

Membership Registration Instructions

1. Create an account (Create the account under the name of the PAL...Ex.First Name "Howell Township" Last Name "PAL" or "Police Athletic League")

Create New Account

Please enter the First/Last Name of the Primary Contact for your PAL Organization and create a username/password for your organization. Please select the I am registering myself in an activity option to move forward. Please enter your Birthday and Gender. Then proceed to register for the available program for the Participant.

ITest
Police Athletic League
itest@itest.org
itest@itest.org
.....
.....

Create Account!

Already have an account? [Sign in here!](#)
Forgot your [Username](#) or [Password](#)?

Norton SECURED
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A Symantec Company

use pal email

- 2.
3. Add email address of the PAL
4. Add username (suggestion is to use the email address)
5. Add password
6. Hit Create account
7. Next information is the Primary Parent /Guardian information (use pal information for this section)

Primary Parent/Guardian Information

ITest Police Athletic League
Email: itest@itest.org
Username: itest.org

Gender: MALE
Street: 2000 Test Avenue
City: Testville
State: New Jersey
ZIP Code: 07201
Telephone: 555 555 5555
Cell Phone: 555 555 5555
Secondary Email Address:

- 8.
9. Account information is the next section very important information (here is where we collect all the demographics for your PAL)
10. Click on link for list of information that will be required.
11. After completed click "Continue" button
12. Next section is the participant

Add New Participant:

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

John Stevens
 D.O.B: Feb 6, 1959
 Email Address: 1putt@optonline.net

Upload Photo

Gender: MALE

First Name: John

M.I.

Last Name: Stevens

Suffix

Date of Birth: Feb 6 1959

Upload Birth Certificate

Email Address: 1putt@optonline.net

Cell Phone: 555 555 5555

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

Street: 10103 Test Avenue

Unit#

City: Testville

State: New Jersey

ZIP Code: 07731

Must be 18 yrs old

- 13.
14. This section add the information of the individual person (Ex. Exec Dir, Delegate etc.) Once person is added you will see the programs they are eligible to register for
15. Question is Participant's address the same as the account holder
16. Answer yes to this question and fields will be populated with the PAL information from the previous screen
17. Click "Continue" button bottom of page
18. If you click continue you will see all possible events you could register for

Registration Notes

Programs Available for Test Testini Ms

Activity Type	Other
2017 National PAL Renewal Registration	
1 Membership Renewal	\$500.00
Start and End Dates: 02/01/2017 & 12/31/2017	+ REGISTER
Conference Registration	
1 Early Registration NPAL Member	\$395.00
Start and End Dates: 12/01/2016 & 03/31/2017	+ REGISTER
2 Early Registration Non NPAL Member	\$495.00
Start and End Dates: 12/01/2016 & 03/31/2017	+ REGISTER
3 Guest/Spouse	\$295.00
Start and End Dates: 12/01/2016 & 03/31/2017	+ REGISTER

- 19.
20. Click on program you would like to register for and register button will change to selected

Registration Notes

Programs Available for Test Testini Ms

Activity Type	Other
2017 National PAL Renewal Registration	
1 Membership Renewal	\$500.00
Start and End Dates: 02/01/2017 & 12/31/2017	SELECTED
Conference Registration	
1 Early Registration NPAL Member	\$395.00
Start and End Dates: 12/01/2016 & 03/31/2017	+ REGISTER
2 Early Registration Non NPAL Member	\$495.00
Start and End Dates: 12/01/2016 & 03/31/2017	+ REGISTER
3 Guest/Spouse	\$295.00
Start and End Dates: 12/01/2016 & 03/31/2017	+ REGISTER

- 21.

22. Click "Continue" button bottom of page

23. Answer any questions and click "Continue" button bottom of page

The screenshot shows the 'Registration Summary' page. At the top, there is a warning: 'If you are inactive on this page for 15 minutes, you'll automatically be logged out and will have to log back in to complete your registration.' Below this, the page is divided into sections: 'Registration Summary', 'Payment Options', 'Registration Breakdown', 'Payment Information', and 'Confirmation'. In the 'Payment Options' section, 'PAY IN FULL' for \$515.00 is selected. The 'Registration Breakdown' shows a Division Price of \$500.00 and a Convenience fee of \$15.00, totaling \$515.00. A blue 'CONTINUE' button is located at the bottom of the page.

24.

