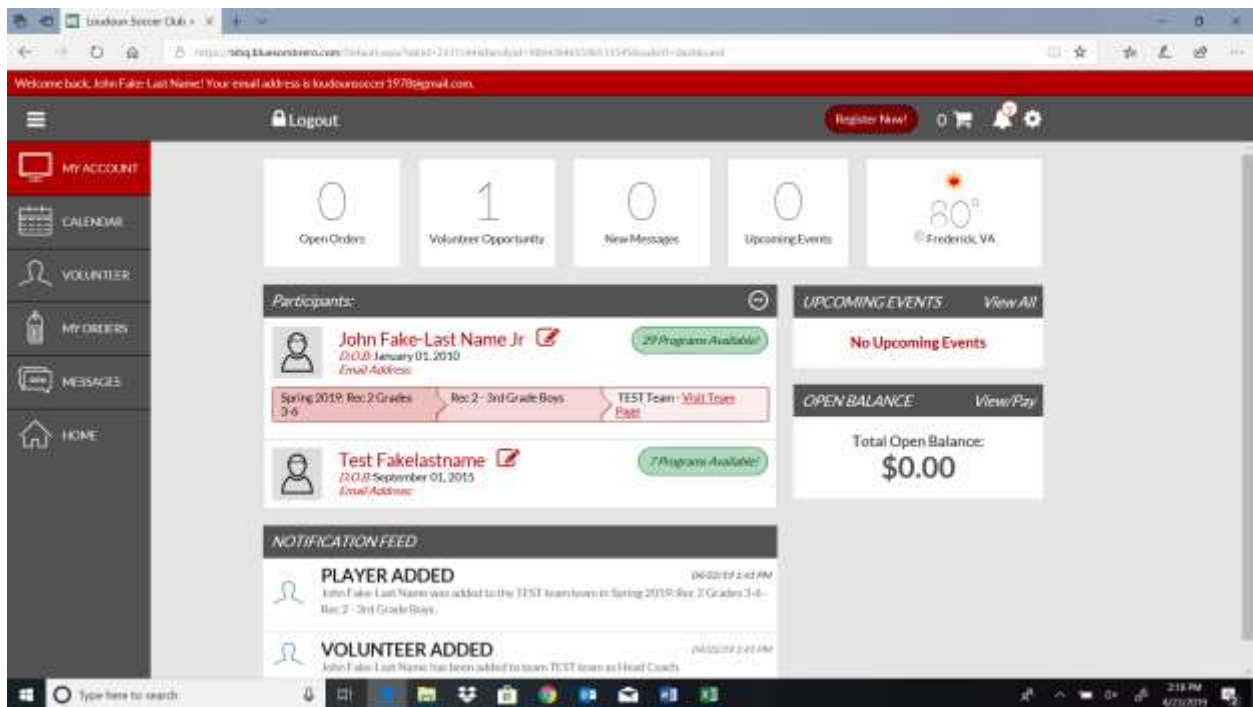
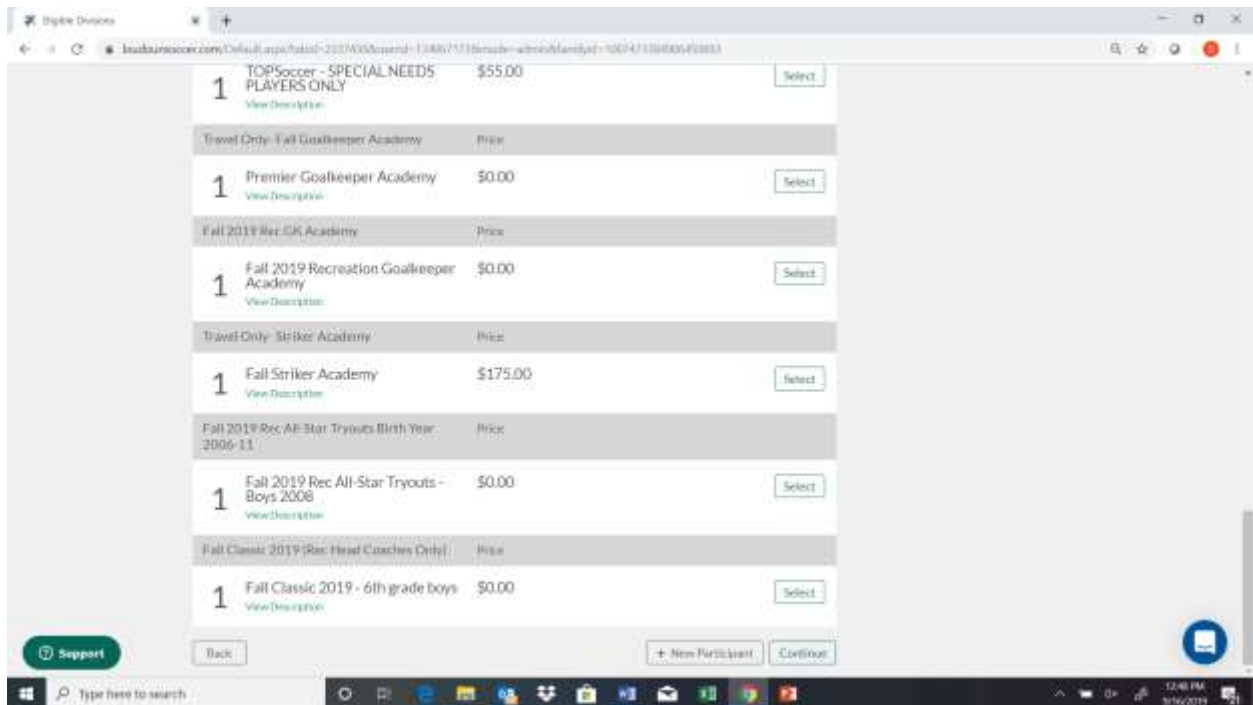


