

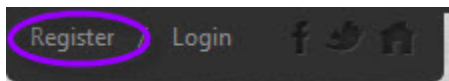
Online Registration Instructions

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

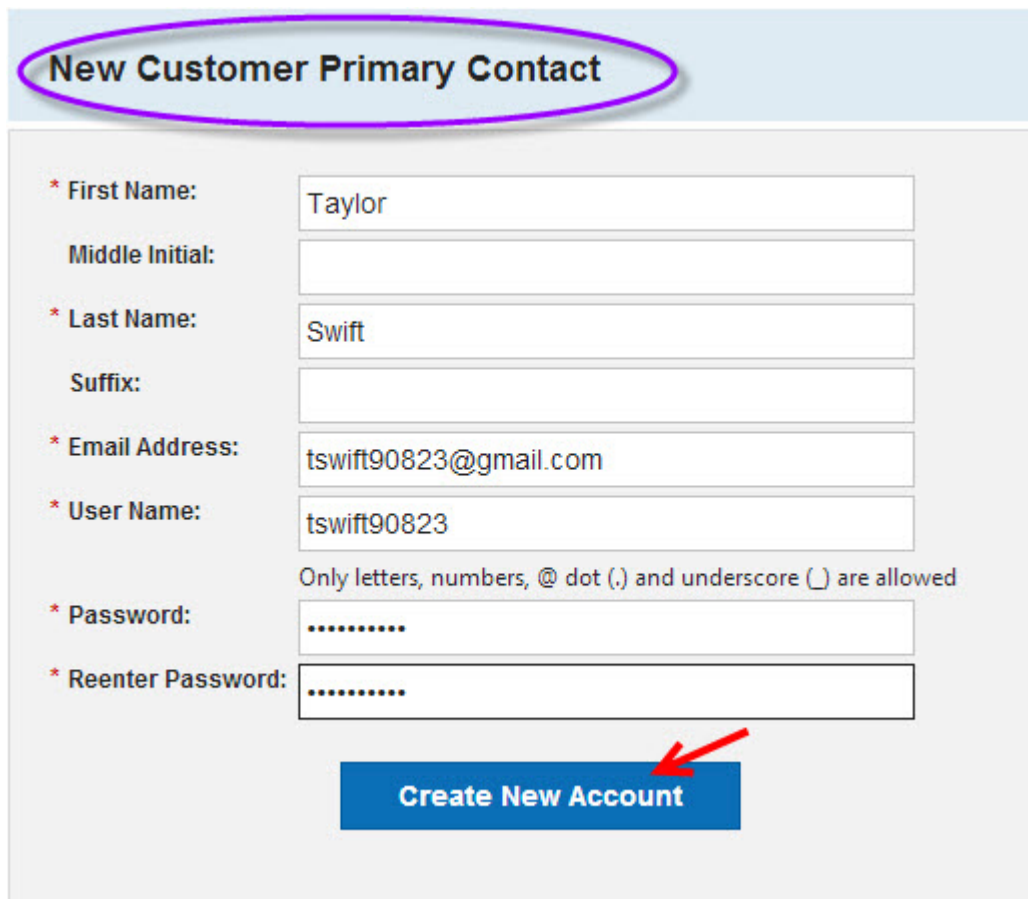
Steps to complete online registration:

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 **New Customer Primary Contact** section on the Login screen. Then click on **Create New Account**.



New Customer Primary Contact

* First Name: Taylor

Middle Initial:

* Last Name: Swift

Suffix:

