

How to Register with the WSC

1. Go To www.willowicksoccerclub.org
2. Find the Registration Tab at towards the top of the website and click on Online Registration.
3. Select the Division you are registering for. If you're registering multiple children, you can add a participant later in the process.
4. Create an Account
 - a. Once created, the information that you enter into the account will be available without for all future registrations.
 - b. If you have registered for a previous season, sign in with the Log In and Password you created.
5. Complete the Primary Parent / Guardian Information Form and Click continue
6. Select " I am a parent or guardian registering a participant"
7. Complete the Add New Participant Form
 - a. If you are registering multiple children, click the Add Another Participant button at the bottom of the form and complete another Add New Participant Form.
 - b. Click continue
8. Verify that the register button for each participant you are registering is green, has a check mark, and states SELECTED.
 - a. If you forgot to add a participant in the last step, don't worry, there is an Add Another Participant button at the bottom of this page too!
 - b. Click continue
9. Complete the Program Information Form for each participant you registered.
 - a. Read and acknowledge the Code of Conduct Policy
 - b. Read and acknowledge the Uniform Policy
 - c. Click Continue

10. Complete the Volunteer Options Page

- a. WE NEED VOLUNTEERS
- b. If you are unable to volunteer, select the box below the volunteer options.
- c. If you decide at a later time that you are able to volunteer, contact the WSC at willowicksoccerclub@gmail.com.
- d. Click Continue

11. Registration Summary

- a. Verify that the registration button for each participant is green, has a check mark, and states SELECTED.
- b. Click Continue

12. Payment Information

- a. Select and complete the payment information.
 - i. Please contact WSC at willowicksoccerclub@gmail.com if you are paying by check or cash. These forms of payment must be made in person.
- b. Verify the primary account holders information
- c. Click Continue

13. Click Continue

14. Click Complete Order

Congratulations - Your registration is complete!