# Loudoun Soccer In-House Tournament Coach Registration Instructions

1. Log into your User Account and click Register Now at the top of the screen.



2. Locate the “Fall Classic 2019 (Rec Head Coaches Only)” option from the menu list, and click “select.”



Scroll to the bottom and click “Continue”.

# Loudoun Soccer In-House Tournament Coach Registration Instructions

3. Confirm the contact information, and click Continue. DO NOT mark the team code checkbox.

The screenshot shows a web browser window with the URL <https://tblg.bluestoneremo.com/Default.aspx?tabid=23274016&RegistrationId=7&enrollmentid=68943942338312142>. The page is titled "Loudoun Soccer Club" and "DICK'S TEAM SPORTS HQ". The navigation bar shows four steps: 1. Account Details, 2. Add Participants, 3. Program Information (highlighted), and 4. Confirm and Checkout. The main content area is titled "John's Registration Information" and contains the following fields:

- Emergency Contact First Name\*: John
- Emergency Contact Last Name\*: Fake Last Name
- Emergency Contact Phone Number\*: 703, 777, 9977

Below the fields is a list of divisions:

- 1 Spring Cup 2019 (Rec Head Coaches Only)
- Spring Cup 2019 - 3rd grade boys (coaches only)
- John's Fake Last Name 9

At the bottom of the form, there is a checkbox labeled "Do you have a team code? (Spring Cup 2019 - 3rd grade boys (coaches only))" which is currently unchecked. There are "Back" and "Continue" buttons at the bottom of the form.

On the right side, there is an "Order Summary" section showing:

- Registration: \$0.00
- Cart Subtotal: \$0.00

Below the order summary is a "View Cart" button. There is also a "Need Help?" section with contact information for Loudoun Soccer Club and Dick's Team Sports HQ.