* Email Address: tswift90823@gmail.com

* User Name: tswift90823

Only letters, numbers, @ dot (.) and underscore (_) are allowed

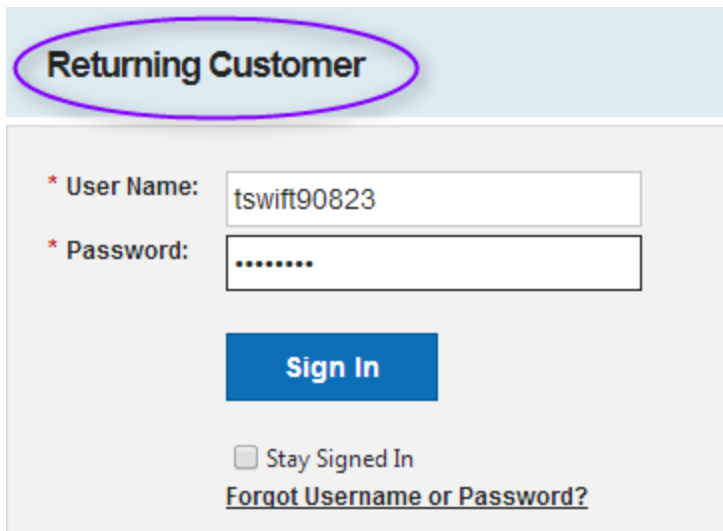
* Password:

* Reenter Password:

Create New Account

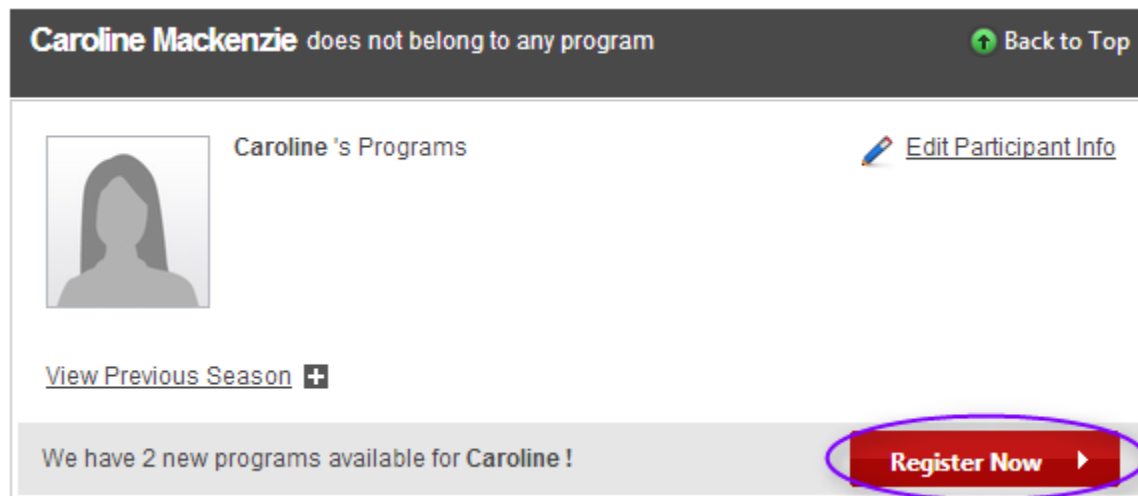
If you have previously created an account and registered on **this specific website**, then log in under the **Returning Customer** section.

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.



The image shows a login form for a 'Returning Customer'. The title 'Returning Customer' is circled in purple. The form includes two input fields: 'User Name' with the value 'tswift90823' and 'Password' with masked characters. Below the fields is a blue 'Sign In' button, a checkbox for 'Stay Signed In', and a link for 'Forgot Username or Password?'.

Once you have logged in to your account, click the **Register Now** button under your son or daughter's name and **skip to Step 5**.



The image shows a participant profile for 'Caroline Mackenzie'. The header indicates she 'does not belong to any program' and includes a 'Back to Top' link. Below the name is a placeholder for a profile picture, the text 'Caroline 's Programs', and an 'Edit Participant Info' link. A 'View Previous Season +' link is also present. At the bottom, a message states 'We have 2 new programs available for Caroline !' and a red 'Register Now' button with a right-pointing arrow is circled in purple.

3. Fill out the **Primary Contact Information** section. Click on **Next**.

Primary Contact Information

* Street:

Unit#:

* City:

* State: ▼

* Zip Code:

* Country: ▼

* Telephone:

* Cell Phone:

Other Phone:

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 **Next**.

