

# RTSA Registration Instructions

If you have previously created an account on the new RTSA website, please proceed to step 10.

1. Create a new account using the **REGISTER** button located in the upper right corner of the home page.



2. Complete the **Create New Account** section and click on the **Create Account** button.

**Create New Account**

Last Name

Email Address

Create Username

Password


Confirm Password

**Create Account!**

3. On the **Account Details** section, complete the **Primary Parent/Guardian Information** section.

*Please Note: Gender, Street, City, State, Zip, and Cell Phone are required fields.*

**Primary Parent/Guardian Information**

 Soccer Parent  
Email:   
Username:

**Gender\***

Additional Email Address

**Street\***

Unit

**City\***

**State\***

**Zip Code\***

Telephone

**Cell Phone\***

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4. Complete the **Secondary Parent/Guardian Information** section if you'd like to have a second parent copied on any RTSA related emails.

**Secondary Parent / Guardian Information**

**Gender:**

First Name

Last Name

Cell Phone

Secondary Contact Email

5. Click on the **Continue** button.

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6. Select the appropriate picture in the **Which best describes you** box that appears.

### Which best describes you?



**I am a parent or guardian registering a participant**

Select this option if you are registering a participant in an activity. You'll also have the option to volunteer or sign up as a team coach or other personnel here.

**I am a team coach or other team personnel**

Select this option if you want to skip registering a participant and only sign up to coach or volunteer.

**I am registering myself in an activity**

Select this option if you are registering yourself as a participant in an activity.

7. If you are a parent or guardian, you will be directed to the **Add New Participant** page. After completing the form, additional children can be entered by clicking on the **Add Another Participant** button. Click on the **Continue** button when all of your children have been entered.

*Please Note: Make sure your son or daughter's birth date is set correctly to ensure they end up in the correct division.*

Proceed to step 13.

Add New Participant
✖

? Is the participant the same as the primary account holder?

**Timmy Howard**

DOB: Jan 1, 2007

Gender\*

First Name\*

MI\*

Last Name\*

Suffix\*

Date of Birth\*

Email Address\*

Cell Phone\*

8. If you are registering yourself you will also be directed to the **Add New Participant** page. All required fields (*name, gender, etc.*) will be carried over from your user account except for Date of Birth. Enter your birth date and click on the **Continue** button. Proceed to step 13.

Add New Participant
✖

? Is the participant's address same as the primary account holder?

Street\*

Unit#

City\*

State\*

Zip Code\*

➕ Add Another Participant
⏪ Back

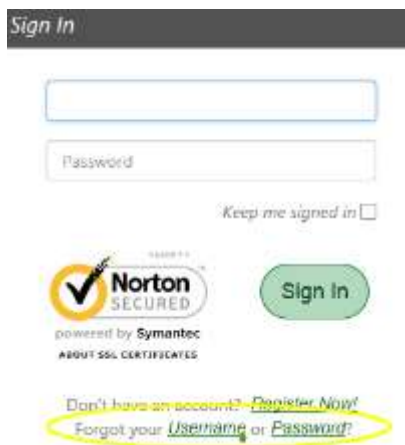
9. A team coach that does not have a child on the team will be forwarded to the Volunteer page.

10. Log into the RTSA website using the **LOGIN** button located in the upper right corner of the home page.

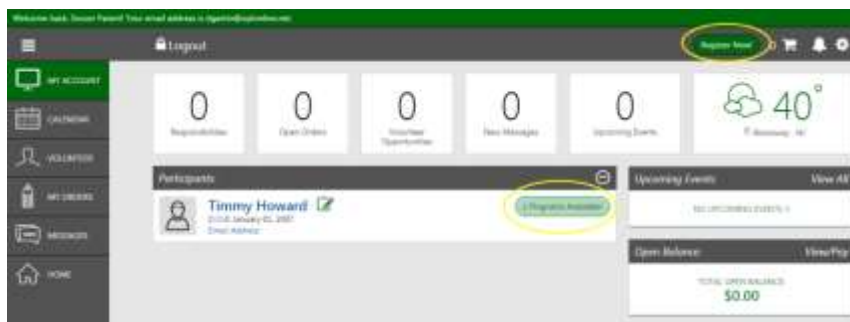


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11. Links are provided on the login page if you need assistance remembering your **Username** or **Password**.



12. Click on the **Register Now!** button or on the **# Program(s) Available!** button next to the player's name.



13. Select the appropriate program by clicking on the **+Register** button for each child/participant. The button label will change to **SELECTED** after it has been chosen. Click on the **Continue** button when finished.



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14. Provide the additional details requested (*school name, grade, jersey information, etc.*) and click on the **Continue** button.

