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# SJ-HAA Registration Guide

Instructions for creating an account  
and registering your child for SJ-HAA  
programs



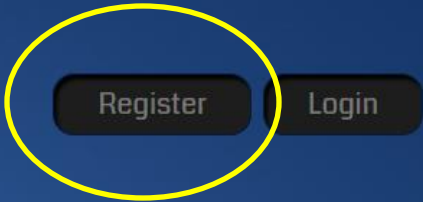
# Begin the Registration Process

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- Start by going to our new website:
  - [www.sj-haa.org](http://www.sj-haa.org)
- Then click on the “Register” button at the top right



ST. JOHN-HOLY ANGELS  
ATHLETICS

A screenshot of the website's header navigation bar. It is a dark blue horizontal bar. On the left is the logo and text. On the right are two buttons: 'Register' and 'Login'. The 'Register' button is a dark grey rounded rectangle with white text, and it is circled with a yellow hand-drawn line. The 'Login' button is a smaller, similar dark grey rounded rectangle with white text, positioned to the right of the 'Register' button.

Register

Login



# Create an account

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- Fill out all of the requested information to create an account for yourself
  - Parent information should be used here, not kids' names

## Create New Account

Please make sure to register fully with CYM in addition to registration and payment with SJ-HAA.

Create Account!



# Provide Accurate Information

- Please make sure to provide accurate information, as this will be used to communicate with you on an ongoing basis
  - Click on the “Gender” field to change from Male to Female



Sample Parent

Email: :SJHAA-Athlete@gmail.com

Username: SJHAA.Sample

Gender\*

MALE



Street\*

82 Possum Park Road

Unit#

City\*

Newark

State\*

Delaware



Zip Code\*

19711

Telephone

Cell Phone\*

302

731

2200

Receive Text Alerts?





[What's this ?](#)




# Provide Child(ren)'s Information

- Here is where you provide specific information for your children.
  - Make sure to accurately indicate the Gender and Birthdate, as this will affect for which programs you will be allowed to register
  - It's a good idea to use the Parent's email here, as this is the address which will be provided to the coach for communicating

 Is the participant the same as the primary account holder?  No

 Upload Photo

**Johnny Athlete**  
**D.O.B:** Apr 1, 2004  
**Email Address:** SJHAA-Athlete@gmail.com

**Gender\***  MALE 

**First Name\***

**M.I.**

**Last Name\***

**Date of Birth\***

**Email Address**

**Cell Phone**



# Add any additional children

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- If you have any additional children to enroll, click on the “Add Another Participant” button
- If you have no other children to enroll, you are ready to register for a sport

