

Waunakee Middle School Wrestling – Online Registration Instructions

Our website is www.waunakeewrestling.com, and serves all levels of Waunakee Wrestling from Youth to High School. The website allows us the ability to do online registrations for all programs including Club, Middle School and High School. Most importantly, it allows us to communicate both in-season and out-of-season.

Please go to www.waunakeewrestling.com. Our website is powered by a company called Blue Sombrero, a division of Dick's Sporting Goods. Please don't delete any emails that you receive from Blue Sombrero as they will have information for you about your registration.

Once you're on our website, parents/guardians will need to click on the "Register" button in the upper right. **Parents of our wrestlers to be the ones creating the accounts.** Once accounts are created, participants are then added. Please note if you have registered using Blue Sombrero with any other sport in the past you will need a new username that is unique to Waunakee Wrestling. If you have already registered with Waunakee Wrestling then your username and password will remain the same. Registered users can update their information and add participants at any time.

Step 1: Create an Account (new users)

The website uses the terms "primary contact" and "secondary contacts" to mean parent or guardian. If there are multiple households for a respective player, each household should complete the process of creating an account.

After clicking on the register button, you will be asked for basic information and to create a username & password for the primary contact (parent / guardian doing the registering). Please keep track of this information as you will need it next year to complete registration/update account information/etc. You will **NOT** need to login when you go to the site for general information and browsing.

Step 2: Provide Detailed Contact Information

Entry of registering parent information and information on the secondary contact (second parent/guardian in the household/s) is requested. By providing a secondary email contact the Blue Sombrero team will forward an invitation requesting the secondary contact to register. Please encourage this step to the secondary contact as there are some specific volunteer roles that are applicable for each level during the registration process.

Step 3: Add Participant/s Information.

Please click on "Add Participant" and fill out the form. Once you're done with this, you can choose to add another participant or to click "next" if you are done with this step.

Step 4: Choose Program Level.

Please note that the programs available are populated by the participant's birthdate and that more than one program may be available depending on when you register. You must be in High School to participate in the High School program and the same for Middle School. However, all Middle School participants will have the option to register for a Club Program later. Once you've chosen the appropriate program for your participant, hit next. There is additional information to fill out for each specific program you have registered your participant in. Once done, hit "next"

Step 5: Volunteer Roles

Unique to each program you may see a Volunteer Description please select the "signup" button for each and then click "continue." You will be asked to select the person registering (yourself) and presented the ability to invite the secondary contact email you identified previously. After selecting the individual and invitations click "continue." Please add any additional required information and select the desired volunteer roles, the "continue."

Step 6: Registration Summary and Checkout

Review your registration summary for completeness (add/remove or change) any registrations and then click "continue." At this point you have reached the Payment Information page. There is no cost to register your players in the Middle School program as these fees will need to be paid to the Middle School directly.

The "check out" page looks like you need to pay for something for Middle School. However, you will see the cost is \$0.00 for the programs. Regardless if you have \$0.00 in your order summary you will still need to click "submit order" to complete the registration process.

At this point, the primary contact (parent who did the actual registration) will receive two emails. The first email confirms you have set up a user account on our website. The second email contains information specific to the program/s each participant/s you registered. Please review the email carefully and keep for your records.