

DEMOSPHERE REGISTRATION INSTRUCTIONS

NOTE

If you played for TFA in 2019-2020, your Stack account information was imported into Demosphere. It is not necessary for you to create a new Demosphere account. Follow the steps below to login to your existing Demosphere account.

1. Go to https://tfacincinnati.demosphere-secure.com/_registration.
2. If you played for TFA in 2019-2020, click on “Forgot your password?” If you did not play for TFA in 2019-2020, click on “Create New User Account”.

Total Futbol Academy - Registration

Welcome to the registration process for **Total Futbol Academy!**

You must be logged in to proceed with registration. If you do not have a user account, please create one.

Registration Login

User ID/Email

Password

Sign In

OR

Sign in with Facebook

Sign in with Google

Create New User Account

Forgot your password?

[Need more help?](#)

3. Enter your email address and click “Send Instructions”. An email will be sent to you with a link to continue setting up your account.

Password Reset Request

Please check your email and follow the instructions provided.

User ID or Email

Send Instructions

Back To Login

[Need more help?](#)

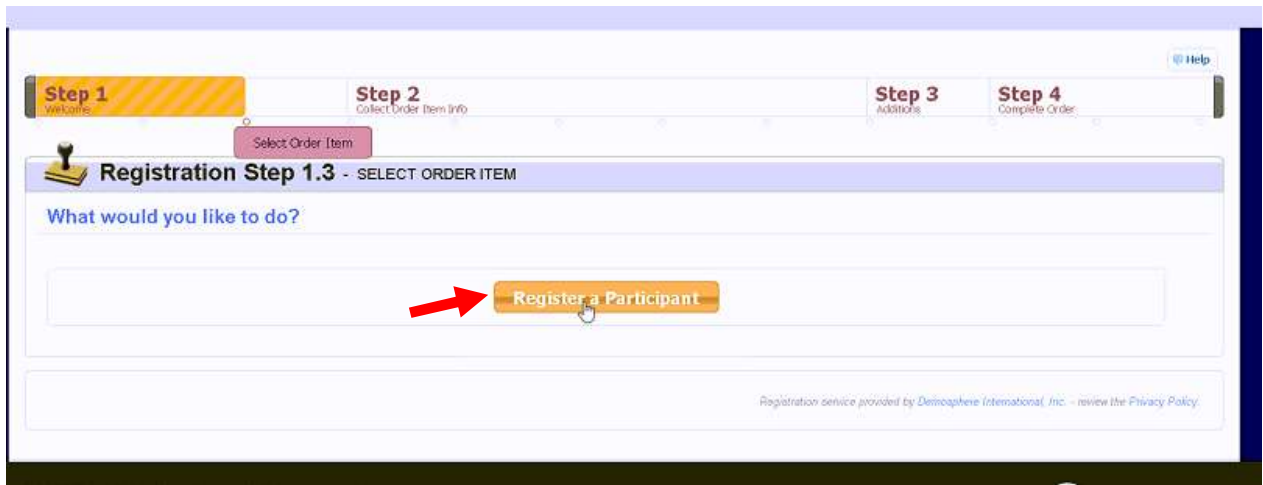
4. Open the email from Demosphere and click on the link to set your password.

