

SACRAMENTO UNITED

How to set up an account in the Payment Portal (Blue Sombrero)

- 1) From the Sacramento United home page (www.sacunited.com) click on **Payment Portal**.



- 2) On the Payment Portal home page, click on **Register** (if you have used Blue Sombrero before at Sac United, click on Login and skip to step #7)



- 3) The next screen is the New Customer Primary Contact screen. This is where you create the account you will use for registering and paying in Blue Sombrero. Fill in the required fields and click **Create New Account**.

New Customer Primary Contact

• First Name:

Middle Initial:

• Last Name:

Suffix:

• Email Address:

• User Name:

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

• Password:

• Reenter Password:

Create New Account

4) On the next screen you enter the rest of your basic registration information.

The screenshot shows the top of a website for Sacramento United Competitive Soccer Club. The header includes the club's logo and name. Below the header is a navigation bar with "My Account" and "Logout" links. A red "Register" button is prominent. Below the button, there is a paragraph of text explaining the registration process and a note that fields marked with an asterisk are required. The "Primary Contact Information" section is partially visible, showing a "Street:" label and an empty input field.

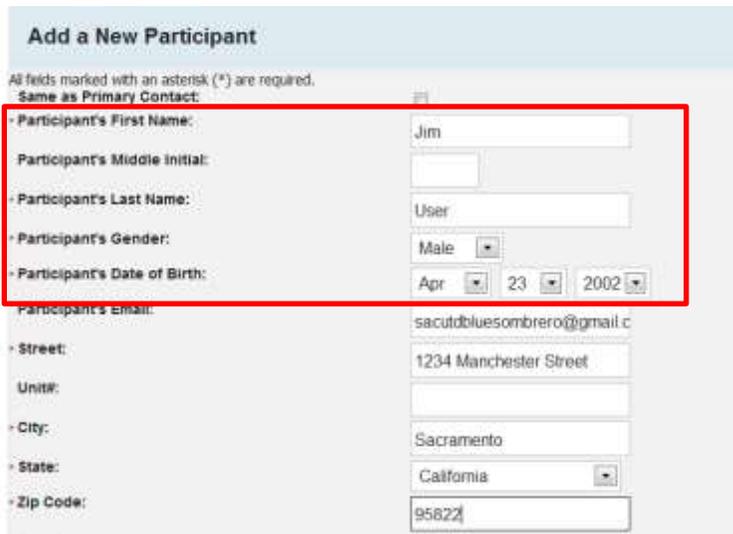
5) When finished with click **NEXT**.

This screenshot shows the "Primary Contact Information" form. The form fields are as follows:

- Street: 1234 Manchester Street
- Unit: (empty)
- City: Sacramento
- State: California (dropdown menu)
- Zip Code: 95822
- Country: United States (dropdown menu)
- Telephone: 916 123 4567 (three separate input fields)

At the bottom of the form, there are two buttons: "Cancel" and "Next".

6) On the next screen you will enter the information regarding your child. When done click **Next**.



Add a New Participant

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

Same as Primary Contact:

- Participant's First Name: Jim

- Participant's Middle Initial:

- Participant's Last Name: User

- Participant's Gender: Male

- Participant's Date of Birth: Apr 23 2002

- Participant's Email: sacutdbluesombbrero@gmail.c

- Street: 1234 Manchester Street

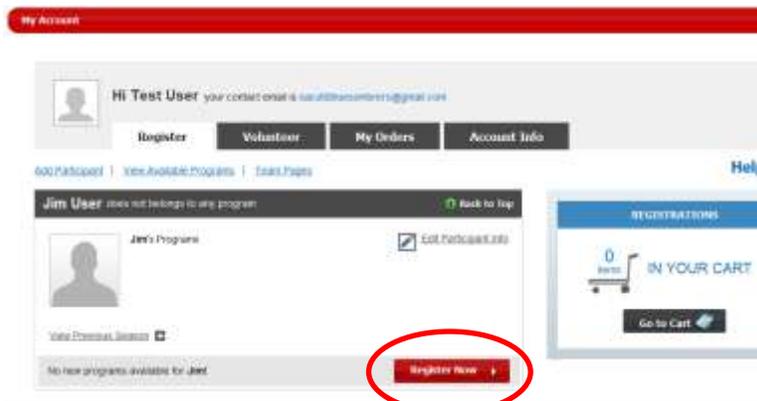
- Unit#:

- City: Sacramento

- State: California

- Zip Code: 95822

7) This is the "My Account" screen. From this screen click on **Register Now**.



