

# USA Online Registration System User Guide

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- Go to [www.usasoccerholland.com](http://www.usasoccerholland.com) (or [www.united-soccer-athletes.com](http://www.united-soccer-athletes.com)).
- Click on 'REGISTER' in the upper right hand corner.
- Enter all the contact info and click on 'CREATE AN ACCOUNT'. Make note of our user name and password so that you can use it later.
- The system will load our Online Registration System.
- Enter personal info as it flows through the page (an \* indicates a required field) and when you are done click 'CONTINUE'.
- At the next page (Which best describes you) click on 'I AM A PARENT ...' (or the other appropriate icon link) and fill out your player's personal info and when you are done click 'CONTINUE' ---- OR ---- If you have multiple USA players and want to add them now (you may come back and add them at the end of the process) click on 'ADD ANOTHER PARTICIPANT' and complete the info for your additional player(s) and click 'CONTINUE'.
- At the next page, you will see your player or players listed with the AVAILABLE PROGRAMS for them listed under their names. You should see at least one TEAM program and the USA TEAM CAMP program. If you see multiple TEAM programs it is because your player or their team may be able to participate FALL & SPRING or SINGLE SEASON. Additionally, because of your player's birth date, they may be able to participate in a given division or an upper division if they are "playing up". All this information has been provided by your coach above or has otherwise been discussed for your individual player. If you have questions, contact your coach for help.
- Knowing the information from the previous step, select the appropriate division by selecting 'REGISTER' next to that division. If you wish to register for the USA Team Camp, select 'REGISTER' next to that player's camp option. If you are registering multiple players, repeat selections for each of our other players. When you have clicked on 'REGISTER' the button will change to 'SELECTED'. When all the appropriate selections are made, click 'CONTINUE'.
- At the next page, you will enter the required information for the programs/divisions selected. This will include the information required for the team and the information required for the Team Camp (if selected). If you are registering multiple players, this information will flow down the page from one player to another.
  - Select the TEAM NAME LISTED ABOVE from the first drop down box.
  - At the next drop down box, select the NUMBER OF SEASONS LISTED ABOVE. If you are a two season team but your coach agreed to you playing only one season on the two season team, make the appropriate selection.
  - At the next 3 fields, enter your first, second, and third choices for uniform numbers. Your coach will assign numbers based on the order that they were received (so register ASAP to get your number first).
  - Continuing down the page, read the various waivers and information pages and if you are in agreement CLICK THE SELECTION BOX indicating your understanding and acceptance. If you are not in agreement, you may not complete the registration process and need to contact your coach or Club official.

- At the end of this page, click 'CONTINUE'. If you are unable to continue it may be that you did not enter a required field. Find the missing data guidance in red text and enter the required information and retry clicking 'CONTINUE'.
- At the next page you are able to volunteer to participate as an assistant coach or team manager for your player(s). Entering information now does not obligate you to do so, nor does it guarantee that you be asked to do so.
  - If you wish to volunteer select the '+' next to the position. Once selected, the button will change to a '✓'.
  - If you do not wish to volunteer select the empty box '... NOT AT THIS TIME' at the bottom of the page. Click on 'CONTINUE' when finished.
  - If you volunteered for a position, the next page will confirm the individual to serve the role. Select either yourself (primary account holder) or invite a new account user. Click 'CONTINUE'.
  - Complete the information on the next page for the individual selected to volunteer. Click 'CONTINUE'.
- The next page will be the 'REGISTRATION SUMMARY'. This will show each of the programs/divisions selected for your player(s). Verify that the information is correct.
- If correct, click on 'CONTINUE'. If there is an error, select 'REMOVE FROM CART' and you will be able to update that portion of the registration process at a later time in the process.
- The next page will be the 'PAYMENT INFORMATION'. This is a secure site where you initiate the checkout/payment process.
  - If you are using a CREDIT CARD or DEBIT CARD select 'CREDIT CARD' from the top drop down box. By selecting this option you will be able to proceed and complete the entire registration process during this online session. To complete the process, enter the required information. If you select credit card you must pay in order to complete the registration process and exit the system or you must suspend the session and continue later. Once you have completed all the information, click 'CONTINUE'. YOUR PLAYER WILL BE A FULLY COMMITTED PLAYER WITH READY TO PLAY STATUS.
  - If you do not wish to pay during this online session, select 'CHECK'. This will allow you to mail or deliver a check at a later time. NOTE, all payments must be received by the Club no later than REGISTRATION NIGHT. At or before registration night you are able to pay with credit card, debit card, check, or cash. Click 'CONTINUE'. IF YOU ELECT TO DELAY PAYMENT YOUR PLAYER WILL BE A FULLY COMMITTED PLAYER WITH A PENDING (NOT ABLE TO PARTICIPATE) STATUS.
- The next page is the 'CONFIRMATION'. If the information appears to be correct, click 'CONTINUE'. If you wish to make a change, click 'BACK'. If you select 'BACK' you will be taken to confirmation pages for each of the key areas and you may edit information as needed. If you select 'CONTINUE' the 'SUBMIT YOUR ORDER' window will open.
- At the 'SUBMIT YOUR ORDER', if you paid by 'credit card' it will show your total payment amount. If you selected 'check' it will show \$0.00. If it correct, click 'COMPLETE ORDER'.
- The next page will be your 'REGISTRATION ORDER SUMMARY' and you are DONE! Make note of the Order Number or print this page for your records. Welcome to the Club!