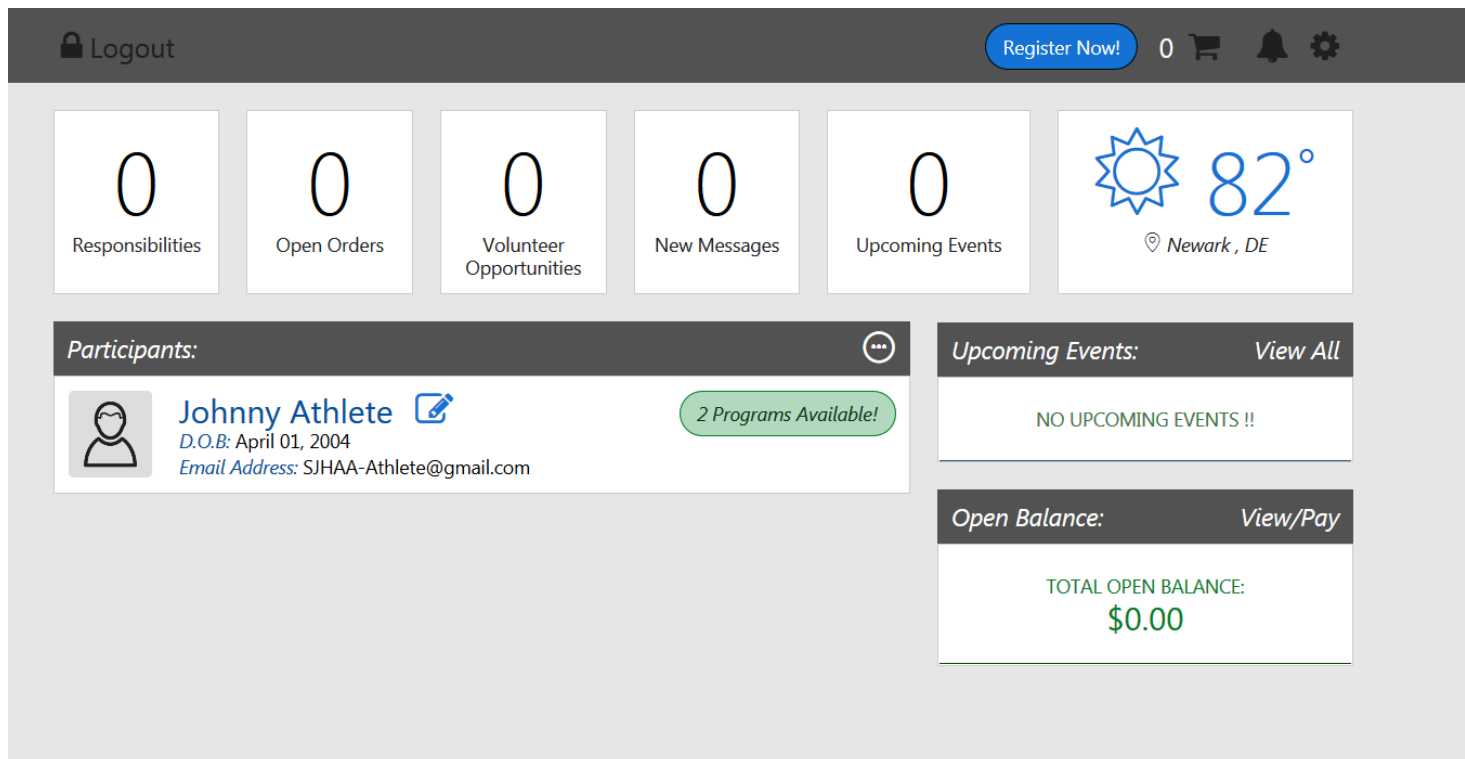
A green rounded rectangular button with a dark green border. It contains a dark green plus sign followed by the text "Add Another Participant" in a dark green sans-serif font.

+ Add Another Participant



# Begin Program Registration

- Note that based on the information provided for “Johnny Athlete”, there are two programs available for him to register. Click on the green button next to the child’s name to see the programs





Logout Register Now 0

0 Responsibilities 0 Open Orders 0 Volunteer Opportunities 0 New Messages 0 Upcoming Events

82° Newark, DE

**Participants:** [View All](#)

 **Johnny Athlete**   
D.O.B: April 01, 2004  
Email Address: SJHAA-Athlete@gmail.com

**2 Programs Available!**

**Upcoming Events:** [View All](#)

NO UPCOMING EVENTS !!


**Open Balance:** [View/Pay](#)

TOTAL OPEN BALANCE:  
**\$0.00**









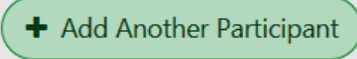

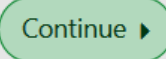
# Choose the Sport

- Johnny can register for Football or Cross Country. We clicked “+Register” in the Football program, then click “Continue”



*Programs Available for Johnny*

 2015 Holy Angels Cross Country (HAXC)	Activity Type: Other	
<b>1</b> HA Cross Country (Grades 3-8) Start and End Dates: 08/17/2015 & 10/25/2015	\$140.00	
 2015 Holy Angels Football	Activity Type: Football	
<b>1</b> HA Football (Grades 4-8) Start and End Dates: 08/17/2015 & 11/25/2015	\$250.00	





# Answer a few questions

- We need to verify your relationship with St. John-Holy Angels Parish. If you are a registered Parishioner, please enter your envelope number in the first field. Your number should be a 3 or 4 digit number just above your name on your envelope (see below)
  - Please make sure this is accurate, as all responses will be verified!!
- Then, using the dropdown menu, select the grade your child will be entering for this school year