25. After checking click blue "Continue" button middle of page you will see the payment information screen

The screenshot shows the 'Payment Information' screen for a credit card payment. It includes fields for Card Number, Expiration Date, and Security Code. A question asks 'Is the billing address same as the primary account holder's address?' with a 'Yes' button selected. Below this, there are fields for First Name, Last Name, Address 1, Address 2, City/State, and Zip. A blue 'CONTINUE' button is at the bottom.

The screenshot shows the 'Payment Information' screen for a check payment. It includes a question 'Is the billing address same as the primary account holder's address?' with a 'Yes' button selected. Below this, there are fields for First Name, Last Name, Address 1, Address 2, City/State, and Zip. A blue 'CONTINUE' button is at the bottom.

26.

27. Payment can be by credit/debit card or check (do not pay the convenience fee if paying by check)

28. Make Payment (**Payment by New members does not guarantee membership...new members have to be approved by the board**)

29. Click the Blue "Continue" button you see the following screen

The screenshot shows the 'Confirmation' screen. It features a 'Registration Breakdown by Participant' section with a progress bar for '2017 National PAL Renewal Registration', 'Membership Renewal', and 'Tess Testerini Ms'. Below this is an 'Order Summary' table:

Item	Amount
Division Price	\$500.00
Convenience	\$15.00
ORDER TOTAL	\$515.00
DUE TODAY	\$0.00

A blue 'CONTINUE' button is at the bottom of the page.

30.

31.If you choose to register for the Conference

1 Conference Registration > Early Registration NPAL Member > Henry Stevens

What is Your PAL name* :50 Characters Remaining

Registrant Name* :50 Characters Remaining

Are you the Voting Delegate* Make a Selection

City* :50 Characters Remaining

State* :2 Characters Remaining

Contact Name (if we have questions)* :50 Characters Remaining

Contact Phone Number* (do not use dashes when inputting phone number) :10 Characters Remaining

Contact Email* :50 Characters Remaining

Please list below any special needs, i.e. dietary, wheelchair accessibility, etc (i.e. dietary, wheelchair accessibility, etc) :80 Characters Remaining

Additional Program & Division Questions

Convenience Fee* Accept (Convenience Fee)

<< Back Continue >>

- 32.
33. Complete required information and click “Continue” button at bottom of page
34. To register additional participants for conference...first add them as an additional participant on the account and proceed as above

Demographic Info Needed When Registering

- PAL Organization Official Name *
- (Please enter the Name or your PAL Organization)
- PAL Organization Mailing Address *
- PAL Organization City
- PAL Organization State
- PAL Organization Zip Code
- Does your PAL Organization have a Website (If yes give URL)
- Is your PAL Organization a 501 (C)(3) nonprofit
- (If Yes) 501c3/EIN #
- If your organization is not/or has applied for 501c3, please explain.
- Is your PAL Organization under a local law enforcement entity

Year your PAL/SAL/YAL became Incorporated/Started
Number of Law Enforcement Officers involved with your PAL
Number of Non-Law enforcement paid staff
Number of volunteers
Partnering Agency's Chief/Sheriff Name
Total Number of Youth Served
Number of Boys & Girls served in the following age group Boys 5 - 8 *
(if none input 0)
Number of Boys & Girls served in the following age group Girls 5 - 8 *
(If none input 0)
Number of Boys & Girls served in the following age group Boys 9 - 12 *
(If none input 0)
Number of Boys & Girls served in the following age group Girls 9 - 12 *
(If none input 0)
Number of Boys & Girls served in the following age group Boys 13 - 15 *
(If none input 0)
Number of Boys & Girls served in the following age group Girls 13 - 15 *
(If none input 0)
Number of Boys & Girls served in the following age group Boys 16 - 18 *
(If none input 0)
Number of Boys & Girls served in the following age group Girls 16 - 18 *
(If none input 0)
Number of Children based on Ethnicity - American Indian or Alaska Native *
(Enter 0 if no children served in that group)
Number of Children based on Ethnicity - Asian *
(Enter 0 if no children served in that group)
Number of Children based on Ethnicity - Black or African American *
(Enter 0 if no children served in that group)
Number of Children based on Ethnicity - Native Hawaiian or Other Pacific Islander *
(Enter 0 if no children served in that group)
Number of Children based on Ethnicity - White *
(Enter 0 if no children served in that group)
Number of Children based on Ethnicity - Hispanic or Latino *
(Enter 0 if no children served in that group)
Programs - Sports *
(Check all that apply)
Programs - Enrichment
(Check all that apply)
Membership Agreement *