

# How to Register and Create Your SSA Online Account!

Please follow these simple steps to register online for the first time. The system will walk you through each step/screen.

**STEP #1:** Click on the **Register option** (First-Time Users) located in the upper left hand corner of your screen.



**STEP #2:** This is the **Primary Contact Information** page that you will complete. Please enter YOUR information (Parent) in this section. First Name, Last Name, Street Address...The \* to the left of the field indicates that it's a **required** field and must be filled in, while the others are optional.

A screenshot of the 'Primary Contact Information' registration form. The form is titled 'Primary Contact Information' and includes a blue header bar. Below the header, there is a paragraph of instructions: 'Please complete the following form to begin your online soccer registration process. After creating the initial account, you will then have the opportunity to find the various soccer programs available for your children's age(s) and gender(s). All fields marked with an asterisk (\*) are required.' The form contains several input fields, each with an asterisk (\*) indicating it is required: 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Street', 'Unit#', 'City', 'State' (a dropdown menu currently showing '<Not Specified>'), 'Zip Code', and 'Country' (a dropdown menu currently showing 'United States').

In Addition, it's important to create a \***User Name** & \***Password** that your family will remember. If in the event you misplace or forget your User or Password, no worries, we can retrieve it for you by just a click of a button to send an email. After you enter a User and Password, **Click Next**

A screenshot of the 'Account Information' registration form. The form is titled 'Account Information' and includes a blue header bar. Below the header, there are four input fields, each with an asterisk (\*) indicating it is required: 'Create a User Name' (with the example 'JaneDoe' and a note 'Please create a User name with letters and/or numbers only.'), 'Create a Password' (with masked characters), 'Confirm Password' (with masked characters), and 'Email' (with the example 'JaneDoe@hotmail.com'). At the bottom of the form, there is a blue button labeled 'Next >>'. An arrow points from the 'Click Next' text in the previous step to this button.

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**STEP #3:** **Add Applicant or Participant Information** Screen. This screen is where you will enter your child's information. You'll notice that some of the information will carry over or will pre-populate from the last screen, like the address, city, state...etc.

**Add Participant**

BOTTOM ▼

All fields marked with an asterisk (\*) are required.

**Add a New Participant**

\* Your Relationship with Participant: Guardian  
For Participants 18 yrs or older please select Adult

\* Participant's First Name: [ ]

Participant's Middle Initial: [ ]

\* Participant's Last Name: [ ]

\* Participant's Gender: [ ]

\* Participant's Date of Birth: Month [ ] Day [ ] Year [ ]

Participant's Email: [ ]

\* Street: 1313 Mockingbird Lane

Unit#: [ ]

\* City: Southampton

\* State: Pennsylvania

\* Zip Code: 18966

\***After** you have completed the open fields, Click the **NEXT ►►** button on the bottom right to continue to the next screen.

**STEP#4:** **Available Programs** – Golden Boot Academy, Fall Intramural Program, etc. The system will figure out for you based on the age of your child what program they are eligible for. Select the preferred program by clicking the **√ program**

**Available Programs**

Shopping Cart Details  
No items added to Division shopping cart

Name: Sam (Click your programs & signup today!)

Choose Division	Program Name	Details	Start Date	End Date	Price
<input type="checkbox"/>	2008 Fall Intramural	U10	09/06/2008	11/15/2008	\$65.00
<input type="checkbox"/>	2008 Fall Travel Program	U10 Girls	09/06/2008	12/06/2008	\$115.00
<input type="checkbox"/>	2008 Spring Intramural	U11	04/16/2008	06/01/2008	\$35.00

Back Update and Add Another Participant Next

TOP ▲

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**STEP#5: “Shopping Cart” Screen** – This screen will confirm your selection and provide the amount for the registration. Once you confirm the amount, select **Next** to continue.

Program	Details	FirstName	LastName	Price	Remove
2008 Fall Intramural	U10	Sam	Henry	\$65.00	<input type="checkbox"/>

Total: \$65.00

**STEP#6: Additional Participant Information** – Here are a few more questions related to your child that will complete the registration process.

Additional Participant Information

Enter Coupon Code :

Participant: Sam Henry Program: 2008 Fall Intramural

Participant Medical Information

List all allergies:

\*Emergency Contact First Name:

\*Emergency Contact Last Name:

\* Emergency Contact Phone Number:

Is your Tetanus shot current?  Yes  No

Date of Last Tetanus shot:  Month  Day  Year

Insurance Company:

Insurance Policy Holder:

Insurance Policy #:

Physical Conditions of which staff should be aware:

**STEP #7: Optional – Volunteer Information** – If you are interested in assisting or volunteering for any of the available roles – we would love to have you participate.

Volunteer Selection

Volunteer for Division

Please select program(s) to volunteer.  
Programs marked bold have participants registered.

Program	Select
2008 Fall Intramural	<input type="checkbox"/>
2008 Fall Travel Program	<input type="checkbox"/>
2008 Fall Under 18 League	<input type="checkbox"/>
2008 Spring Intramural	<input type="checkbox"/>

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**STEP #8: Checkout & Payment Details** Screen – Select your method of payment as instructed, by choosing either the  *Credit Card*, or  *Check option*.

**Payment Details**

The following information must be the same as that for your credit card billing information.

\* First Name: Samantha  
Middle Initial:  
\* Last Name: Henry  
\* Billing Address: 1313 Mock  
\* City: Warminster  
\* State: Pennsylvania  
\* Zip Code: 19004  
Payment Type:  Credit Card  Check/Other  
\* Credit Card Number:  
\* Expiration Month/Year:

MasterCard VISA AMERICAN EXPRESS

**Blue Sombrero Note**

You will see a charge on your credit card statement from Blue Sombrero

**Terms and Conditions**

**Note:** Please read the Terms and Conditions carefully before you proceed with placing the Order

TERMS AND CONDITIONS FOR REGISTRATION ORDERS:

**STEP #9 – FINAL SCREEN – Order Confirmation** – This will confirm your order and will provide you a printable receipt. In addition, you will receive an email confirmation from us with this information to maintain for your records.

**Order Confirmation**

**Order Confirmation Details**

Thank you for your order from Upper Moreland Soccer Club!  
Please print this page as your receipt. You will receive an email confirmation as well.

Program Name	Division Name	First Name	Last Name	Details	Price	Balance Amount
2008 Fall Intramural	U10	Sam	Henry	Division Price	\$65.00	\$65.00

Total: \$65.00  
Payment Amount: \$0.00  
Open Balance: \$65.00

**Order Number:** 2008298548  
Name: Samantha Henry  
Address: 1313 Mock  
City/State/Zip: Warminster PA 19004

## YOU DID IT!

Thank you for taking the time to Registration with us online!