5. Enter a new Password. Click “Confirm Account”.

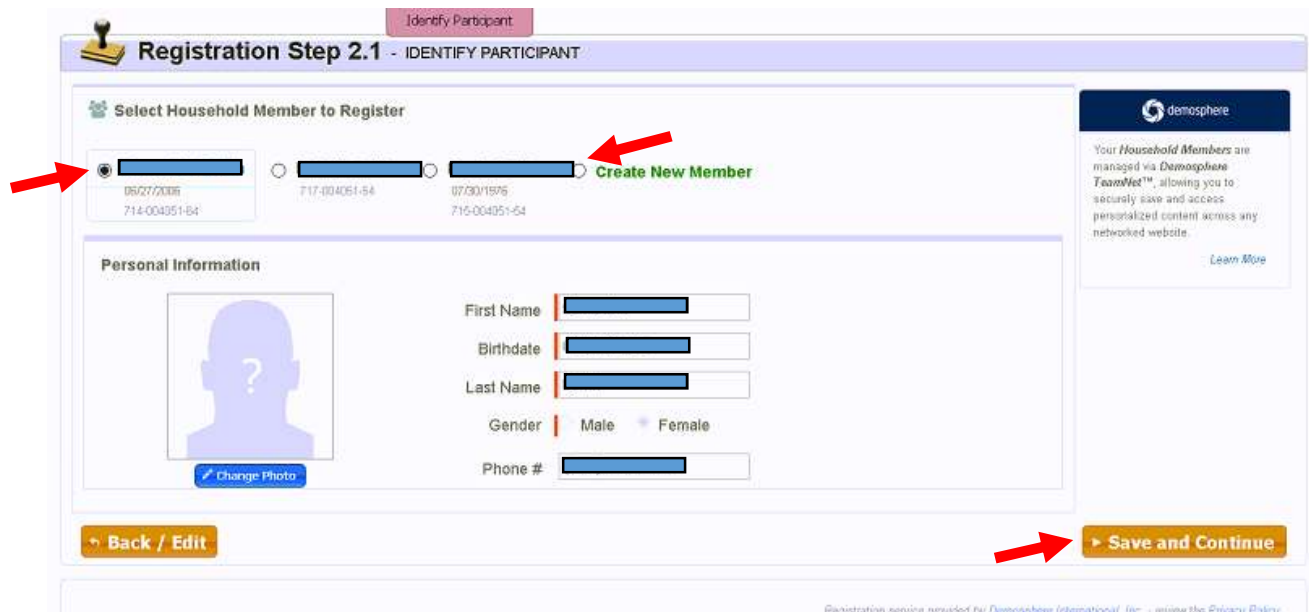
6. **Registration Step 1.1 - Welcome.** Click “Continue”.

7. **Registration Step 1.2 – Household Information.** Make any changes if necessary and then click “Save and Continue”.

8. **Registration Step 1.3 – Select Order Item.** Click “Register a Participant”.



9. **Registration Step 2.1 – Identify a Participant.** Select the member you want to register. (If you need to update any information, we will explain later how to do that.) Or, select to Create a New Member. You can upload a photo if you would like, but it is not required for the tryout registration. Click “Save and Continue”.



10. **Registration Step 2.2 – Select Season.** Select the season/program you are registering for. The system will automatically select the appropriate age group based on your child’s birth date. Click “Continue”.

You are registering: **Samantha Bollin**

Step 1 Welcome Step 2 Select Season Step 3 Additions Step 4 Complete Order

Registration Step 2.2 - SELECT SEASON

Select an Open Registration Season

Select the Season you are registering for: Tryouts - Fall 2020

Based on eligibility, Registrant will be placed into the following Season Grouping: Girls > 2006 U15

Seasonal Grouping Fees

Welcome to TFA Tryouts!

Back / Edit Continue

11. **Registration Step 2.3 – Additional Information.** Enter parent information. You can either select an existing member, or create a new member. Any parent selected here will automatically be able to log into your Demosphere account using their email address. Click “Save and Continue”.

Registration Step 2.3 - ADDITIONAL INFORMATION

Parent 1 and Parent 2 will be given admin login access to this household with a valid email address

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Your Household Members are managed via Demosphere TeamNet™, allowing you to securely save and access personalized content across any networked website. [Learn More](#)

Parent 1

Select Existing Member Create New Member

Select

First Name

Last Name

Email Address

Phone Number

Relationship to Participant: Mother

Parent 2

Select Existing Member Create New Member

Select

First Name

Last Name

Email Address

Phone Number

Relationship to Participant: Father

Back / Edit Save and Continue

12. **Registration Step 2.4 – Registration Form.** Answer the registration questions. Fields with a red line are required. Click “Save and Continue”.

13. **Registration Step 2.5 – Review Registration.** If everything is correct, click “Continue”.

14. **Registration Step 3.1 – Register Another.** Either click to “Register a Participant” if you have another child to register. Or, click “No, Proceed to Next Step”.

15. **Registration Step 4.1 – Review Order.** Click “Proceed to Checkout”.