4. A pop-up message will then appear. Click Continue.

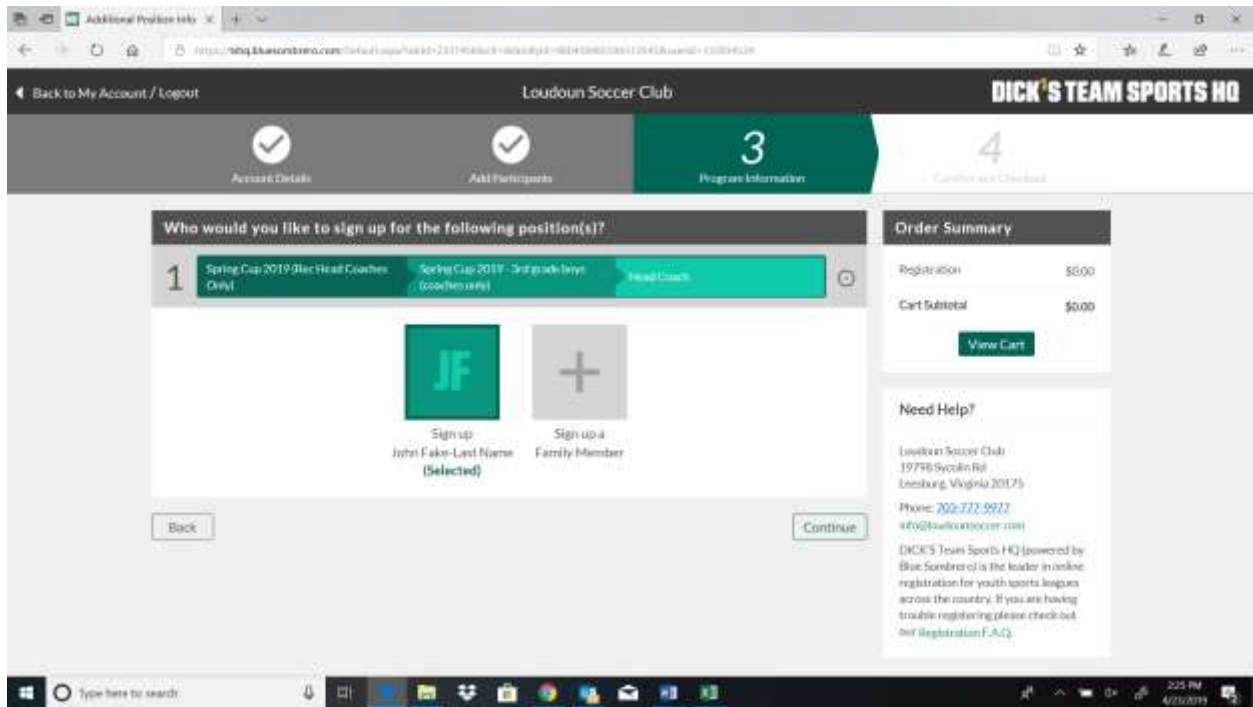
The screenshot shows the same registration page as above, but with a pop-up message overlaid. The pop-up is titled "Team Code Required" and contains the following text:

A team code is required to register for this division. If you are a Head Coach trying to create a team, select continue and complete the Additional Volunteer Information form. This is a Coach Play Division so you will be required to complete payment for your team. Your child will automatically be added to your team once you complete the registration process.

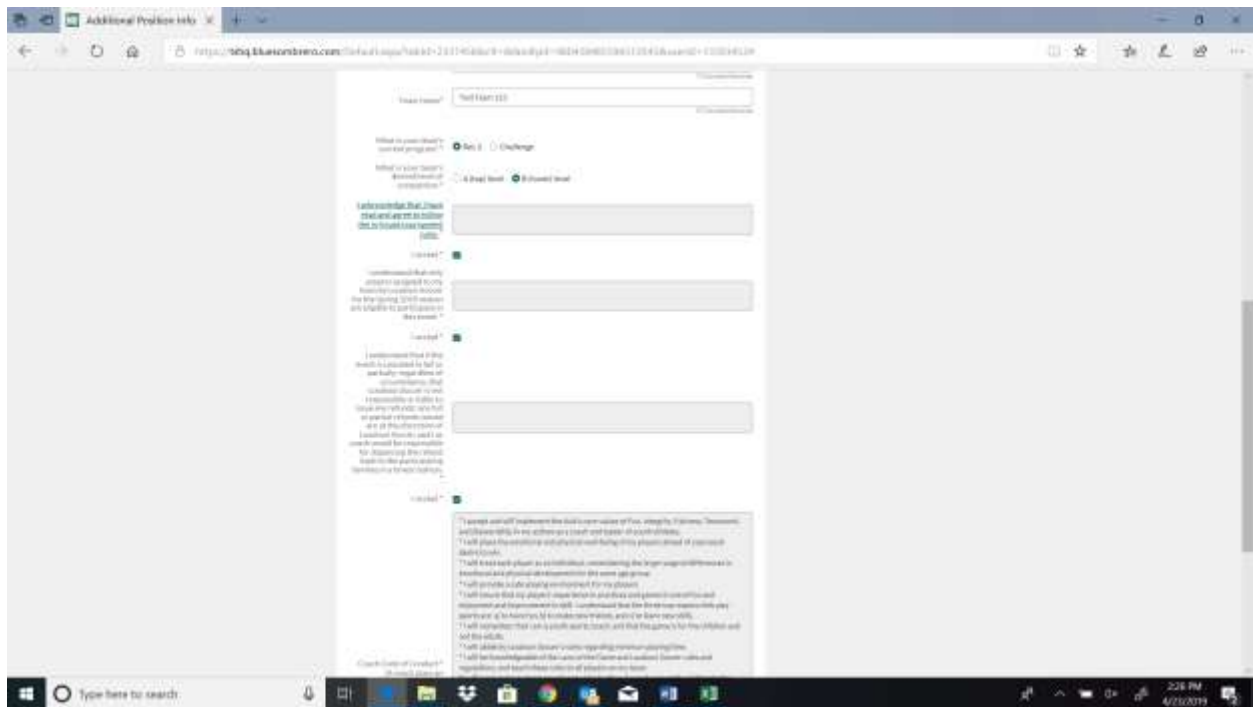
There are "Continue" and "Cancel" buttons at the bottom of the pop-up. The background registration form is dimmed but still visible.

