

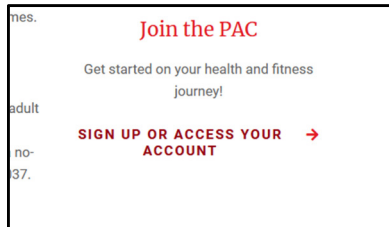
Step-by-Step for doing pre-registration

For a customer needing to navigate the websites and sign up process:

To Create an Account

Go to the Pickleball Website: <https://commed.stillwaterschools.org/adult/fitness-athletics/pickleball>

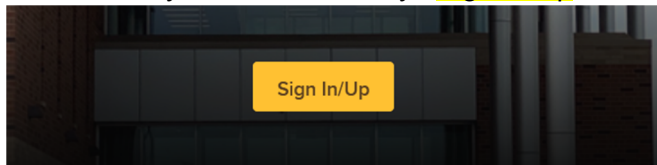
From the right toolbar, Choose **Sign Up or Access Your Account**



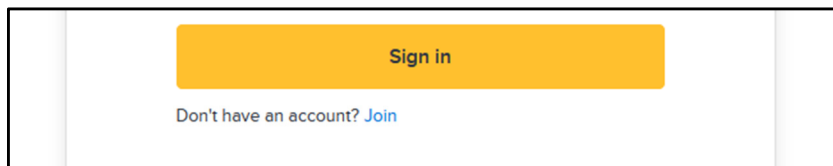
(This can also be done from the PAC website from the link in the middle of the page)

This will take them to the ActiveNet page.

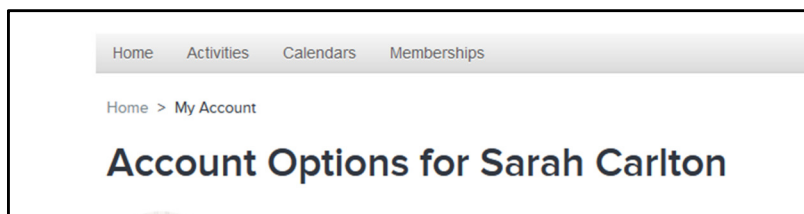
Choose the yellow box that says **Sign In/Up**



1. If they are a member, they already have an account.
 - If they have never signed in this way, they will need to log in with their email and Choose Forgot Password to create a password.
2. If they are not a member, they will need to choose **Join** at the bottom of the box.



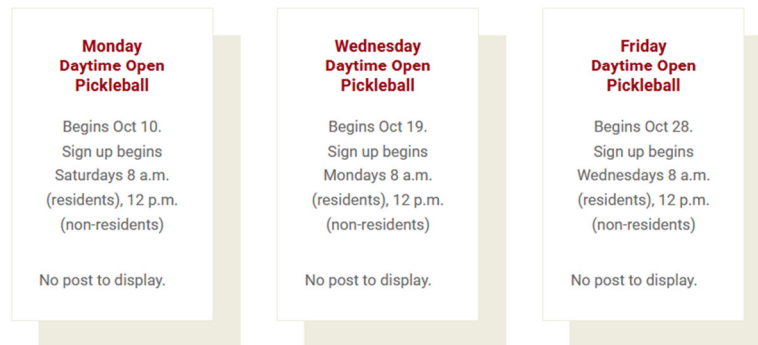
Once they have an account, they can see the Activities and Calendar features on this page. Players will pre-register for open play times directly on these pages.



To Pre-register for an Open Play time (**PLAYER INFO**)

Go to the Pickleball Website: <https://commed.stillwaterschools.org/adult/fitness-athletics/pickleball>

Scroll down to the date you wish to play ((example):



There will be a red arrow and link when the site opens for Registration. (This is the same as the Signup Genius process)

Registration will open 2 days prior to the day of play. Access is open as follows:

- School District residents 8 AM
- School District non-residents 12 Noon

All customers will be able to **SEE** the Activity, but may not have access to register based on their residency status.

>Choose this link to the ActiveNet page

>Log in.

>Choose the date you wish to play

>Follow prompts to get registered. This is similar to adding something to a shopping cart.

- Day Pass Players will need to pay before check out.
- All pre-registered spots will be held for the duration of the session. (If someone is late, we cannot give away the spot - this is different than Signup Genius)
- To cancel, call or email the PAC. Cancellation cannot be done by the customer from their account. Refunds are granted for cancellations up to 24 hours in advance of the day of play. Refunds are not given for no-shows.