

## Registration Instructions & Information – All Leagues

Welcome to the new online registration process for Combined Locks Recreation Department's Tee-Ball, Boys Baseball and Girls Softball Leagues. Prior to making this registration link live, we have done our best to predict questions you might have and address them with the service provider. Guaranteed, we didn't think of EVERYTHING! Please be sure to read through each page carefully and complete each page thoroughly.

*Pay special attention to your child's t-shirt size. If after you complete your registration, you want to confirm your child's t-shirt size, come to the Recreation Department Monday-Friday between 8:00am and 4:00pm have your child try-on the sample t-shirt. Any size changes must be made by 02/28/19. If you order the wrong size, there is a \$15 re-order fee.*

**VERY IMPORTANT:** You will receive an automated email stating, "You have successfully submitted your registration." This is NOT confirmation of your registration. Each registration will be reviewed for eligibility and another email will be sent to you confirming your child's registration. These confirmation emails will be sent by 01/17/19. If you do not receive your confirmation email by 01/17/19, please contact the Recreation Director, Barb Vanden Heuvel at [vandenheuvelb@combinedlocks.org](mailto:vandenheuvelb@combinedlocks.org) or 920-788-7745.

**UNIFORMS/HATS/VISORS:** After your registration is complete, go back to the Recreation Department webpage and print and complete your order form for clothing. This order form must be returned to the Recreation Director in-person by 02/28/19 WITH payment, if you have NEW uniform needs. Office hours are Monday – Friday 8:00am to 4:00pm. Samples are available to try-on. If you order the wrong size shirt, there is a \$15 fee per shirt for re-orders. If your child has gray pants, black shorts, a hat, or a visor that still fits from last year, this order form is not needed.

### UNIFORM REQUIREMENTS:

- **Tee-Ball** – gray baseball pants or grey shorts; baseball hat or visor is optional for this league, but if a player does wear a cap/visor it MUST be Combined Locks; tennis shoes or rubber cleats are required – NO Flipflops!
- **ALL Boys leagues (grades 1-6)** – gray baseball pants and Combined Locks baseball cap.
- **ALL Girls leagues (ages 7-13)** – black shorts, NO yoga pants and NO leggings. If the player needs long pants, they MUST be black baseball pants. If the player wears a cap or visor, it MUST be the Combined Locks cap or visor.