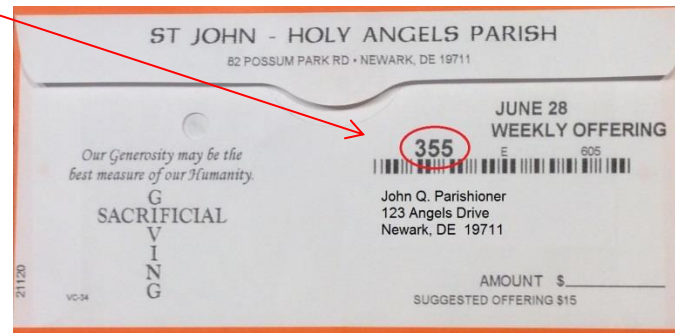
Program Information needed for Johnny Athlete

1 2015 Holy Angels Football > HA Football (Grades 4-8) > Johnny Athlete

If you are a Registered Parishioner of St. John-Holy Angels Parish, please enter your envelope number here. (Non-parishioners please enter "NA".\*

In which grade in school will the child be during the 2015/2016 school year?\*

Make a Selection



# Just a couple more questions...

- Please confirm one more time, if you are a registered member of SJ-HA Parish
- Please indicate if your child is enrolled at Holy Angels School, or is taking Religious Education Classes at SJ-HA Parish
  - Please be accurate, as this information will also be verified

*Additional Program & Division Questions*

Please confirm again if the child's family is registered as parishioners with St. John's-Holy Angels Parish? (This will be verified.)\* (SJ-HA Parish)  Yes  No

Is the child a registered student at Holy Angels School, or attending Religious Education Classes at SJ-HA Parish? (This will be verified.)\* (Holy Angels School)  Yes  No




<< Back Continue >



# Confirm Your Order

- Based on the information you provided, your registration fee is now shown, with any applicable discounts. Click “Continue”.

### Registration Summary

 1 2015 Holy Angels Football HA Football (Grades 4 -8) Johnny Athlete  

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*Payment Options:*

<b>PAY IN FULL</b>	<b>\$235.00</b>	<b>✓ SELECTED</b>
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*Registration Breakdown:*

Division Price	\$250.00
SJ-HA Parish	(\$15.00)
<b>Subtotal</b>	<b>\$235.00</b>

[✕ Remove from cart](#)



**CONTINUE**



# Provide Payment Information

- Provide the relevant credit card information and click “Continue”

*Payment Information*

**Payment Method\*** Credit Card  

**Card Number\***

**Expiration Date\***

**Security Code\***  [What's this ?](#)

Is the billing address same as the primary account holder's address? Yes

**First Name\***

**Last Name\***

**Address 1\***

**Address 2\***

**City, State\***

**Zip\***

CONTINUE



# Submit Order

- Review your pricing, including any discounts
- Check the box agreeing to the Terms & Conditions
- Click “Submit Order”

Confirmation

1 2015 Holy Angels Football > HA Football (Grades 4-8) > Johnny Athlete ⓘ

Paid in Full

Division Price	\$250.00
SJ-HA Parish	(\$15.00)

**ORDER TOTAL: \$235.00**

**DUE TODAY: \$235.00**

I Agree to the [Terms and Conditions](#)

<< Back **SUBMIT ORDER**



# Complete Payment

- Your credit card will show a charge from “Blue Sombrero”. This is the company which processes our registration payments.
- Click “Complete Payment”

## Payment Confirmation



Your credit card will be billed

**\$ 235.00**

You will see a charge on your credit card statement from [Blue Sombrero](#).

Please note: Even though we can whip up a fantastic guacamole, we are not a mexican restaurant.

Complete Payment



# Confirmation Email

- You should receive an email from [postmaster@bluesombrero.com](mailto:postmaster@bluesombrero.com) confirming your successful registration. You're done!

**Steven Aubuchon** Note: If paying by credit card, you will see a charge from Blue Sombrero.

**Order No: 24247** [View Order Online](#) | [Pay Now](#)

Order Date	Order Total	Open Balance	Order Status
May 29, 2015 02:19 PM	\$100.00	\$0.00	Completed

**Order Details**

		Amount	Balance
<b>1 Wesley Aubuchon</b> 2015 Holy Angels Cross Country (HAXC) - HA Cross Country (Grades 3-8)		\$100.00	\$0.00
Division Price		\$140.00	
SJ-HA Parish		(\$15.00)	
Holy Angels School		(\$25.00)	
<b>Total :</b>		<b>\$100.00</b>	<b>\$0.00</b>

**Payment History**

	Payment Date	Amount	Payment Mode	Total
<b>1</b> Completed	May 29, 2015	\$100.00	Credit Card	\$100.00

