Member Instructions: How to Create an Account and Register

Step 1: Create an account
Login with Facebook, Google+ OR, Create New User Account

Step 2: Add in the Parent/Admin User's Details
Email address, name, username and password

Step 3: If Email is Already in Use
If your email address already exists in the system, click the "Forgot your password" link on the login page to reset it

Step 4: Create Your Household
Add phone and address info. This will pre-populate with subsequent logins

Step 5: Register a Participant
You can also register to volunteer or make a donation

Step 1 — Welcome
Step 2 — Collect Order Item Info
Step 3 — Additions
Step 4 — Donate

Select Order Item

Registration Step 1.2 - SELECT ORDER ITEM

What would you like to do?

| Register a Participant | Register a Volunteer |

Make a Donation

Step 6: Create the Player/Registrant
Existing household members will always show up here, or create a new one

Step 1 — Welcome
Step 2 — Collect Order Item Info
Step 3 — Additions

Identify Participant

Registration Step 2.1 - IDENTIFY PARTICIPANT

Select Household Member to Register

○ Wayne Rooney
686-15398-46

● Create New Member

Personal Information

First Name: Lil   Last Name: Rooney
Birthdate: 06/02/2006   Gender: ● Male ○ Female
Phone #: (202) 555-1212

Step 7: Select a Program/Season
Only those programs a member is eligible for will appear in the dropdown

You are registering: **Lil Rooney**

Step 1 — Welcome
Step 2 — Collect Order Item Info

Select Season

Registration Step 2.2 - SELECT SEASON

Select an Open Registration Season

Select the Season you are registering Lil Rooney (06-02-2006) for:

✓
Can-Am Cup - 2017 March 4-5
Savannah Girls Rock/ Boys Rule Tournament - Spring 2017
St Patrick's Day Cup - 2017 March 11-12

← Back / Edit

Step 8: Enter Parent Info
Select an existing member from the dropdown, and/or create a new member

You are registering: **Lil Rooney** for 2017 March 4-5

Step 1 — Welcome
Step 2 — Collect Order Item Info
Ste — Addit

Additional Information

Registration Step 2.3 - ADDITIONAL INFORMATION

Parent 1 and Parent 2 will be given admin login access to this household with a v

Parent 1   **Parent 2**

● Select Existing Member ○ Create New Member

Select: Wayne Rooney ▾   First Nar
First Name: Wayne   Last Nar
Last Name: Rooney   Email Addre
Email Address: rooney@example.com   Phone Numb
Phone Number: (202) 555-1212   Relationship to Participa
Relationship to Participant: ▾

← Back / Edit

Step 9: Next Steps
Register another player, register to volunteer or complete registration

Registration Step 3.1 - REGISTER ANOTHER

Do you have an additional registration to make?

Register a Participant

Register a Volunteer

▶ No, Proceed to Next Step

Step 10: Review Cart Contents
Edit the registration, go back to register another, or proceed to checkout

Registration Step 5.1 - REVIEW ORDER

Review Cart Contents

PARTICIPANT: LIL ROONEY | CAN-AM CUP - 2017 MARCH 4-5

Participant	Registration Info	Fees and Discounts	
Lil Rooney	Can-Am Cup - 2017 March 4-5	⚠ Can-Am Cup	$59.00
Birthdate: **2006-06-02**			
MALE		**Participant Reg. Total**	$59.00

Order Total **$59.00**

✔ Register Another

▶ Proceed to Checkout

Step 11: Make Payment
Enter credit card details and submit, or click Back to edit the registration

Registration Step 5.2 - MAKE PAYMENT

Payment Amount

Type	Description	Registration Info	Registration Total
Participant	Lil Rooney	Can-Am Cup 2017 March 4-5	$59.00
			$59.00

Payment Information

Select payment type:

Selected Payment Method: Credit Card

Cardholder's Name First Name Last Name

Country United States

Billing Address

City

State

ZIP

Card Number

Security Code

Expiration 01 / 2017

Amount to Pay: **$59.00**

Back / Edit

Submit Order

Step 12: Confirmation!
Your receipt will be emailed to you and you can view/print it from the confirmation screen

Registration Step 5.3 - ORDER CONFIRMATION

Registration Order Complete!

🖨 View/Print Receipt

↷ Finish and Re