures (including specific areas such as pools, camps, etc.) via text message and/or email. Please enter your cell phone number and select your mobile carrier to receive important updates instantly. Your information will never be sold and will only be used to send you alerts about the topics you select.

Username

Your username will always be your email address. You have the option of adding additional email addresses where you wish to receive important updates.

Password

Passwords need to be at least 8 characters in length and include at least 3 of the following: capital letters, lowercase letters, numbers, and special characters. If you have forgotten your password, please select "forgot password" to reset it at any time.

How to Set up Your Account

On desktop computers, click on **Register** at the top of the page to be taken to the registration page. Select **Log In/Create Account** in the upper left corner then select **Create Your TOB Account**.

On mobile devices, select **Account** in the upper right corner and then select **Sign Up**.

Fill in the form as completely as possible. All of the fields with an asterisk (*) are mandatory and your account cannot be created without completing these sections. You'll have an opportunity to add family members to your household later.

To receive text alerts about class cancellations and facility closures, indicate your mobile carrier next to your cell number.

Add additional household members (spouse, children, etc.) at any time in your account settings. Please keep your entire household on one account.