

# 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



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). Step 2 is highlighted in orange. Below the progress bar is a dark header with a pushpin icon and the text "Registration Step 1.2 - SELECT ORDER ITEM". The main content area has the heading "What would you like to do?" and three buttons: "Register a Participant", "Register a Volunteer", and "Make a Donation".

## Step 6: Create the Player/Registrant

Existing household members will always show up here, or create a new one

The screenshot shows a progress bar with three steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), and Step 3 (Additions). Step 2 is highlighted in orange. Below the progress bar is a dark header with a pushpin icon and the text "Registration Step 2.1 - IDENTIFY PARTICIPANT". The main content area has the heading "Select Household Member to Register" and a dropdown menu showing "Wayne Rooney" with a "Create New Member" button next to it. Below this is a "Personal Information" section with fields for First Name (Lil), Last Name (Rooney), Birthdate (06/02/2006), Gender (Male), and Phone # ((202) 555-1212).

## Step 7: Select a Program/Season

Only those programs a member is eligible for will appear in the dropdown



The screenshot shows a progress bar with two steps: Step 1 (Welcome) and Step 2 (Collect Order Item Info). Step 2 is highlighted in orange. Below the progress bar is a dark header with a pushpin icon and the text "Registration Step 2.2 - SELECT SEASON". The main content area has the heading "Select an Open Registration Season" and a list of three options: "Can-Am Cup - 2017 March 4-5", "Savannah Girls Rock/ Boys Rule Tournament - Spring 2017", and "St Patrick's Day Cup - 2017 March 11-12". The first option is selected with a checkmark. A "Back / Edit" button is at the bottom.

## Step 8: Enter Parent Info

Select an existing member from the dropdown, and/or create a new member

The screenshot shows a progress bar with three steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), and Step 3 (Additions). Step 2 is highlighted in orange. Below the progress bar is a dark header with a pushpin icon and the text "Registration Step 2.3 - ADDITIONAL INFORMATION". The main content area has the heading "Parent 1 and Parent 2 will be given admin login access to this household with a v" and two columns for "Parent 1" and "Parent 2". The "Parent 1" column has a dropdown menu showing "Wayne Rooney" and fields for First Name (Wayne), Last Name (Rooney), Email Address (rooney@example.com), and Phone Number ((202) 555-1212). The "Parent 2" column has fields for First Name, Last Name, Email Address, Phone Number, and Relationship to Participant. A "Back / Edit" button is at the bottom.

## 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. The cart details are as follows:

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

Buttons: Register Another, 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".

**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)      Card Number:

Country:       Security Code:

Billing Address:

City:       Expiration:  /  / 2017

State:       ZIP:

Amount to Pay: \$59.00

Buttons: Back / Edit, 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!".

Buttons: View/Print Receipt, Finish and Re...