The screenshot shows a registration form titled "Program Information needed for Timmy Howard". At the top, there is a breadcrumb trail: "1 Recreation Spring 2016" > "International Boys (3-4 grade) Spring 16 Rec" > "Timmy Howard". Below this, there are three input fields: "School Name?" with the text "Birchwood" entered; "Current Grade?" with a dropdown menu showing "4th"; and "Coach Request? (Not Guaranteed)" which is currently empty. At the bottom right, there are two buttons: "<< Back" and "Continue >".

15. Sign up to volunteer on the **Volunteer Selection** page. Choose the Volunteer position you're interested in, and you will be prompted to complete information about the volunteer position. If you do not wish to volunteer, mark the appropriate box below. Click on the **Continue** button.

The screenshot shows a "Volunteer Selection" page. At the top, it says "The following Club Volunteer/Team Personnel options are available". Below this is a breadcrumb trail: "1 Recreation Spring 2016" > "International Boys (3-4 grade) Spring 16 Rec". A note below the breadcrumb says "Timmy is registered here!". There are two volunteer options listed: "Assistant Coach" and "Head Coach". Each option has a "SIGN UP" button. Below the options is a "Show More" link. At the bottom, there is a checkbox labeled "I do not wish to volunteer at this time" which is currently unchecked. At the bottom right, there are two buttons: "<< Back" and "Continue >".

*Please Note: The biggest delay in getting teams organized in our recreation divisions is always a lack of coaches, especially head coaches. Please consider volunteering, even if you've never coached a soccer team before.*

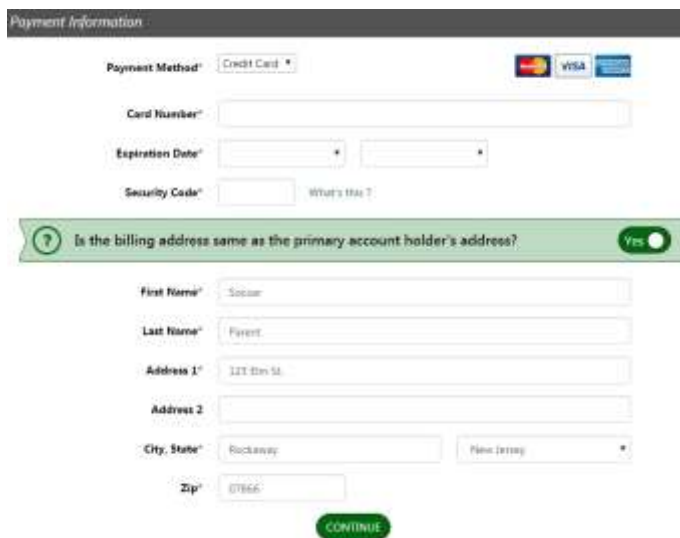
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16. Your **Registration Summary** page will be displayed. If this is your first time registering click on the **Continue** button to display the credit card fields.



The screenshot shows the 'Registration Summary' page. At the top, it displays 'Recreation Spring 2016', 'International Boys (9-14 grade) Spring 16 Fee', and the user's name 'Timmy Howard'. Below this, there are two main sections: 'Payment Options' and 'Registration Breakdowns'. Under 'Payment Options', 'PAY IN FULL' is selected for a total of '\$65.00' with a green 'SELECTED' button. Under 'Registration Breakdowns', the 'Division Price' is '\$65.00' and the 'Subtotal' is '\$65.00'. A red button labeled 'Return from cart' is visible at the bottom right. A large green 'CONTINUE' button is centered at the bottom of the page.

17. Enter the appropriate credit card information and click on the **Continue** button.



The screenshot shows the 'Payment Information' page. The 'Payment Method' is set to 'Credit Card' with icons for Mastercard, Visa, and American Express. There are input fields for 'Card Number', 'Expiration Date', and 'Security Code'. Below these is a green bar with a question: 'Is the billing address same as the primary account holder's address?' and a 'Yes' radio button that is selected. Underneath, there are input fields for 'First Name' (Soccer), 'Last Name' (Parent), 'Address 1' (123 Elm St), 'Address 2', 'City, State' (Rockaway, New Jersey), and 'Zip' (07866). A green 'CONTINUE' button is at the bottom.

18. Click on the **Submit Order** button. **Your registration is not yet complete.** You will be forwarded to a confirmation page. Click on the **Complete Payment** button to finalize your registration. When finished, you will be directed to an Order Detail page that will include your Order Number.

Congratulations! You are now registered for RTSA soccer. We hope you have a great season.

Please email [registrar@rtsa.org](mailto:registrar@rtsa.org) if you have any questions or problems with your registration process.