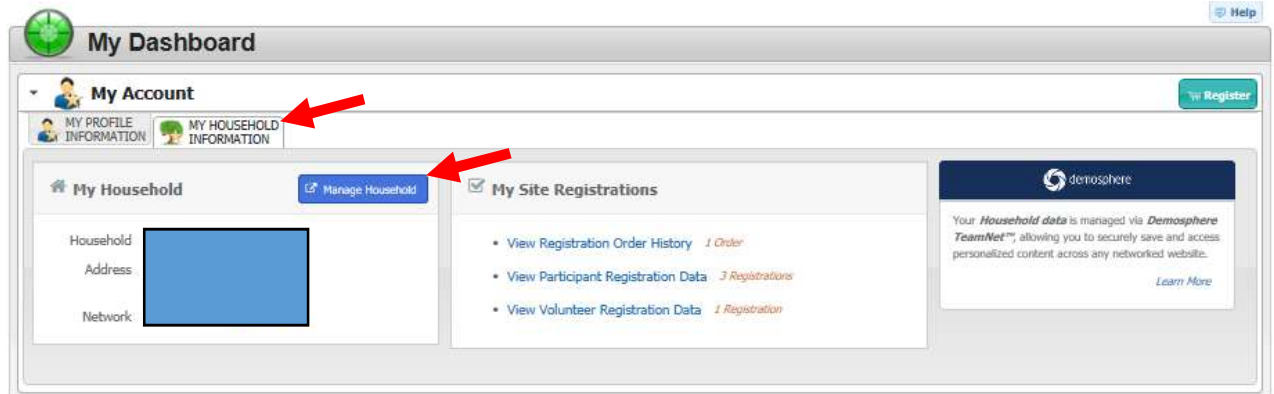
16. **Registration Step 4.2 – Make Payment.** Enter payment information. (No payment is due for tryouts.) Click “Submit Order”.

Type	Description	Registration info	Registration Total	Due Today
Participant	[redacted]	Tryouts Fall 2020 - 2006 U15	\$0.00	\$0.00

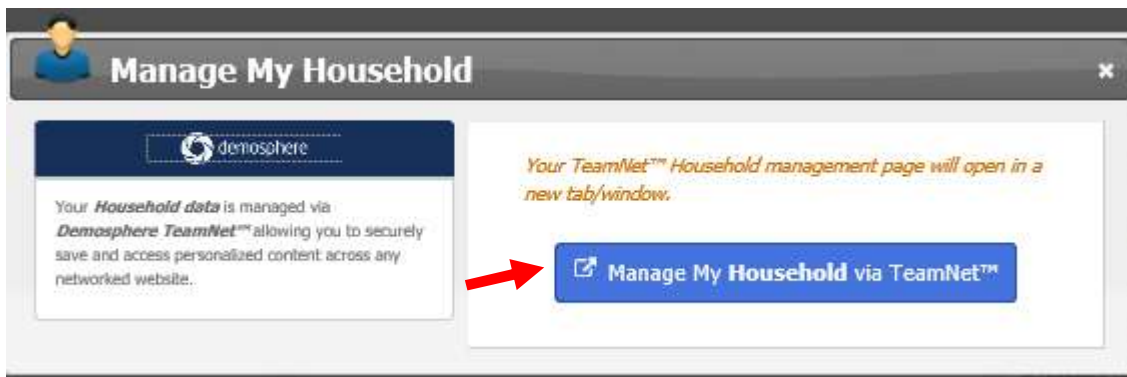
17. **Registration Step 4.3 – Order Confirmation.** Review the order information. This same information will be sent to you in an email. You have the option to print if you would like. Or, click “Finish and Return to Dashboard” if you are finished.

Manage Household Information

1. Go to https://tfacincinnati.demosphere-secure.com/_registration.
2. Log into your Demosphere account.
3. Under My Account, go to the “My Household Information” tab. Click on “Manage Household”.