My Account

Hi Test User your contact email is sacutdbluesombbrero@gmail.com

Register Volunteer My Orders Account Info

600 Participants | View Available Programs | Search Pages Help

Jim User does not belong to any program [Back to Top](#)

Jim's Programs Col. Redwood Hills

View Previous Season

No new programs available for Jim

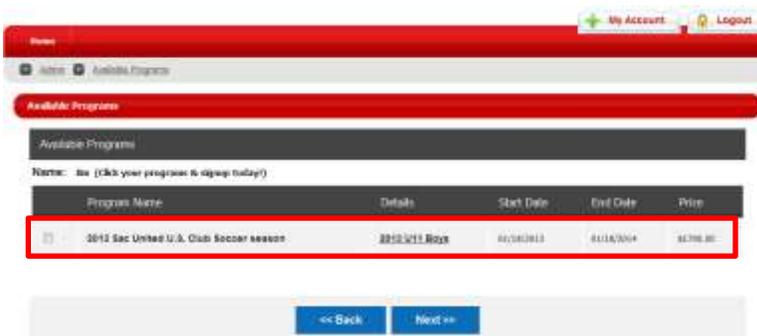
Register Now

REGISTRATIONS

0 Items IN YOUR CART

Go to Cart

8) The next screen will display the available programs for your child. Select the appropriate program and click **Next**.



Available Programs

Available Programs

Name: [Click your program to view details!](#)

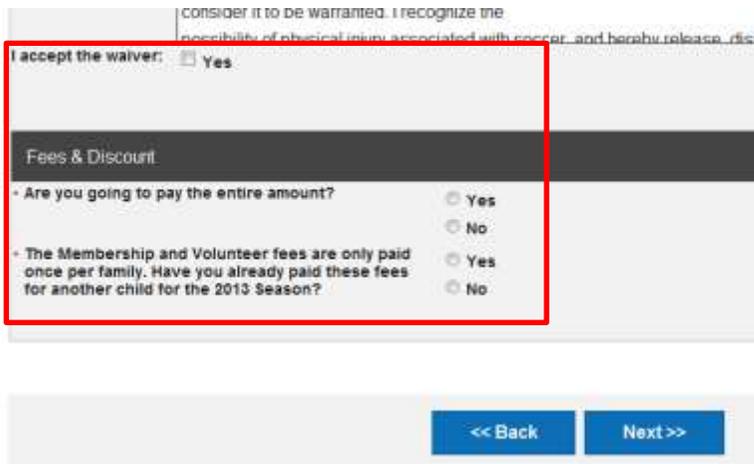
Program Name	Details	Start Date	End Date	Price
2012 Sac United U.S. Club Soccer season	2012/2013 Boys	01/01/2012	01/15/2014	\$4700.00

<< Back Next >>

- 9) The next screen displays the Shopping Cart details. You can use this screen to remove the program if it is incorrect. Otherwise, click **Next**.



- 10) The next screen asks 3 questions. First it shows a waiver. Click Yes to accept the waiver. There are then two questions. The first “Are you going to pay the entire amount?” Click YES only if you plan to pay the entire amount at this time. The second asks if you have already gone through this process and registered another U9 – U18 player for the 2013 season. If you have NOT please click NO. Then click **Next**.



- 11) This the payment screen. The first time you come to this screen you have 2 choices. The first is to Pay in Full. The other is to pay the Minimum Payment. The Minimum Payment is \$250 which includes the Membership Fee (\$100) and the Volunteer Deposit (\$150). The default is Pay in Full so if you do not want to pay the full amount, click on Minimum Payment.



12) Scroll down the bottom of the screen. Make sure the Total Payment shows what you want to pay. Enter your credit card information, agree to the terms and then click **Submit Order**.

▶ **Payment Information**

Registration Payment

Registration Total :	\$1700
Payment Amount :	\$250
Total Payment :	\$250
Open Balance :	\$1450

* Credit Card Number:

* Expiration Month/Year : /

* Card Security Code : ?