

New Players: Here's how to go through the registration process:

Returning players please go to the end of this document for a guide.

1. Click on *Register* at the top of the webpage
2. Fill out your (the adult - not player) information:
 - a. First/Last name
 - b. Valid email
 - c. Create a user name
 - d. Enter a password
3. Click *Create New Account*. You'll be taken to a page to add more info.

The screenshot shows a registration form titled "New Customer Primary Contact". The form includes the following fields: First Name (Taylor), Middle Initial (empty), Last Name (Swift), Suffix (empty), Email Address (tswift90823@gmail.com), User Name (tswift90823), Password (masked with dots), and Reenter Password (masked with dots). A note below the User Name field states: "Only letters, numbers, @ dot (.) and underscore (_) are allowed". A blue "Create New Account" button is at the bottom, with a red arrow pointing to it.

Primary Contact Info is still about you, the parent/guardian/adult volunteer.

Next to that, you can add another parent/guardian. Click on *Next* when finished.

The screenshot shows a form titled "Primary Contact Information". The form includes the following fields: Street (112 Krog), Unit# (empty), City (Atlanta), State (Georgia), Zip Code (30047), Country (United States), Telephone (866, 981, 2583), Cell Phone (404, 506, 9870), and Other Phone (empty).

Then **Add a Participant**. This is your player's information.

The screenshot shows a form titled "Add a New Participant". The form includes the following fields: "All fields marked with an asterisk (*) are required." checkbox (checked), "Same as Primary Contact:" checkbox (unchecked), Participant's First Name (Selena), Participant's Middle Initial (empty), Participant's Last Name (Swift), Participant's Gender (Female), and Participant's Date of Birth (Apr, 13, 2001).

When done, you'll **choose a Program:**

"Gitch 2014 Competitive Season" is for the next season. "Youth Development" is for the Lil' Kickers or Juniors summer camp. This is not available until next spring.

AVAILABLE PROGRAMS

Available Programs		
Name: Selena (Click your programs & signup today!)		
Program Name	Details	Start Date
<input checked="" type="checkbox"/>	2012 Fall Rec Volleyball	8th Grade Girls
		11/01/2012

From there, you'll be taken to a shopping cart. Your balance should be \$100.00, the registration fee. \$25 of this is for tryout costs. \$75 will go toward your final team fee balance when you are placed on a team.

Click *next*. This is where your **emergency info** is added. This is a secure page.

Click *next* when done. You'll then be taken to a volunteer section.

If you are a manager or coach, this is where you sign up. Click select, then choose which team you are with.

If you're not a volunteer, just click next.

You'll then come to the payment page. Please enter your credit card information. This is a secure page.

You'll be taken to a confirmation page and that's it. Welcome to the site!

Thanks.

Any further questions, feel free to email us.

Returning players, continue to page down...

I already have an account - how do I register my son/daughter for the upcoming season?

You only need to make one account in your website, and you can continue to use that account for both future registrations and for more children!

- Click on the **Login** button that is located in the upper left corner of the screen.
- Enter your username and password and click on **Login**.
- Once you have logged into your account, click on the **Register Now** button under your child's name.
- This will bring up a list of all available programs for each participant in your account. Place a check mark in the box next to the program you wish to select and click next to proceed with registration.
- Fill in all required fields and select your desired method of payment once you reach the checkout screen.
- If you are paying by credit card, make sure that all information on the checkout screen matches your card's billing information.
- Click on **Submit** to process the registration.
- You will receive an order confirmation email once the registration has been submitted.