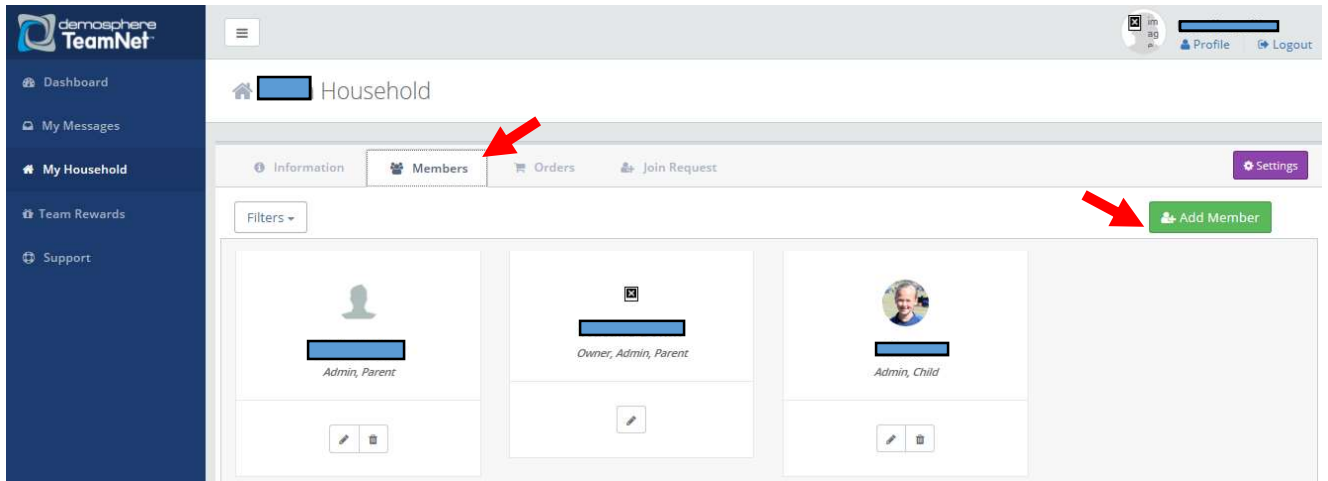


4. Click on “Manage My Household via TeamNet”. You will be directed to a different website in a new browser window. TeamNet is where you will go to update profile information and view registration history. Once placed on a team, this is also where you will go to view your team’s calendar, members, roster and team communications. Click [here](#) for more information on TeamNet.

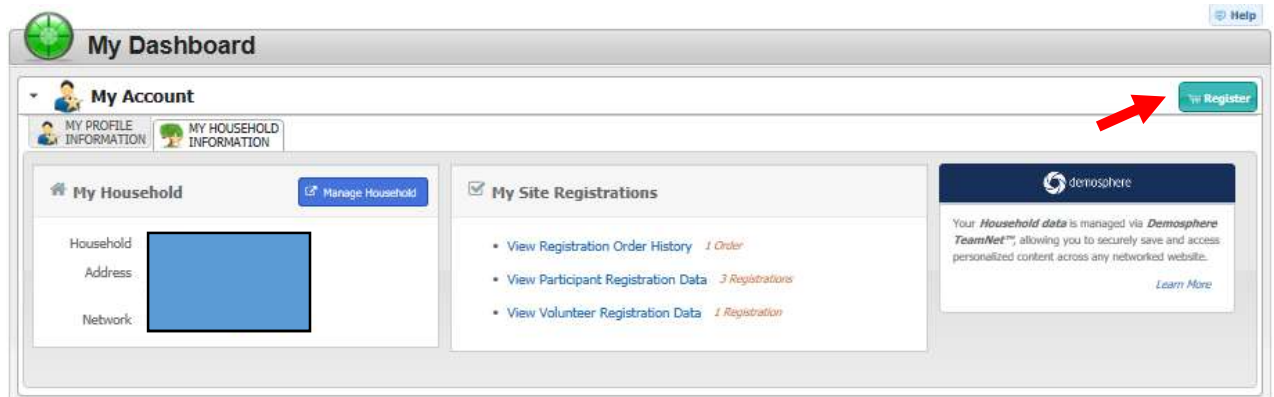


5. Go to the “Information” or “Members” tabs and click “Edit” to make changes.





6. Once finished updating, click on “Logout” at the top right of the screen. This will take you back to Demosphere.
7. If you later need to register another player for tryouts, or register for a different program, go back to My Dashboard and click on “Register” at the top-right.



Demosphere Support

support@demosphere.com

-or-

1-800-949-9440, Option 2