

Parents: Online Registration Instructions

Online Registration Instructions

Please read all instructions below to learn how to register your son or daughter.

Steps to complete online registration:

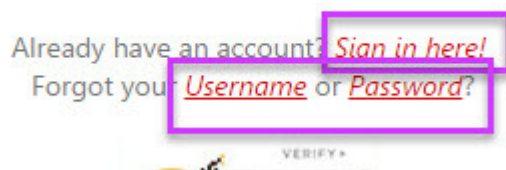
1. Make sure you are on the S.P.O.R.T.S. website, www.hsesports.org or click on the register button on the league site.

Once you are on S.P.O.R.T.S. Blue Sombrero powered website, click on **Register** in the top right hand corner of the site.

2. If you are new to the club/organization, fill out the **Create New Account** section on the Login screen. Then click on **Create Account**.

If you have previously created an account and registered on this specific website, then log in under the **Sign in Here** link.

Can't remember your username or password? Click the '**Forgot Username or Password**' link to have these items sent to the email address you previously used to create this account.



Once you have logged in to your account, click the **Programs Available!** button next to your son or daughter's name and skip to **Step**

3. Fill out the **Primary Parent/Guardian Information section**. If you wish to add a Secondary Parent/Guardian's email (to be cc'd on all Program related emails), enter their information in the Secondary Parent/Guardian Information section and click "**Create Secondary Account User & Continue**". If not, leave the area blank and click **Submit**.

4. Fill out the **Add a New Participant** section. Make sure your son or daughter's birth date is set correctly or it might not fall within the division parameters the club's Administrator has set. Click on **Continue**.

6. Select the Program you'd like to sign your son or daughter up for. Click on **Continue**.
Fill out all Additional Participant Information. Click on **Continue**.

7. Sign up to volunteer on the **Volunteer Selection** page. Choose the Volunteer position you're interested in, and you will be prompted to complete information about the volunteer position. If you do not wish to volunteer, mark the appropriate box below. Choose **Continue**.

8. The last screen is the Checkout screen. Review your **Registration Summary**, select your **Payment Type**, select your **Payment Option** (Pay in Full or Payment Plan if it is being offered), enter in **Address and Payment Information**, read and agree to the **Terms & Conditions**, and then select **Submit Order**.

9. After you submit your order, you will be brought to a **Registration Order Summary** page. You will also receive a confirmation email, detailing your registration.

You just completed the online registration process!