

## HOW TO REGISTER YOUR PLAYER:

### Log In- Username & Password

- Under the My Account tab
  - Register Family Members
    - Select Fall 2017-1018
    - Select Player Registration
      - Click Continue
- Click Green Continue button if everything looks good and no need to add new players
- New window Click Green Button (Register as Player) on the player you want to register
- New window- Select Play Level
- Upload Player Picture and Birth Certificate
- Make sure all the information is right on the page
  - Save & Next Page or if you have another player to register Save & Register Another
- Click boxes to accept Concussion & Sudden Cardiac sheets
  - Agree & Continue
- Registration Fee Page
  - Payment Method
    - Pay in Full
    - Payment Plan\*
      - Continue
  - Select Payment Plan Payment Method
    - Discover\*, MC\*, Visa\*, ECheck, Check
  - Select Payment Plan Schedule
    - You may choose to pay up to 4 installments\*

\*\* If you choose the option to make payments, you have up to 4 installments/months to pay your balance.

- If you choose to pay with your credit card **EACH** month/transaction you will be charged a **2.5%** *convenience fee* for that payment.
- If you choose to pay by a check you **MUST** send us all 4 checks **UPFRONT** properly dated accordingly for the month and written out for the correct monthly amount.