

SERP-Sponsored Sport Associations Registration Instructions and FAQs

Overview:

- All players must be SERP eligible (Sandia employee, spouse or child.) This includes any substitute players.
- Players may participate on up to two SERP teams but may only receive subsidy for one. NOTE: This is per each association's bylaws. Not every league allows players to participate on multiple teams.
- EVERY player age 18+ on a SERP-Sponsored team must register through the SERP website at:
<https://clients.mindbodyonline.com/ASP/su1.asp?studioid=583129>
Paper waivers are not accepted. All waivers will expire on the date indicated on the waiver. Due to liability, you may NOT register another adult on their behalf.
- Players that are not registered for a team will not receive subsidy.

SERP WEBSITE REGISTRATION:

NOTE: All registrations must be completed via the desktop site. The SERP app is unable to accept team signups.

PLAYERS:

See instruction sheet below for how to register.

CAPTAINS:

To create a team of Sandia Employees only, call or email SERP and we will create your team. Info needed:

- Team name
- Team Level (if applicable)
- Captain's Name
- Men's/co-ed (if applicable)

Adding/Dropping players:

- **ADDING:** All players must register for their team in the SERP website.
- **DROPPING:** SERP must be notified via email when a player is removed from a roster.

Other things to remember:

- The SERP website is for all of SERP, not just leagues. Discounts, SERP store, SERP e-store and social groups are all found here.
- The SERP website is an external site and can be accessed from anywhere in case you need to have someone sign a waiver before a game.
- A sandia.gov email is required from all users except for dependents who do not work for SNL. SERP verifies every registration, and if a non-Sandian email is used you will be asked to change it.

Please refer to the SERP-Sponsored Associations Policies and Procedures manual for additional clarifications.

Regulations regarding minors:

- Minors are allowed per each Associations bylaws. Check with the Association POC and SERP before enrolling a minor.
- Minors must have a signed paper waiver that may be obtained from SERP. All waivers expire yearly.
- Due to liability, SERP will create an account in the website for the child. Anyone under age 18 may not create their own account, even if it was created by the parent.
- See **“How do I register my minor child to play?”** on page 4 below.

SERP-Sponsored Sport Associations

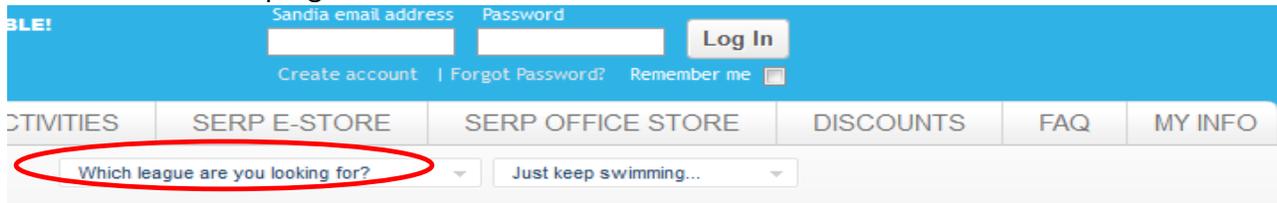
SERP WEBSITE: Registration Instructions for SNL Employees and Eligible Dependents over age 18.

**Eligible dependents include: children and spouse of the SNL employee.
Participating dependents younger than 18 must be registered by SERP staff.**

1. First time users should create an account with their Sandia email in SERP’s website at <https://clients.mindbodyonline.com/ASP/su1.asp?studioid=583129>
2. If you have already created an account, sign-in with your email and password credentials.
3. Once logged in, find the LEAGUE SIGNUPS tab at the top of the page.



4. Search for your desired team by using the “Which league are you looking for?” drop-down menu in the top right.



5. Once you have found your team, click the blue “Click here to register “button:



6. Confirm your enrollment with the blue Enroll button.

Congratulations! You are now registered! You will receive an automated email confirmation. You can always view your team registration in the My Info section of your account.

Registration FAQs:

Can I register for my sport on the SERP app?

Unfortunately, the SERP app does not support league registrations.

I'm registered online, now what?

You will be contacted by your team captain regarding your schedule. DO NOT follow the class schedule provided after registration.

What if my team is not listed?

Contact your team captain and ask them to register the team with SERP. If SERP has not been contacted, the team will not appear on the screen.

Why does the schedule tell me that every game is at the same time?

The SERP website was designed for a fitness club and views every "team" as though it is a recurring fitness class. SERP is unable to input individual schedules, so please contact your team captain for your exact schedule.

Who qualifies as a dependent?

Spouse and child of the Sandia employee only.

How do I register my minor child to play?

- If the child is under 18, SERP must be contacted and you will be given a special waiver to fill out for the child.
- Email form to serp@sandia.gov. Please do not use Mail Stop.
- Do not create an account on the SERP website for any child under age 18. SERP will do this for you. If the child is over 18, they must create their own account in the SERP website.

I'm new here. What if I don't have a team?

SNL Employees and/or eligible dependents: Register as a FREE AGENT (see below). This helps existing SERP-Sponsored teams find new players!

SVBA-- FREE AGENTS

Fri Date: 7/10/2018 - 7/31/2018 : 6:00 pm - 10:00 pm

Don't have a team? Sign up here! This is where teams needing extra players will find you!

[Click here to register](#)

Still having trouble? Call SERP at 844-8486 or email serp@sandia.gov