# Loudoun Soccer In-House Tournament Coach Registration Instructions

## 5. Choose yourself as the coach, and click Continue.

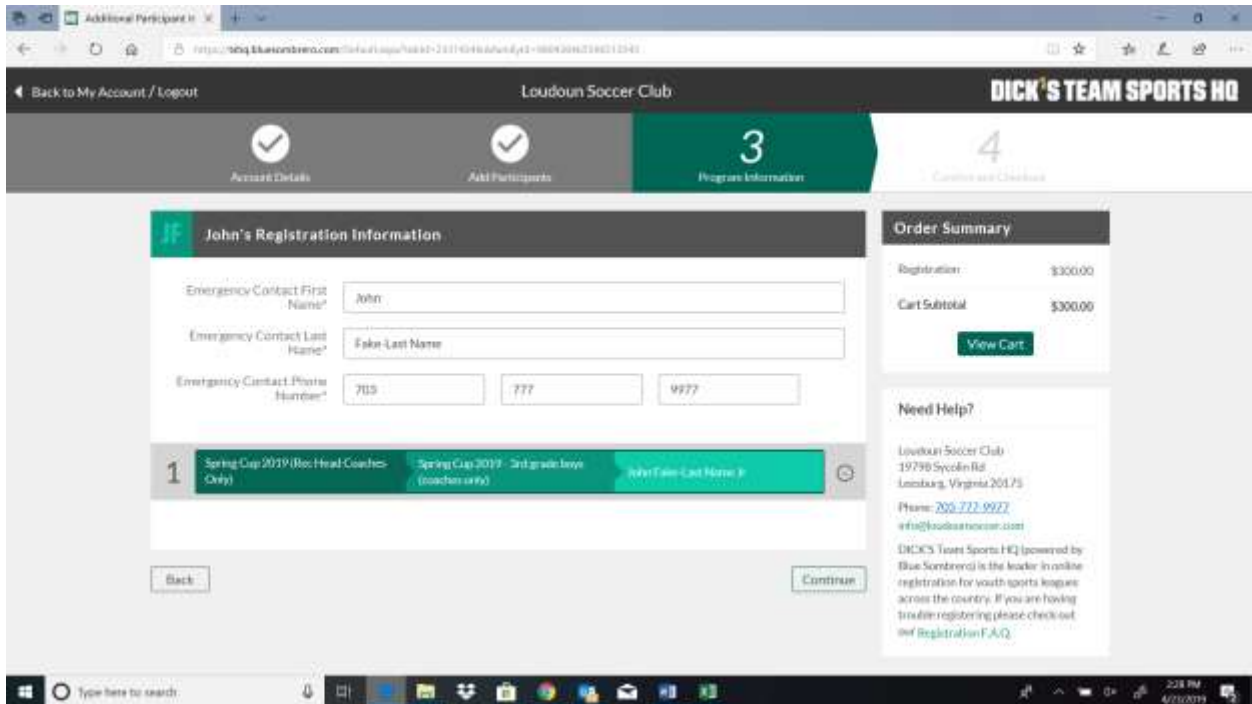


## 6. Confirm your contact information, and answer the tournament related questions. Click Continue at the bottom.

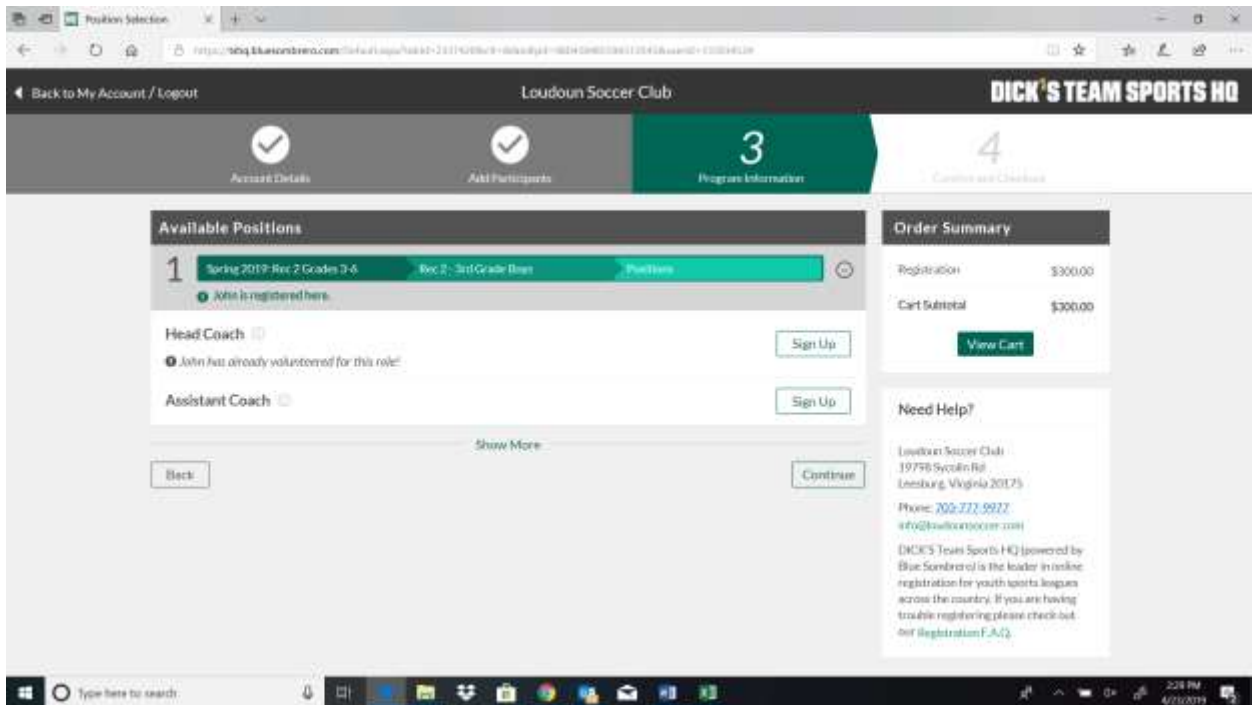


# Loudoun Soccer In-House Tournament Coach Registration Instructions

7. Click continue to add your child (if applicable) to the tournament roster. At this time, the total amount due will be displayed in the Order Summary.



8. Click Continue to proceed.



## Loudoun Soccer In-House Tournament Coach Registration Instructions

9. **Submit Payment.** The amount due is for the team. Your child's name has no payment due, since you're adding them to the roster. Click Continue to proceed to the payment screen.

The screenshot shows a web browser window displaying the 'Registration Summary' page. The page is divided into several sections:

- Registration Summary:** Includes a 'Coupon Code' field with an 'Apply' button. Below are two team entries:
  - Team 1:** 'Spring Cup 2019 (Rec Head Coaches Only)'. Payment Options: 'Pay in Full' for \$300.00 (Selected). Registration Breakdown: Team Price \$300.00, Subtotal \$300.00.
  - Team 2:** 'Spring Cup 2019 (Rec Head Coaches Only)'. Payment Options: 'Pay in Full' for \$0.00 (Selected). Registration Breakdown: Division Price \$0.00, Subtotal \$0.00.
