

# 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



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

Registration Step 2.1 - IDENTIFY PARTICIPANT

Select Household Member to Register

Wayne Rooney  
686-15388-46

Create New Member

Personal Information

First Name: Lil, Last Name: Rooney

Birthdate: 06/02/2006, Gender: Male

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

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

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

Select Existing Member | Create New Member

Select: Wayne Rooney

First Name: Wayne, Last Name: Rooney, Email Address: rooney@example.com, Phone Number: (202) 555-1212

Relationship to Participant

Parent 2

First Name, Last Name, Email Address, Phone Number, Relationship to Participant

Back / Edit

## Step 9: Next Steps

Register another player, register to volunteer or complete registration

The screenshot shows a progress bar at the top with five steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Additions), Step 4 (Donate), and Step 5 (Complete Order). Step 3 is highlighted in yellow. Below the progress bar, the page title is "Registration Step 3.1 - REGISTER ANOTHER". A question asks, "Do you have an additional registration to make?". There are two main buttons: "Register a Participant" and "Register a Volunteer". A secondary button on the right says "No, Proceed to Next Step".



## Step 10: Review Cart Contents

Edit the registration, go back to register another, or proceed to checkout

The screenshot shows a progress bar with five steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Approvals), Step 4 (Donate), and Step 5 (Complete Order). Step 5 is highlighted in yellow. The page title is "Registration Step 5.1 - REVIEW ORDER". The main heading is "Review Cart Contents". Below this, it says "PARTICIPANT: LIL ROONEY | CAN-AM CUP - 2017 MARCH 4-5" with an "Edit Registration" link. A table shows registration details for Lil Rooney, including birthdate (2006-06-02) and gender (MALE). A summary table shows "Fees and Discounts" with "Can-Am Cup" for \$59.00 and a "Participant Reg. Total" of \$59.00. The "Order Total" is \$59.00. At the bottom, there are buttons for "Register Another" and "Proceed to Checkout".

## Step 11: Make Payment

Enter credit card details and submit, or click Back to edit the registration

The screenshot shows a progress bar with five steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Approvals), Step 4 (Donate), and Step 5 (Complete Order). Step 5 is highlighted in yellow. The page title is "Registration Step 5.2 - MAKE PAYMENT". The "Payment Amount" section shows a table with one row: Participant, Lil Rooney, Can-Am Cup 2017 March 4-5, \$59.00. The "Payment Information" section has a "Selected Payment Method: Credit Card" with icons for Visa, Mastercard, and American Express. Below this are fields for Cardholder's Name (First and Last), Country (United States), Billing Address, City, State, ZIP, Card Number, Security Code, and Expiration (01 / 2017). At the bottom right, it says "Amount to Pay: \$59.00". There are buttons for "Back / Edit" and "Submit Order".



## Step 12: Confirmation!

Your receipt will be emailed to you and you can view/print it from the confirmation screen

The screenshot shows a progress bar with five steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Approvals), Step 4 (Donate), and Step 5 (Complete Order). Step 5 is highlighted in yellow. The page title is "Registration Step 5.3 - ORDER CONFIRMATION". The main heading is "Registration Order Complete!". At the bottom, there are two buttons: "View/Print Receipt" and "Finish and Re" (partially visible).