Eden Prairie Adult Athletics Registration Help Guide
It is recommended that participants plan ahead when registering and allow time prior to the registration deadline to get acquainted with the system and troubleshoot any account creation issues.
How to register for a league

1. To register for a league, visit edenprairie.org/register.
   ◦ If you already have an account (in the new system), log in at this time. If you do not have an account, Create an Account.
   ◦ If you have issues logging in or you get locked out of your account, contact the Eden Prairie Community Center at 952-949-8470 for help.
2. The team manager must first add a team to their account. To create a team, go to My Account and Teams. On the next screen, click on Add Team.
3. Fill out the required information and click Save. The team is created and can now be registered for leagues! If the manager knows who will be on the team, players can be added now or the team can be updated later.
4. Now you have a team! The team can be updated (add players) from this screen and more teams can be added.

- Keep in mind that players are allowed to play on only one team per league.
- If you register for multiple sports, you will need to create a team for each sport.
5. To register your team for a league, click on Search/Register then League Search.
6. Search for leagues by sport, category of the league (co-rec, women’s, men’s), and/or day of the week. To see all of the league options, leave the search options open.

- If a league has a red X, registration has not opened for this league yet or the league is full. Hover over the X to see the reason.
- If a league has a green +, registration is open and this league can be added to a shopping cart by clicking on the green +.
7. Click on the green + and then select the team that you want to register and click continue.
8. Follow the prompts to proceed to check out or continue shopping.
   ◦ WebTrac only accepts credit card payments.
Paying your League Fee Online

1. Log into your account at edenprairie.org/register
2. Click on My Account at the top of the page and then click on Pay Old Balances.
1. Log into your account at edenprairie.org/register
2. Click on My Account at the top of the page and then click on Teams.
3. Click Update to select the team that you want to add players to.

Now you can update your team information and click Add New Player to add players to your roster. After you have all of your players, click Save.

*Adult Athletics will use the contact information listed on this page to contact you with league schedules and updates. Please make sure you keep this information up to date!
Always have access to your schedule by going to edenprairie.org/adult athletics and find your sport!

Click on Schedules and select your sport.

Hover over the Contact to see a Team Managers contact information.

Accessing your schedule and league standings
Questions or issues?

• Contact the Adult Athletics Staff!
  ◦ Doug Tucker– Adult Athletics Supervisor
    • 952-949-8438
    • dtucker@edenprairie.org
  ◦ Steve Brum and Noah Hill– Adult Athletics Leads
    • 952-949-8583
    • adultathletics@edenprairie.org