

LIBERTY TOWNSHIP RECREATION COMMISSION

TEAM SNAP

ONLINE REGISTRATION INSTRUCTIONS

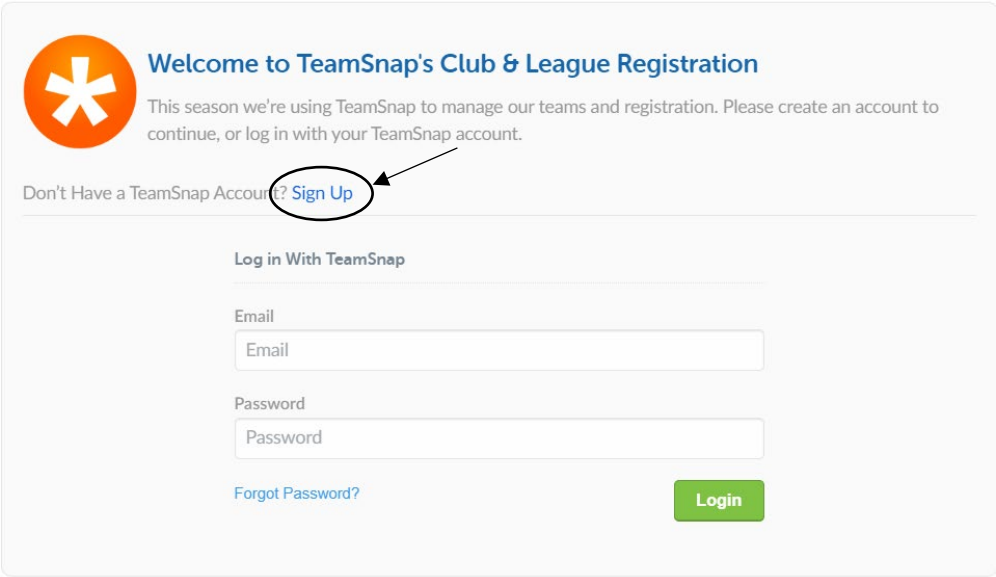
For assistance or questions, please contact Carrie Gajda at (908) 209-4843 or libertyrec17@gmail.com

NEW ACCOUNTS:

For each program, a link will be provided for registration.

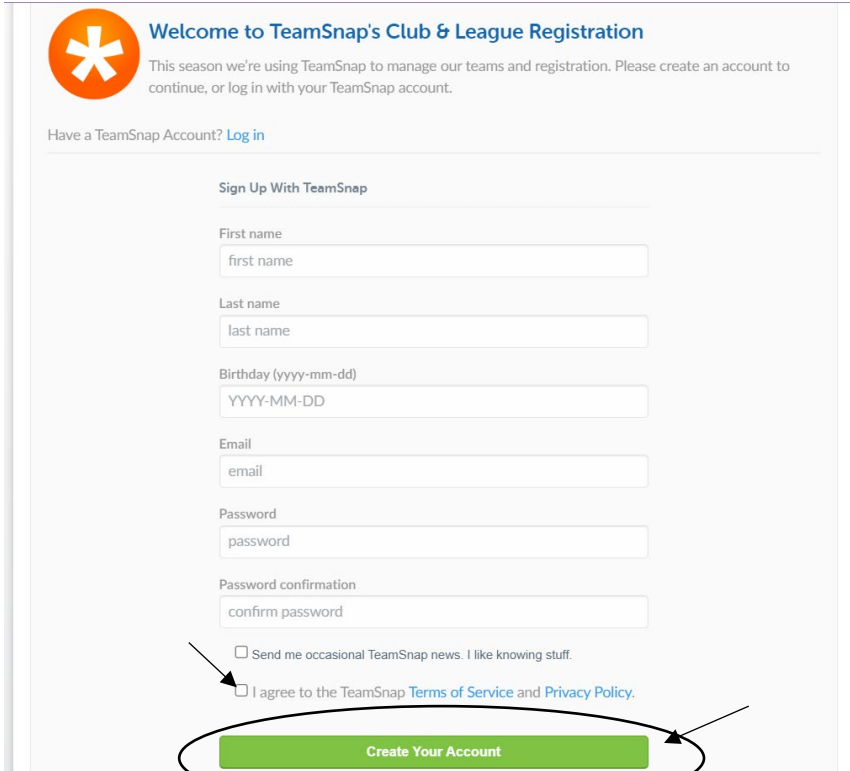
Click on the link and you will see a screen like this:

