

First Time User – Steps to Register: (video of this process - <http://screenr.com/KjB7>)

1. Go to your club's registration portal at www.vaasports.org
2. Click on the "Register" button in the upper right corner of the home page.
3. Enter your primary contact information and create an account.
4. Enter your participant's information and click "Next."
5. Select the program in which your player will be participating.
6. Click "Next" to move on with registration or "Update and add another participant" to add an additional player to your account.
7. Continue through all steps of registration and make sure to enter information in any fields marked with a red asterisk (*).
8. If you would like to volunteer, you must sign up online to do so. The volunteer sign up step is right after the participant information screen. Again, all volunteers MUST sign up online in order to be considered for coaching positions.
9. Please make sure that all of your billing information is entered correctly!
10. Click on "Submit" at the bottom of the checkout screen. Please note – if you do not click "Submit" or if you do not receive an Order Confirmation email (check your spam folder for this email, just in case!), your registration is NOT COMPLETE.

Existing User – Steps to Register:

1. Go to your club's registration portal at www.vaasports.org
2. Click on the Login button that is located in the upper right corner of the screen.
3. Enter your username and password. If you do not remember your username and password, please click on the "Forgot Username and Password" button to get a reminder.
Please do not create a new account, as doing so will only cause confusion.
4. Once you have logged into your account, click on "My Account" in the upper right corner of the screen. This will bring up a list of available programs for each participant listed in your account. If you need to add another participant, please do so by clicking on the link on your main account screen that reads, "Add Participant."
5. Continue through all steps of registration and make sure to enter information in any fields marked with a red asterisk (*).
6. If you would like to volunteer, you must sign up online to do so. The volunteer sign up step is right after the participant information screen. Again, all volunteers MUST sign up online in order to be considered for coaching positions.
7. Please make sure that all of your billing information is entered correctly!
8. Click on "Submit" at the bottom of the checkout screen. Please note – if you do not click "Submit" or if you do not receive an Order Confirmation email (check your spam folder for this email, just in case!), your registration is NOT COMPLETE.