

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 your club's registration website. If you are not sure you are on the correct website, we suggest you Google your club/organization name - this is usually the quickest and easiest way to find their main website!

Once you are on your club'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**.



Create New Account

First Name

Last Name

Username


Password

Confirm Password

By clicking Create Account you agree to the EDC's T&HQ Terms of Service, Privacy Policy, and License Agreement.

Create Account

Already have an account? [Sign in here!](#)
Forgot your [Username](#) or [Password](#)?

 Norton
VeriSign

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.

Already have an account? [Sign in here!](#)
Forgot your [Username](#) or [Password](#)?

- 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 5**.

Participants: ⊖



Iron Boy 
 D.O.B: January 01, 2005
 Email Address:

12 Programs Available!

2015 ABM83 Rec Soccer

U12 Boys

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

Account Holder 1: Primary Parent/Guardian Information



Email: testuser@bboeswaco.com
 Username: testuser4132

Gender:

First Name:

Last Name:

Select the role you wish to play for your participants:

Phone:

Account Holder 2: Additional Parent/Guardian Information

Gender:

Last Name:

First Name:


Additional Contact Email:

Select the relationship to your participants:

Back
Invite Account Holder & Continue


- If this is your first time registering on the site, you will see a pop up, asking you to describe what fits you best. In most cases, you will select the first option if you have a child you are trying to register. The middle option is if you are volunteering but DO NOT have a child participating on the site. The third option is if you are trying to register yourself for an activity.

Which best describes you?




I am a parent or guardian

Click here to register your participant. You will also have the chance to sign up for team roles as well.



I am a coach or other team personnel

Click here to sign up as a coach or another team role. This bypasses participant registration completely.



I am registering myself as a participant

Click here to register yourself for an activity as a participant.

6. Fill out the **New Participant Information** 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**.

New Participant Information

Are you also the participant? Yes No

Hermione Granger
 Please upload the appropriate photo & fill out the information below

Gender: Female

League First Name: [Text Field]

Age Group: [Text Field]

Age Group Name: Granger

Gender: [Text Field]

Current Birth: [Month] [Day] [Year]

Last Name: [Text Field]

First Name: [Text Field]

Is the participant's address the same as the primary account holder's address? Yes No

7. **Select the Program** you'd like to sign your son or daughter up for. Click on **Continue**.

Hermione's Available Programs

2018 Spring Baseball		Price	
1	Minor - Coach/Machine Pitch - Little League Baseba <small>View Description</small>	\$0.00	Select
2	Minor - Player Pitch - Little League Baseball <small>View Description</small>	\$0.00	Select
3	Major - Little League Baseball <small>View Description</small>	\$0.00	Select
4	Intermediate (50/70) - Little League Baseball <small>View Description</small>	\$0.00	Select
5	Challenger - Little League Challenger Division <small>View Description</small>	\$0.00	Select
2018 Spring Soccer		Price	
1	U12 Girls <small>View Description</small>	\$100.00	Select

Back + New Participant Continue

8. Fill out all Registration Information. Click on **Continue**.

The screenshot shows a registration form titled "Hermione's Registration Information". At the top, there is a breadcrumb trail: "1 2018 Spring Soccer > U12 Girls > Hermione's Group". Below this, there are three dropdown menus: "Current Grade?" with "7th" selected, "Jersey Size" with "Youth-Small" selected, and "Position Played" with "Defender" selected. At the bottom of the form, there are two buttons: "Back" on the left and "Continue" on the right.

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

The screenshot shows the "Available Positions" page. It has the same breadcrumb trail as the previous page: "1 2018 Spring Soccer > U12 Girls > Hermione's Group". Below the breadcrumb, it says "Hermione is registered here." There are two "Sign Up" buttons for "Head Coach" and "Assistant Coach". A "Sign Up" button is also visible for "Some More". At the bottom, there is a checkbox labeled "I do not wish to volunteer at this time" and a "Continue" button next to it. A "Back" button is also present.

10. 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**.

The screenshot shows the checkout screen. At the top, there is a warning: "For your security, if you are inactive on this page for 15 minutes, you'll automatically be logged out and will have to log back in to complete your registration." Below this, there are two summary boxes: "Registration Summary" and "Order Summary". The "Registration Summary" box shows "Current Coach" with an "Apply" button. Below it, there is a breadcrumb trail: "1 2018 Spring Soccer > U12 Girls > Hermione's Group". Underneath, it says "Payment Options: Remove from Cart:" and "Pay in Full \$110.00" with a "Select" button. To the right, there is a "Registration Breakdown" table:

Registration Breakdown	
Div/League Fees	\$100.00
Team Materials Fee	\$10.00
Subtotal	\$110.00

At the bottom of the "Registration Summary" box, there is a "Continue" button. The "Order Summary" box shows:

Order Summary	
Registration Breakdown	\$110.00
Tax	\$33.00
Due Today	\$143.00
Open Balance	\$0.00

Below the "Order Summary" box, there is a "Norton" logo and a "Need Help?" link. At the bottom of the page, there is a "Check Out" button and a "Track Order" link.

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

Order Confirmation

Congratulations! Your order has been submitted!

Order Confirmation # 44036562

Thank you for your order. You will receive an order confirmation email soon.



Payment Method 1
..... 1111



\$110.00

Your credit card ending in 1111 will be billed for the amount above and you will see a charge on your statement from Blue Sombrero

Registration Summary

Hermione Granger: 2018 Spring Soccer U12 Girls	\$110.00
Processing Fees:	\$0.00
Donation:	\$0.00
Registration Subtotal:	\$110.00
Payment Amount:	\$110.00

[My Account](#)

12. You just completed the online registration process!