

Sports League Registration Instructions

1. REQUIRED BEFORE accessing Sports League Registration:

-Current THPRD account (expired accounts require renewal prior to any registrations).

-- Account expired? Account renewal can be done by calling any THPRD facility.

-The primary or secondary adult on THPRD household account must have an active THPRD online portal.

-- THPRD online portal activation: Proceed to Section 2 THPRD Online Portal Activation Instructions.

-- Already activated? **Section 3** (Sports Leagues Sign-Up through League Reg.), **Step 5**

2. THPRD Online Portal Activation Instructions:

1. Go to www.thprd.org

2. On the main homepage, in the top right hand corner select **REGISTRATION LOGIN**.

3. On the following page, in the blue square box labeled **Login to myTHPRD**, look below the two drop-down boxes and select **I'M NEW**.

4. A small blue pop-up screen labeled CREATE MY WEB ACCOUNT will appear, please enter your THPRD ID number (it should start with the first three letters of your last name, or something similar), and continue to fill out the remaining questions.

5. Once all required fields are complete, press the **SUBMIT** button.

Your THPRD online portal is now activated!

3. Sports Leagues Sign-Up (through League Registration)

1. Go to www.thprd.org and log in to your THPRD online portal by clicking on **REGISTRATION LOGIN** (in the upper right hand corner of the THPRD homepage).

2. Once you are logged in and the whole family account uploads, please verify it is in-fact your account by looking at the top right hand corner of the page (verifying your full name, date of account expiration, etc.)

3. Staying on the same page, the left-hand side will be THPRD account information menu. Proceed to the middle of this menu and click on ***SPORTS LEAGUE REGISTRATION***.

Please note: This menu allows patrons to navigate, register and collect information on all related THPRD activities through this menu.

4. Once this page loads, make sure all your household members (including those who will be registering for the sports league) are listed below ***REGISTER NOW***.

5. Once you have located the patron you want to register, use the drop-down boxes below registrant's name and select the appropriate information:

- Select ***desired sports league***
- Select ***registrant's shirt size (if applicable)***
- Select ***registrant's school pathing***

Please Note: School pathing is based off patron's current area of residency, from elementary school through high school. If no available school areas fall under your current area of residency, please select the school pathing that is nearest you.

6. Upon completion, select ***CONTINUE TO NEXT STEP***.

7. The next page says ***SPORTS LEAGUE REGISTRATION CHECKOUT***. Verify the information you previously entered is correct, registrant's name, sports league, shirt size and school pathing.

8. Continuing down the page, list any comments and/or preferred coaches' names that you may have.

Please note: THPRD's youth basketball program has NO pre-formed teams. We do our best to accommodate, if possible, but preferences/comments are NOT guaranteed.

9. Still proceeding down the same page, include any phone numbers or emails that are best way to get in contact with you. Once registration has closed and teams are formed, the contact information provided will be how coaches notify you!

YOU ARE ALMOST THERE!

10. Continuing down this page, please read and complete the 3 required fields...

1. Payment/Credit Card reminder, located under the credit card number inserted.

2. Emergency Contact & Medical Form can be completed 1 of 2 ways:

* Online, through your THPRD portal (please be sure to complete and submit under your youth registrant's name). Failure to complete and submit the Emergency Contact & Medical Consent form for participants in THPRD youth sports programs results in no participation until the Athletic Center receives it.

*Athletic Center, the front desk has manual copies that can be completed and turned In to Athletic Center staff (inform staff what program, upon submission).

3. Player/Parent Concussion Form: Located at the Athletic Center front desk or by league's programmer (via email).