

**Online Registration Application Form**

**To request an online registration/payment process for your rec program, please answer the following questions. Then, simply email it, or highlight and copy the completed section below and email the information to,** **k\_bowser@northharfordrec.com****. He will approve the request and send it along to the web administrator for publishing. Once your online registration form is accepted and published, the program chairperson will receive a link to the shared program’s registration report.**

**NOTE: All fields are required, except where specified as “optional.”**

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| --- | --- |
| Program Name: | Example: “Rec Baseball” |
| Program Dept. # (get from Russ) | If you don’t know it, get it from RussExample: “Dept. 17” |
| Program Description: | <Please provide a summary of your program that is useful to website viewers…. i.e. applicable ages, practice days/times/locations, etc. This is the information that displays on the Open Registration page, so be thoughtful please.> |
| Program Chairperson Name: |  |
| Program Chairperson Contact Email: |  |
| Program Chairperson Phone #:  | <optional> |
| Online registration OPEN date: |  |
| Online registration CLOSE date: |  |
| Program Season BEGIN date: |  |
| Program Season END date: |  |
| Custom Questions:  | <optional> Example: jersey size, current school grade, etc. |
| Special Waiver: | <optional> If you have waiver other than Rec liability waiver. |
| Divisions / Age Group: |  |
| Division 1 Name: | Example: U8, U10, etc. |
| Division gender: | (male, female, coed) |
| Division 1 Youngest allowed DOB: | <DOB of the youngest participant allowed in the division> |
| Division 1 Oldest allowed DOB: | <DOB of the youngest participant allowed in the division> |
| Division 1 maximum # of participants |  |
| Division 1 Waitlist feature: | (ON or OFF) When ON, registrant will be notified when openings arise. When OFF, the division is no longer displayed when at max #. |
| Division 2 Name (i.e. U-8, U-10, etc.): |  |
| Division gender (male, female, coed: |  |
| Division 2 Youngest allowed DOB: |  |
| Division 2 Oldest DOB: |  |
| Division 2 maximum # of participants |  |
| Division Waitlist feature (On/Off): |  |
| etc. <insert more divisions if need be> |  |
| Program Participant Cost: | <provide cost by Division/Age Group, if it varies> |
| Registration Confirmation Email Content:  | <optional> If you want to provide expectations, timelines, etc. |
| Email address:  | <optional> If you want to be copied on each confirmation email |