- Order Summary:** Shows 'Registration Subtotal' at \$300.00, 'Taxes' at \$300.00, 'Due Today' at \$300.00, and 'Open Balance' at \$0.00.
- Need Help?:** Provides contact information for Loudoun Soccer Club (19798 Sycotin Rd, Leesburg, Virginia 20175, Phone: 703-772-9977) and Blue SoccerHQ.
- Buttons:** A 'Continue' button is located at the bottom right of the registration summary section.

10. **Submit credit card information, click Continue, then click Submit Order.**

The screenshot shows the 'Payment Information' screen. The 'Registration Payment Method' is set to 'Credit Card'. The 'Cards Accepted' section shows logos for Mastercard, Visa, and American Express. The 'Card Number', 'Expiration Date' (Month and Year), and 'Security Code' fields are present. A checkbox asks if the billing address is the same as the primary account holder's address, with 'Yes' selected. The billing address is filled out as follows:

- First Name: John
- Last Name: Fake Last Name
- Address Line 1: 19798 Sycotin Rd
- Address Line 2: (empty)
- City, State: Leesburg, Virginia
- Zip Code: 20175

The 'Need Help?' section on the right side of the screen is identical to the one in the previous screenshot, providing contact information for Loudoun Soccer Club and Blue SoccerHQ.

Upon payment, you can then begin building your team roster with the links provided, or by accessing your Team Page within your account.