Click "Sign Up"



The screenshot shows the 'Welcome to TeamSnap's Club & League Registration' page. It features an orange asterisk logo on the left. The main heading is 'Welcome to TeamSnap's Club & League Registration'. Below the heading, there is a message: 'This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.' Underneath this message, there is a link that says 'Don't Have a TeamSnap Account? [Sign Up](#)'. The 'Sign Up' link is circled in black, and an arrow points to it from the right. Below the link, there is a section titled 'Log in With TeamSnap' which contains two input fields: 'Email' and 'Password'. Below these fields are two links: 'Forgot Password?' and a green 'Login' button.

The next screen will look like this:
Please fill in the required fields
with your information, agree to
Terms and Conditions,
and click "Create Your Account".



The screenshot shows the 'Welcome to TeamSnap's Club & League Registration' page, but the focus is on the registration form. The heading is 'Welcome to TeamSnap's Club & League Registration'. Below the heading, there is a message: 'This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.' Underneath this message, there is a link that says 'Have a TeamSnap Account? [Log in](#)'. Below the link, there is a section titled 'Sign Up With TeamSnap' which contains several input fields: 'First name', 'Last name', 'Birthday (yyyy-mm-dd)', 'Email', 'Password', and 'Password confirmation'. Below these fields, there are two checkboxes: one for 'Send me occasional TeamSnap news. I like knowing stuff.' and another for 'I agree to the TeamSnap [Terms of Service](#) and [Privacy Policy](#)'. The 'I agree' checkbox is checked. At the bottom of the form, there is a large green button labeled 'Create Your Account'. This button is circled in black, and an arrow points to it from the right.

Once you have created your account, you will see a screen that looks like this example:

This is the registration form.

Please fill-in all required fields and acknowledge waivers to register your child.

2023 Summer Recreation Registration

Info Docs & Waivers Participant Fees Checkout

Participant Info

Please note: Registration is open for Liberty Residents ONLY, until 4/15/23. If you are a non-resident please wait until 4/16/23 to complete your registration. All non-resident registrations received prior to 4/16/23 will be placed on a waiting list. PLEASE NOTE!!! You DO NOT need to make payment online if you wish to avoid credit card/processing fees. Checks and/or cash can be dropped off at the Liberty Municipal Building, 349 Mountain Lake Road, Great Meadows, NJ 07838. Please make sure envelopes are labeled with participant's name. Simply go through the checkout process without selecting any of the listed fees/payments. Once you checkout we will receive your registration and await your payment.

Step 1: Enter Participant Info

Participant 1 Info close

* First Name

* Last Name

* Address

* Zip/Postal Code

* Birthdate

* Gender

PARTICIPANTS WITH EXISTING ACCOUNTS:

For each program, a link will be provided for registration.

Click on the link and you will see a screen like this:

Use the email address and password you used to initially create your account

Click "Login"

Once you login, you will immediately be directed to the appropriate registration form (seen above).

Please fill in all required fields and acknowledge waivers.

Welcome to TeamSnap's Club & League Registration

This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.

Don't Have a TeamSnap Account? [Sign Up](#)

Log in With TeamSnap


Email

Password

[Forgot Password?](#)

[Login](#)

After the registration portion is complete, you will continue to the fee section. Your screen will look like this:
Select the appropriate fee(s)
From the list and scroll down



Participant Fees

Please select the fee(s) that apply to each participant.

Test Registration's Participant Fees

2023 Summer Recreation Program Fee

Thank you for trusting the LTRC with your children. Please note that Non-residents of Liberty Township will need to pay the additional \$50 fee for registration. Online payments are an optional convenience. If you would like to avoid processing fees, please feel free to pay via cash or check at the municipal building. Thank you!

