

Online Registration Instructions for first time users

- All registrations are done on line through our registration system called Demosphere using a credit card (Visa or Mastercard).
- All new families are asked to create a **NEW ACCOUNT** using one parent’s email. This account will be used to manage your household (players information, registrations and payments) .
- All new players to Coastal FC and those players u11 and up , will be required to add a birth certificate or passport (Nexus , BC service and PR cards are also accepted) Please make sure you have one handy during registration.

Registering for Soccer in Demosphere – Step by Step tutorial

Step 1: Parent/Admin User’s Details

Open the link:CREAT NEW USER ACCOUNT .Add Your (the parent /guardian) Email address, name, username and password , please save this password either by writing it down or remembering it to the site.

Create Your New User Account

Profile Information for the Parent or Household Administrator/Owner

Parent/Admin Email Username

Parent/Admin First Name Password
(6 character min)

Parent/Admin Last Name Confirm Password

• Email: is invalid

This account will be used to manage the household, its players, payments and registrations

Create New Account Cancel

Step 2: Create Your Household (Account)

Add your phone and address , postal code and phone number. All information is required and then you click “save and continue” This will pre-populate with subsequent logins

subsequent logins

Registration Step 1.1 - HOUSEHOLD INFORMATION

My Household

Household Name

Your Phone #

Country

Address

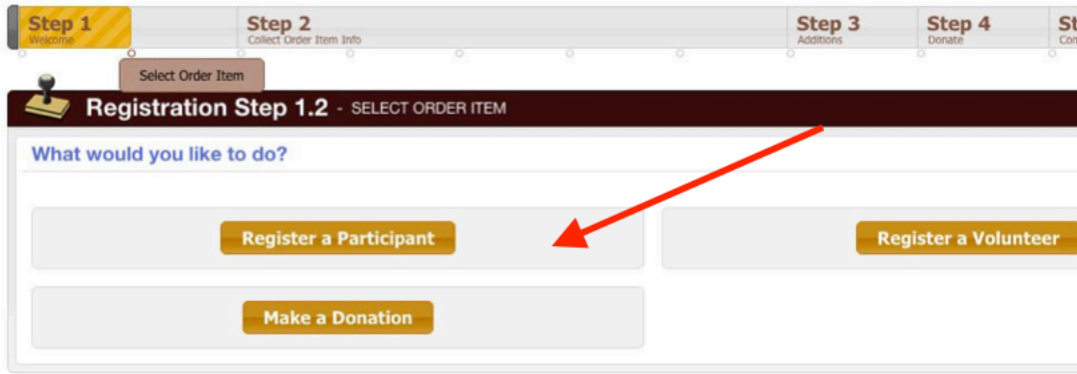
City

State ZIP

Coast Futbol Alliance would like to communicate our operational messages via SMS/text from time to time. Please consider opting in below.

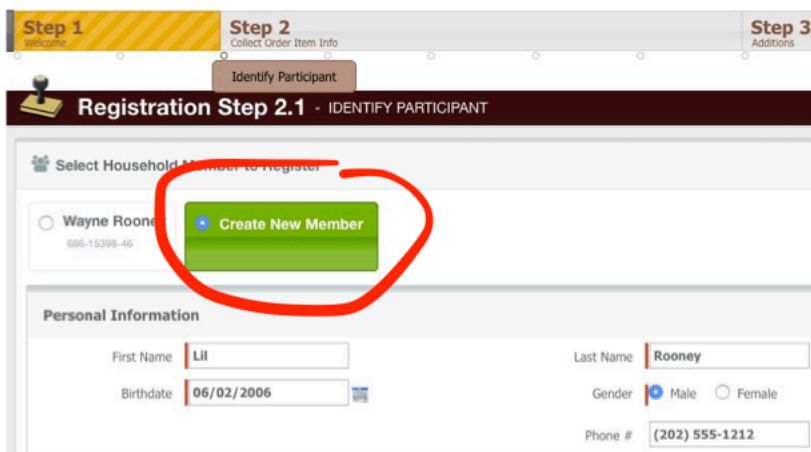
I would like to receive SMS Broadcasts

Step 3: Register a Participant (Player)



You will see your name listed here (first time) and the “create new member” In the future once you have created profiles for each player and parent, these will all be listed and you can simply select them and will not need to re-enter information.

