

REGISTERING FOR SOCCER IN DEMOSPHERE: STEP BY STEP TUTORIAL

All 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).

Step 1: Parent/Admin User's Details

Open the link: CREATE NEW USER ACCOUNT. Add YOUR (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:

Parent/Admin First Name:

Parent/Admin Last Name:

Username:

Password: (6 character min)

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, 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)

Registration Step 1.2 - SELECT ORDER ITEM

What would you like to do?

Register a Participant

Register a Volunteer

Make a Donation

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

The screenshot shows a registration progress bar with three steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), and Step 3 (Additions). Below the progress bar, the current step is 'Identify Participant'. The main heading is 'Registration Step 2.1 - IDENTIFY PARTICIPANT'. Underneath, there is a section 'Select Household Member to Register' with a radio button next to 'Wayne Rooney' and a green button labeled 'Create New Member' which is circled in red. Below this is a 'Personal Information' section with input fields for First Name (Lil), Last Name (Rooney), Birthdate (06/02/2006), Gender (Male selected), and Phone # ((202) 555-1212).

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.

The screenshot shows a registration progress bar with three steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), and Step 3 (Additions). Below the progress bar, the current step is 'Select Season'. The main heading is 'Registration Step 2.2 - SELECT SEASON'. The sub-heading is 'Select an Open Registration Season'. Below this, there is a text box that says 'Select the Season you are registering Lil Rooney (06-02-2006) for:'. A list of seasons is shown with a checkmark next to the first one: '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'. At the bottom, there is a 'Back / Edit' button.

Step 6: Enter Parent Info

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

The screenshot shows a registration progress bar with three steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), and Step 3 (Additions). Below the progress bar, the current step is 'Additional Information'. The main heading is 'Registration Step 2.3 - ADDITIONAL INFORMATION'. Below this, there is a text box that says 'Parent 1 and Parent 2 will be given admin login access to this household with a v'. There are two sections for 'Parent 1' and 'Parent 2'. The 'Parent 1' section has a 'Select Existing Member' button and a 'Create New Member' radio button. Below this, there are input fields for First Name (Wayne), Last Name (Rooney), Email Address (rooney@example.com), Phone Number ((202) 555-1212), and Relationship to Participant. The 'Parent 2' section has input fields for First Name, Last Name, Email Address, Phone Number, and Relationship to Participant. At the bottom, there is a 'Back / Edit' button.

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 in your household that would like to volunteer, you will need to create a new member

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 Ord). A 'Register Another' button is positioned above the progress bar. Below the progress bar, the header reads 'Registration Step 3.1 - REGISTER ANOTHER'. The main question is 'Do you have an additional registration to make?'. There are two main options: 'Register a Participant' and 'Register a Volunteer' (both in orange buttons), and 'No, Proceed to Next Step' (in a grey button).

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.

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). A 'Review Order' button is positioned above the progress bar. Below the progress bar, the header reads 'Registration Step 5.1 - REVIEW ORDER'. The main section is titled 'Review Cart Contents'. It displays the following information:

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

Buttons: 'Register Another' (checked) and 'Proceed to Checkout' (circled in red).

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 .

The screenshot shows a web form titled "Registration Step 5.2 - MAKE PAYMENT". It features a table with the following data:

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

Below the table is a "Payment Information" section. It includes a "Selected Payment Method: Credit Card" with logos for Visa and Mastercard. The form contains fields for "Cardholder's Name" (with sub-fields for First Name and Last Name), "Country" (set to United States), "Billing Address", "City", "State", "ZIP", "Card Number", "Security Code", and "Expiration" (set to 01 / 2017). At the bottom right, it displays "Amount to Pay: \$59.00" and two buttons: "Back / Edit" and "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.

The screenshot shows a web page titled "Registration Step 5.3 - ORDER CONFIRMATION". The main heading is "Registration Order Complete!". Below this, there are two buttons: a teal button labeled "View/Print Receipt" and an orange button labeled "Finish and Re".

IMPORTANT INFORMATION: All players u11 and older will be required to add a new photo for their player ID cards. Please make sure you have one handy during registration. The photo must be a clear head shot from the shoulders up, like a passport photo. NO hats, sunglasses, food and no other person in the photo.

