

This email communication is for any players that have interest in Ladder League for the 2024 summer season. This is the summer schedule, times and locations:

Day	Time	Location	Start Day
Monday	9-11	Verhagen	May 27
Tuesday	6-8	Verhagen	May 28
		Lake Park	June 4*

[Verhagen Park](#), 829 West 3rd Street, Kimberly

[Lake Park Swim & Fitness](#), 730 Lake Park Rd, Menasha 920-882-8900

*We will rotate players between the two locations as fairly as we can. If you play regularly, you should play at both locations equally. Play at Lake Park will begin on June 4.

IMPORTANT: Ladder League with Fox Cities Pickleball does not mean a weekly commitment like most leagues. You have an option of whether you want to participate in each separate event. You can play once, ten times or every week.

We will again use the [TrackItHub](#) (TIH) software for organizing the league. See process below to register for a league:

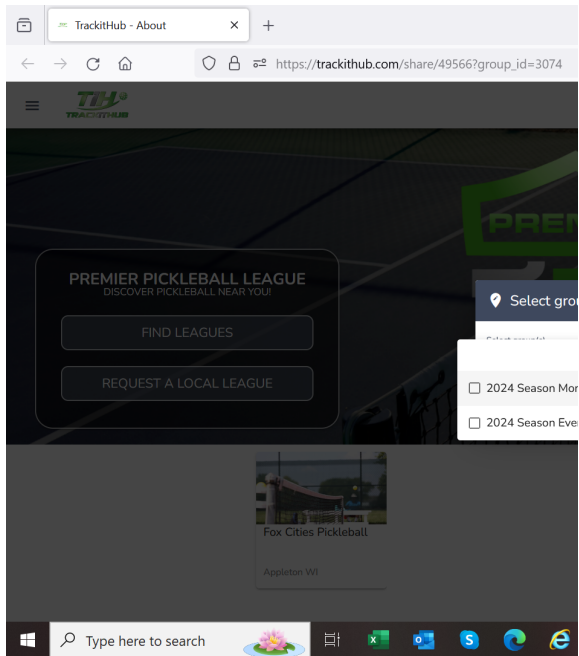
1. Use to make payment and register for a TrackItHub ladder league. There will be a \$10 league membership fee. There will be an additional \$20 fee (to cover Lake Park court fees) to play in the evening ladder league, but no additional fee to play in the morning league. You may choose morning, evening or both ladder leagues. This is a picture of what the link will bring you to.

The screenshot shows a web browser window with the URL <https://www.foxcitiespickleball.com/2024-league-registration/>. The page title is "2024 LEAGUE REGISTRATION". The form includes the following fields and options:

- Name:** A text input field.
- Email Address:** A text input field.
- Mobile Number:** A text input field with a dropdown menu for country code (USA) and a placeholder for the number (201) 555-0123.
- Zip Code:** A text input field.
- Fees:**
 - Fox Cities Pickleball Membership (Required): \$10
 - Registration for Fox Cities Pickleball Ladder Leagues (Required):
 - ☐ Monday Morning Ladder – \$0
 - ☐ Tuesday Evening Ladder – \$20
- Agreement:** A checkbox labeled "Agreement".
- Waiver:** A text area with the following text: "I fully recognize and understand that participation in pickleball may result in inherent risks or injury due to the nature and level of the sporting activity. As evidence by my electronic signature (check mark), I have read this waiver and am of legal age to sign this agreement and hereby, for my heirs and administrators assign, release, waive, and".

2. Completing the registration in step 1 will automatically send you to [this link](#) to JOIN the group(s) in TrackItHub you desire to play in. After **clicking JOIN**, selecting your group(s)

and clicking **Done** and **Save**, you will need to **click the X** on the top left of the JOIN box on the right side of your screen to be able to get to the next logon or registration piece of this step. If a new user, it will have you go through a registration process, if existing user, it will ask for your logon and password, then you will get a message that says the administrator needs to approve your request.



3. Once your payment and your request to join a group is received and you have been manually approved, the group will show up on your Dashboard in TrackItHub and you are ready to get invites.
4. After you are accepted into the Tuesday evening ladder league you will need to call Lake Park Swim & Fitness at 920-882-8900 and ask for a manager. The manager will collect additional details needed for your club automation account to be set up before attending your first league night at Lake Park. By Lake Park having your information in club automation, you will be able to make reservations for play outside of league.

General TIH information:

When you get your weekly invite, the administrator needs you to **accept or decline every invite by noon the day before the event**. If you will not be participating, a simple decline is a big help to our volunteer administrators for these events! Adding you after the lineup is created is a lot of re-work! This also pertains to no-shows; the administrator will need to re-do the lineup after the games to reflect who really played. If you do not get the email invite, please check your SPAM – 99% of the time it is there. **If you have to cancel after the deadline**, please send a TEXT to the administrator (not email).

The invites will normally be sent 6 days before the event. The plan is to send the first invites on May 20, 2024. You will not get an invite if you are not both paid and subscribed to the group. The first two play dates of the season are on May 27th and 28th. If you may rarely play with a specific league group, you will be able to easily add and remove those groups on demand in the future under 'My Groups' and click 'Recommended'. This is often used when players are on vacation from their jobs or it is a holiday (Memorial Day, 4th of July, Labor Day on our morning league days). You will always be able to play adhoc in a morning league, but not an evening league if you have not paid the evening league fee. You will continue to get weekly invites until you remove yourself from a group. You will get an email with the final line-up, also stating the location of play the evening before the day of play (typically before 8pm).

The administrators for the leagues this year are:

Novice-Intermediate Tuesday Evening League: Jessica Fillebrown/Julie Van Sambeek

Intermediate-Advanced Tuesday Evening League: Gina Anderson/Julie Van Sambeek

Monday Morning League-all levels: Sallie Schultz/Julie Van Sambeek

Make sure you thank your administrators for making this league possible.

If you have any questions, please email foxcitiespickleball@gmail.com or call 920-268-6929 for clarification or help.

Julie Van Sambeek
920-268-6929