RESIDENT REGISTRATION FEE | \$200.00

[Remove Selection](#)

Team Snap offers payment protection insurance. The Liberty Township's policy is that all registration payments made are refundable up until the program start date. It is completely optional if you choose to purchase insurance for unforeseen events that may occur after the start of the program. This insurance program is not affiliated with Liberty Township, and we have no control over terms or how claims are handled.

If you choose to purchase the insurance, Fill in the required information and click on the acknowledgement.

If you do not wish to purchase the Insurance, select "No..."

Click "Save & Continue"

Protect Your Investment

Get Reimbursed up to 100% * (Required)

What if your child becomes sick or injured?
What if you get called to active military service?
A Registration Saver (RegSaver) policy can cover your registration fees should your child miss their season, or a portion of it, due to a covered peril. Policies start as low as \$7.
Enter your address below to calculate your insurance cost. NOTE: if you are registering for a camp, tournament or showcase event you will need to purchase a Single Event Policy by visiting [this link](http://www.registrationsaver.com/teamsnap) instead

Street Address City State Zip

[Calculate](#)


Test Registration


Yes, I would like to protect Test Registration's registration fee


No, I choose not to protect Test Registration's fee

By checking this box, you acknowledge you have read and understand the Certificate of Insurance, Terms and Conditions, Disclaimer, and agree to the Terms and Conditions of the insurance coverage provided.

RegSaver is offered by Next Wave Insurance Services, LLC - CA License #0F00755, in partnership with AIG.

Insurance provided by 





[Save & Continue](#)

PAYMENT:

When opting to pay online, there will be a service/convenience fee charged. This fee is determined by Team Snap and is paid directly to their credit card processing provider. It is NOT an added fee that goes to the township.

Checkout

Please review your registration fees and select a payment method.

2023 Summer Recreation Registration Fees

Participant Fees

Test Registration	RESIDENT REGISTRATION FEE	\$200.00
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[Add Another Participant](#)

Total Fees

Participant Fees	\$200.00
Form Fees	\$0.00
Regsaver Fees	\$0.00
Total	\$200.00

Step 1 : Choose a Payment Method

[Pay Online](#) [Pay Offline](#)

Pay With Card
All Major Cards

Pay With Bank
Straight from your bank account

Step 2: Confirm Payment and Finish Checkout

[Past Credit Cards](#) [New Credit Card](#)

Name On Card

Credit or Debit Card

Split payment into installments*
\$53.12 due today + 3 monthly payments
[View Payment Details](#) off

* Payments are processed automatically with your submitted credit/debit card. A processing fee will apply to each payment.

Order Summary

Registration Fees	\$200.00
Processing Fee	\$8.00
Checkout Total	\$208.00

[Confirm Payment](#)


You will always have the option of paying offline by check or cash. Select "Pay Offline". You will see a screen like this:

Click "Continue Checkout"

Step 1 : Choose a Payment Method

[Pay Online](#) [Pay Offline](#)

⚠️ Installation plans are available when paying by credit card



Checkout Instructions

Please continue to our offline payment confirmation screen to print your offline voucher and complete checkout.

Order Summary

Registration Fees	\$200.00
Checkout Total	\$200.00

[Continue Checkout >](#)

If you have chosen to pay offline, you will see a screen like this:
Please print the offline payment voucher and mail or drop off your payment at the municipal building.
349 Mountain Lake Road
Great Meadows, NJ 07838

Please make checks payable to LTRC and include your child's name on the check.

 **Thanks for Registering!**
Please print and return your voucher with payment to make sure you don't get lost in the shuffle. [Print Voucher](#)
If you prefer to avoid the convenience fee, please pay via cash or check at the Liberty Municipal Building at 349 Mountain Lake Road, Great Meadows

Make Payment to: _____ Send to: _____

Liberty Township Recreation 349 Mountain Lake Road
Great Meadows, New Jersey, 07838
United States

Please print this receipt and return the bottom portion with payment.

Registration ID: #11065565

Participant Fees		
Test Registration	RESIDENT REGISTRATION FEE	\$200.00
Total Fees		
Total Amount Due		\$200.00

[Print Voucher](#)

What's Next?

Once assigned to a team your coach should send you an email.

Visit your TeamSnap dashboard to check your status, re-print your voucher, or pay online.

[Go to Dashboard](#)