Step 4: Create the Player account under New Member



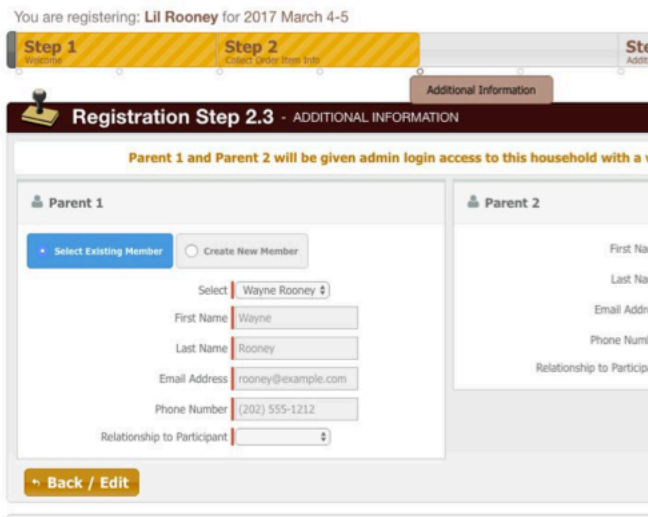
Step 5: Select a Program/Season

Only those programs a player is eligible for will appear in the dropdown. There will be multiple programs available for registration, so make sure to select the correct one. The age group is tied directly to the birthdate you entered. Make sure you double check the information on the players profile. You can go “Back/Edit” any adjustments. If all is correct click continue.



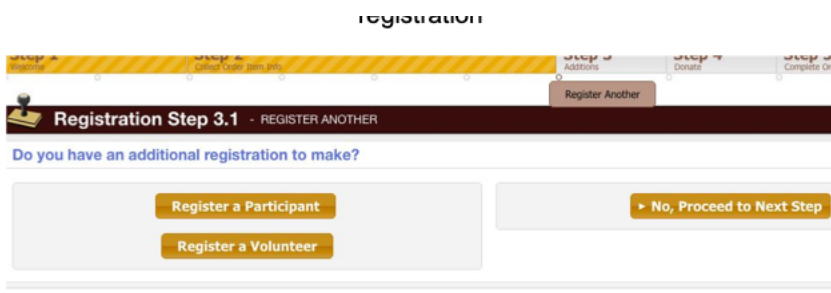
Step 6: Enter Parent Info

If this is the first time you will need to enter the information for one or two parents by selecting “Create New Member” .



Step 7: Next Steps

Register another player or register to volunteer or complete registration . If you do select to volunteer , it will prompt this screen to ask who wishes to volunteer and in what role. If you have someone else that want to volunteer you will need to create a new member



Step 8: Review Cart Contents

Edit the registration, go back to register another player. If you have another person to register you may do so on this screen and it will repeat some of the above steps.

or proceed to checkout “No , Proceed to next step”

Click continue – next you will see the seasonal waivers associated with the program.

Make sure to check the box “ I agree to above terms and conditions “ and click continue – Note you will not be able to continue if you do not check the box.

Step 1 Step 2 Step 3 Step 4 Step 5

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 Birthdate: 2006-06-02 MALE	Can-Am Cup - 2017 March 4-5	Can-Am Cup \$59.00
Participant Reg. Total		\$59.00

Order Total \$59.00

Register Another Proceed to Checkout

Step 9: Make Payment

Enter credit card details and submit, or click Back to edit the registration . This registration site is secure and Coastal FC does not have access to any of your payment information .

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: Credit Card

Selected Payment Method: Credit Card

Cardholder's Name: First Name Last Name
Country: United States
Billing Address: [Field]
City: [Field]
State: [Field]
ZIP: [Field]
Card Number: [Field]
Security Code: [Field]
Expiration: 01 / 2017

Amount to Pay: \$59.00

Back / Edit Submit Order

Step 10: Confirmation!

Your receipt will be emailed to you and you can view/print it from the confirmation screen . If you do not receive an order confirmation, please log into your account to verify your email address. In your account (household) you will be able to access all current and past registrations.

Registration Step 5.3 - ORDER CONFIRMATION

Registration Order Complete!

View/Print Receipt Finish and Re