

## FIELD HOCKEY LEAGUE - Helpful Tips

**Team Registration** *(Are you a company/school sponsor? OR Are you an individual paying for your team?) Please follow these steps:*

### Account Access

Do you have an online account with us through RecDesk? If not, be sure to start there! To set up an account visit: <https://cityofdover.recdesk.com/Community/Member/Login> Follow the prompts to establish your business or personal online account with us.

Once the account set up has been completed, you may register your team.

- Select the **"PROGRAMS"** tab to the upper left of the page.
- Using the dropdown box, select **"LEAGUES"**.
- Select **"FH – Womens League" (or High School, Middle School or Co-Ed)**
- Follow the prompts to enter the team, in the **NOTES** section be sure to put the **TEAM NAME** you wish to see on the schedule. You will pay with a Visa/MC/Discover at the end of the registration process.
- Registration will be completed once you receive your receipt.📄

Should you require assistance, please give our office a call at 674-7541 and we can walk you through it. Additionally, if paying with cash or check (checks: payable to City of Dover Parks & Recreation) you may mail checks and a pay in person with cash. Players will be responsible to register online once your team has been registered. Be sure to have your team information submitted by the deadline. If paying by cash/check, please give the office a call with your team information at 302-674-7541.

### Individual Players

#### Account Access

Do you have an online account with us through RecDesk? If not, be sure to start there! To set up an account visit: <https://cityofdover.recdesk.com/Community/Member/Login> Follow the prompts to establish your personal online account with us. Be sure to know your teams' name prior to registering.

Once the account set up has been completed, you may register for your team.

- Select the **"PROGRAMS"** tab to the upper left of the page.
- Using the dropdown box, select **"LEAGUES"**.
- Select **"Your Team Name (example: East Coast Motor Cars)"**. Select Fee type: **"Individual \$0.00"**
- Enter your information accordingly until all steps are completed. This includes completing the waiver form with date and electronic signature. (It is helpful to have **your team name** and **start date of 06/01/2022** during the registration process, as you need to enter that information.) You will again see a payment screen that denotes \$0.00 balance. Continue to follow all prompts until registration is fully completed.📄
- Your registration is completed once you receive a "REGISTRATION IS COMPLETED" notice on your screen.

### Are you a Coach needing to check on your team roster??

We can set up coaches/managers for access to their team roster. Please give the office a call or shoot your team name and complete contact information to: [Parks@dover.de.us](mailto:Parks@dover.de.us) and you will receive a link and details to access your team.

**Please, give us a call at 674-7541, with questions or assistance in registration as needed.**