



### Online Registration Guidelines

Starting Friday February 15<sup>th</sup>, ALL youth sports registrations will be transitioning to online enrollment. Below is a list of steps to take in order to sign up your child for any of our programs. Thank you for being patient as we transition to this new system!

1. Follow this link to the Kersey Recreation homepage:

<https://co-kersey.civicplus.com/174/Recreation-Department>

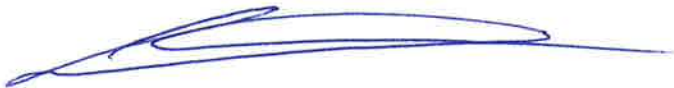
2. Use the toolbar on the left side of the screen to scroll over the programming you are looking for: the two choices right now are Adult Programs and Youth Sports (we currently do not have any adult programs running)
3. Hover over the right 'arrow' tab until a new set up options appear; you can choose Fall Sports, Spring Sports, Summer Sports and Winter Sports
4. Again, hover over the right 'arrow' next to the option you would like until you find the specific sport you are looking for (i.e. 'Spring Sports > Hot Shots Soccer', etc.)
5. Once on that specific sport homepage, you will see a large logo icon for that sport; the logo is a link that will take you to the Activities Registration homepage
6. You will see the 'Hot Shots Soccer' registration item listing prices, dates, times and registration deadlines
7. On the right hand side of the screen you will see a white button labeled 'Register'; click on that link to get started
8. The first thing you will be prompted to do is click on 'Create an Account'; follow the link and fill in the following information:

First and last name; email; display (username); and click on the 'I agree to the policies, terms and conditions' and then click on the 'Create Profile' button at the bottom of the page

9. You will have to verify the account by going to your email and following the instructions emailed to you to verify; you will have to create a secure password before logging into the website again
10. After you log back in, the screen should automatically re-open the New Registration form; fill out the required information (marked with an \*)
11. At the bottom of the form it will ask for a 'Registration Fee'; choose from the drop down menu that correlates with your desired group level and resident/non-resident status  
Resident: anyone who lives in the immediate Kersey Town Limits  
Non-Resident: anyone living outside the immediate Kersey Town Limits  
\*Platte Valley Students may be considered 'resident status' even if outside of the Kersey Town Limits
12. Once all required boxes are filled, select the 'Calculate Totals' to make sure your registration fee matches what you selected; if everything is correct, select 'Proceed to Checkout' and follow the remaining instructions for checkout
13. If you have been awarded a Scholarship or Coaches Voucher, you will be supplied a promo-code to insert during the checkout process; that promo-code will give a discount on your payments at the final screen
14. All registrations will be emailed directly to the Recreation Director and automatically generated into our system

Thank you again for your patience during this process!

Sincerely,



**James Neill**

**Recreation Director**

**Town of Kersey**

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