Add a New Participant

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

Same as Primary Contact:

* Participant's First Name:

Participant's Middle Initial:

* Participant's Last Name:

* Participant's Gender: ▼

* Participant's Date of Birth: ▼ ▼ ▼

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

AVAILABLE PROGRAMS

Available Programs

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

	Program Name	Details	Start Date
<input checked="" type="checkbox"/>	2014-2015 Competitive Soccer	U16 Girls	03/15/2014

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6. Confirm your **Shopping Cart** details. Click on **Next**.

Shopping Cart Details					
Program	Details	First Name	Last Name	Price	Remove
2014-2015 Competitive Soccer	U16 Girls	Selena	Swift	\$75.00	<input type="checkbox"/>
					SUBTOTAL: \$75.00

[<< Back](#) [Update Cart](#) [Next >>](#)

7. Fill out all **Additional Participant Information**. Click on **Next**.

ADDITIONAL PARTICIPANT INFORMATION

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

Participant: Selena Swift

Program: 2014-2015 Competitive Soccer

* Emergency Contact First Name

Taylor

* Emergency Contact Last Name

Swift

Emergency Contact Phone Number

678

770

5555

Teammate Request? (Not Guaranteed)

Abigail Anderson

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8. Sign up to volunteer on the **Volunteer Selection** page. Check a box if you would like to volunteer for a position and then click on **Next**. If you check a box, you will be prompted to complete information about the volunteer position.

If you do not want to volunteer, simply click on **Next**.

VOLUNTEER SELECTION

Volunteer			
Program	Details	Volunteer Role	Select
2014-2015 Competitive Soccer	U16 Girls	Assistant Coach	<input type="checkbox"/>
2014-2015 Competitive Soccer	U16 Girls	Head Coach	<input type="checkbox"/>
2014-2015 Competitive Soccer	U16 Girls	Team Manager	<input checked="" type="checkbox"/>

[More Volunteer Roles](#)

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- 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**.

Registration Summary

Program	Details	Participant Name	Description	Amount
2014 Spring Rec Soccer	U16 Girls	Ashley Davis	Division Price	\$300.00
Registration Total				\$300.00

Payment Type

Visa / Master Card
 Amex
 Mail in check
 No Payment



Payment Options for Registrations

Program	Details	Participant Name	Amount	Payment Options
2014 Spring Rec Soccer	U16 Girls	Ashley Davis	\$300.00	<input type="radio"/> Pay in Full \$ <input type="text" value="0"/>
Payment Plan:				<input type="radio"/> 3 month installment ▼

Would you like to make a donation?

Bronze Level \$10.00
 Silver Level \$20.00
 Gold Level \$30.00
 Diamond Level
 I do not wish to contribute at this time

Donation Note:

Address Information

Registration Billing Address

(The information should be the same as your credit card billing information.)

* First Name:

Middle Name:

* Last Name:

* Billing Address:

Address Line 2:

* City:

* State: * Zip Code:

* Country:


Payment Information

Registration Payment


Registration Total : \$300
Payment Amount : \$300
Total Payment : \$300
Open Balance : \$0.00

* Credit Card Number:


* Expiration Month/Year: /

* Card Security Code : 

Email Confirmation : Yes No



Important Notes

 **Need Help?** [Credit Card Purchases](#)
[Registration Help](#)
You will see a charge on your credit card statement from Blue Sombrero.


Terms & Conditions

Registration Terms

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

TERMS AND CONDITIONS FOR REGISTRATION ORDERS:
As consideration for the services you purchased, you agree to pay Blue Sombrero the applicable fees set forth on our Web site at the time of your order. All fees are due immediately and are non-refundable, except as otherwise expressly noted on the Blue Sombrero website. You certify and agree that you are responsible for the credit card information you provide to Blue Sombrero and that you are an authorized user for the chosen credit card account. In addition, you agree and warrant that: (i) you have all requisite power and authority to execute this Agreement and to perform your obligations hereunder, (ii) you are of legal age to enter into this Agreement

I agree to the above terms and conditions



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[Submit Order](#)

You just completed the online registration process!