

Jr. Pioneers Hockey Online Registration Guide

1. Visit <https://signup.recreation.du.edu>.
2. Log in to your online account.

WebTrac Login

Username *

Password *

[If you have an account with us, but you've forgotten your username, please click here.](#)

[If you have an account with us, but you've forgotten your password, please click here.](#)

[If you're a brand new patron with us, please click here to register for a new account.](#)

3. If you have a DU affiliation (Faculty/Staff, Student, Alumni), please view My Account > Household & Member > Category from the top menu to ensure your affiliation is correctly tagged in our system. If it is not, please contact us at recreation@du.edu so that we may update your household category before you complete your registration. *If you do not have an affiliation with DU, the category will be tagged as "No DU Affiliation."*

Home My Account ▾ Open Online Registration ▾ Memberships ▾ Punch Passes ▾ Reservations ▾

Update

Account Settings

Household & Member

Household Primary Person Information

Category	DU Alumni ▾	First Name *	Test	Last Name *	ZZZAlumniHousehold
Address Line 1 *	2201 E. Asbury Ave.	Address Line 2		City *	Denver
State *	CO ▾	Zip Code *	80208	Phone Number 1	(303)871-3845
Extension 1	0	Phone 1 Type	Work Phone ▾	Email Address 1 *	recreation@du.edu
Gender	Male ▾	Birthday	01/01/1980		

4. Select Memberships > Jr. Pioneers Hockey 2016-17 Team Registration from the top navigation.



5. Select the green + sign next to the Jr. Pioneers Hockey group in which your child has been assigned.



6. Select the correct family member for the Jr. Pioneers Hockey registration by checking the box under their name and selecting *Continue*.

- Please note - the system will only show family members who are eligible to purchase the selected Jr. Pioneers Hockey membership.



- If your child is continuing in the same group as the 2015-2016 season, you will get a message asking if you would like to renew the pass. Please select *Yes*.
- Select your Billing preference. Options include Pay in Full, Monthly Billing-Credit Card or Monthly Billing-Savings/Checking Account.

Billing Option

Copy Billing Information

Pay in Full

- You will then need to agree to the Acknowledgement of Risk form. If you do not click the “*I agree with the above*” at the bottom of the screen, you will not be able to complete your registration.

Waivers

Participant: Child1 ZZZPublicHousehold
Program: JPH U16 A (Midget Minor)
Enrollment Date: 08/14/2016

Parental Permission Form/Acknowledgement and Assumption of Risk and Release

I agree with the above *

Continue **Cancel**

- If you selected *JPH Membership Billing – New Checking/Savings Account*, you will be prompted to the following screen to enter your bank account information.

ePay Info Update - Banking Info

Account Holder

AccountType: Checking Account

Check Number

Routing Number *

Account Number *

Continue **Cancel**

11. If you selected *JPH Membership Billing – New Credit Card*, you will be prompted to the following screen to enter your credit card information. This may take a few minutes. **You will not be charged anything when you enter your credit card information on this screen, it is authorizing your credit card for future billing.** Once your information is entered, click *Submit Payment*.
 - a. If you select monthly billing and are registering multiple children, your credit card should appear in the Billing Options selection box once you've completed the first authorization.

Payment Summary

Please review the following details for this transaction.

Amount

\$ 0.00

Billing Information

Enter your payment details below.

Cards Accepted



Credit Card

Secure

Test ZZZAlumniHousehold

*Name

Card Number

*Card Number

7

*Exp Month

2016

*Exp Year

Card CVV/CVC

*Card CVV/CVC



Billing Address

2201 E. Asbury Ave.

*Address

Address (Line 2)

Address (Line 2)

Denver

*City

Colorado

*State/Province

Province (Outside US/Canada)

Province (Outside US/Canada)

80208

*Zip/Postal Code

UNITED STATES

Country

recreation@du.edu

*E-mail Address

3038713845

Phone Number

Submit Payment

Cancel

You will receive the following message after selecting "Submit Payment." This process may take a few minutes.

Your credit card is being processed.

To avoid Duplicate Credit Card charges,

Do **NOT** CLOSE or REFRESH your web browser or click the BACK button.

Please be patient and wait for your receipt / confirmation in order to complete your transaction.

You will be redirected momentarily.

Please Wait

12. You will then be prompted to the Shopping Cart where you can view your fees and complete your transaction.
 - a. You will automatically be taken to this page if you select the billing option *Pay in Full*.
 - b. If you are not registering any other children, click *Proceed to Checkout*.
 - c. If you are registering other children, select *Continue Shopping* and repeat the registration process (starting with step #4).
13. Select *Proceed to Checkout* once you have registered all children.

Shopping Cart

Showing 1 To 1 Total Results (1)

Description	Name	Total Fees		
<input type="checkbox"/> JPH U16 A (Midget Minor) (30284) (Future)	Child1	\$ 425.00	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total Fees Due		\$ 425.00		
Total Old Balances Not in Shopping Cart		\$ 0.00		

Apply Gift Certificate/Coupons/Rewards

Type Code

A few notes regarding the Shopping Cart screen:

- Your initial charge will include the annual tournament fee. This fee varies by team.
- If you are eligible for any monthly billing DU affiliation or multi-player discounts (applied to the second and future children), these discounts will be detailed in the fee details (one discount for each monthly billing cycle will appear in the fee details). Please note: no additional discounts will be applied to full season, pay-in-full payments.
- If you are a Rick's Center parent and select monthly billing, please call 303-871-3396 after completing your registration to have your affiliation discount applied.

14. If you select monthly billing in the registration process, the first payment will be charged as outlined in the 2016-2017 Jr. Pioneers Hockey fee structure chart unless your registration is completed after the first bill date.