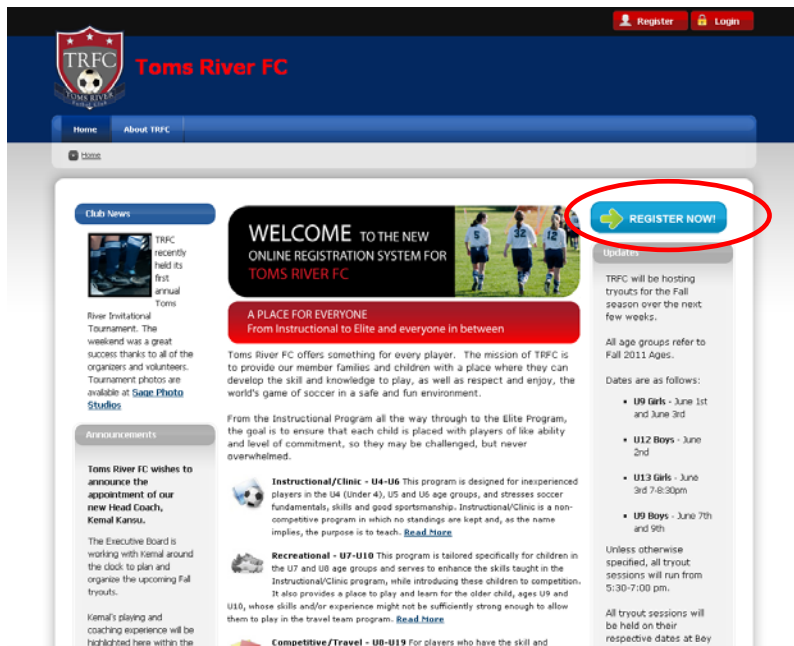
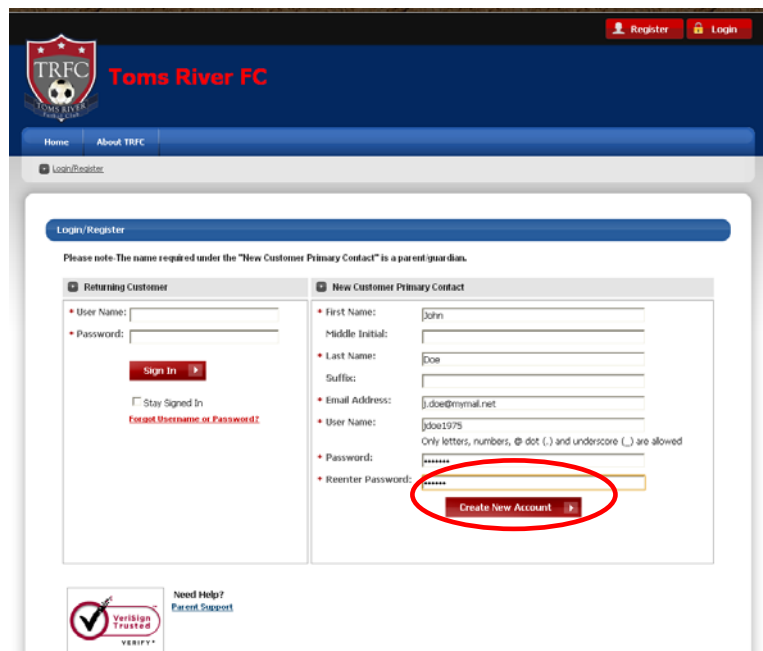


Toms River FC Registration Instructions

Navigate to the website at www.tomsriverfc.com



Click on the light blue REGISTER NOW button circled in red above.



Fill out the New Customer Primary Contact information on the right hand side of the screen. Note that the First and Last Name here should be the parent or guardian, not the child you are registering. When you are done, click on the Create New Account button circled in red above.

TRFC Toms River FC

Home About TRFC Team Central

Login/Registrar

Login/Register

Note: All fields marked with an asterisk () are required.

Primary Contact Information

Street: 123 Main Street
 Unit#:
 City: Toms River
 State: New Jersey
 Zip Code: 08753
 Country: United States
 Telephone: 732 555 5555
 Cell Phone: 732 444 4444

Secondary Parent / Guardian Information

First Name: Jane
 Middle Initial:
 Last Name: Doe
 Street: 321 South Street
 City: Toms River
 State: New Jersey
 Zip Code: 08753
 Telephone: 732 111 2222
 Cell Phone: 732 222 1111
 Secondary Contact Email: janeDoe@hotmail.com

Cancel Next

Need Help? Parent Support

Verify

Next you will see a screen where you will add the primary contact address information, and if you would like, you can add a secondary contact (this can be a spouse or other individual). The secondary contact email address will receive a duplicate of every email broadcast from the system to the primary contact. The secondary contact information is NOT required. Click NEXT when you are done.

TRFC Toms River FC

Home About TRFC Team Central

Admin Events

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

Add a New Participant

Your Relationship with Participant: Parent
 For Participants 18 yrs or older please select Adult

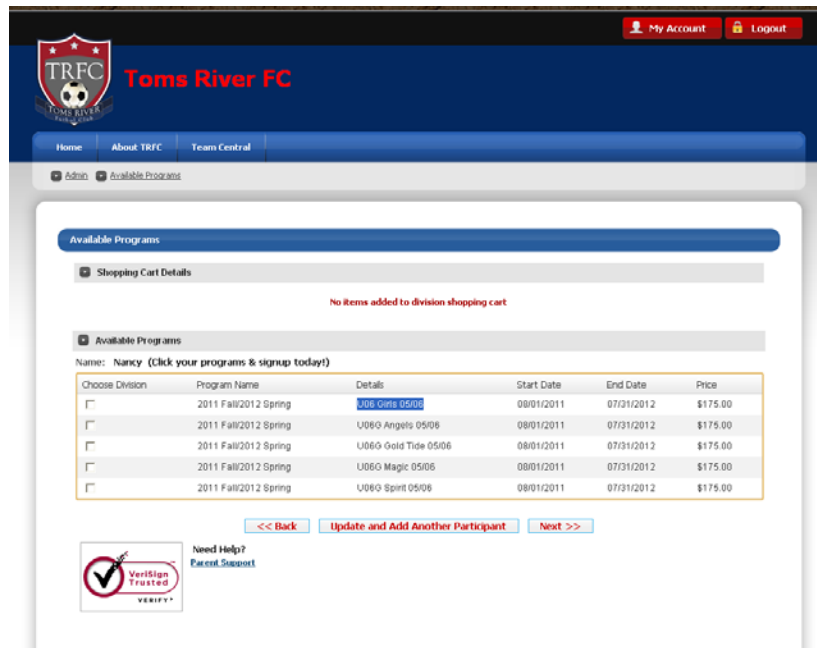
Participant's First Name: Nancy
 Participant's Middle Initial:
 Participant's Last Name: Doe
 Participant's Gender: Female
 Participant's Date of Birth: Feb 5 2006
 Participant's Email:
 Street: 123 Main Street
 Unit#:
 City: Toms River
 State: New Jersey
 Zip Code: 08753
 Country: United States
 Telephone: 732 555 5555

Cancel Next >>

Need Help? Parent Support

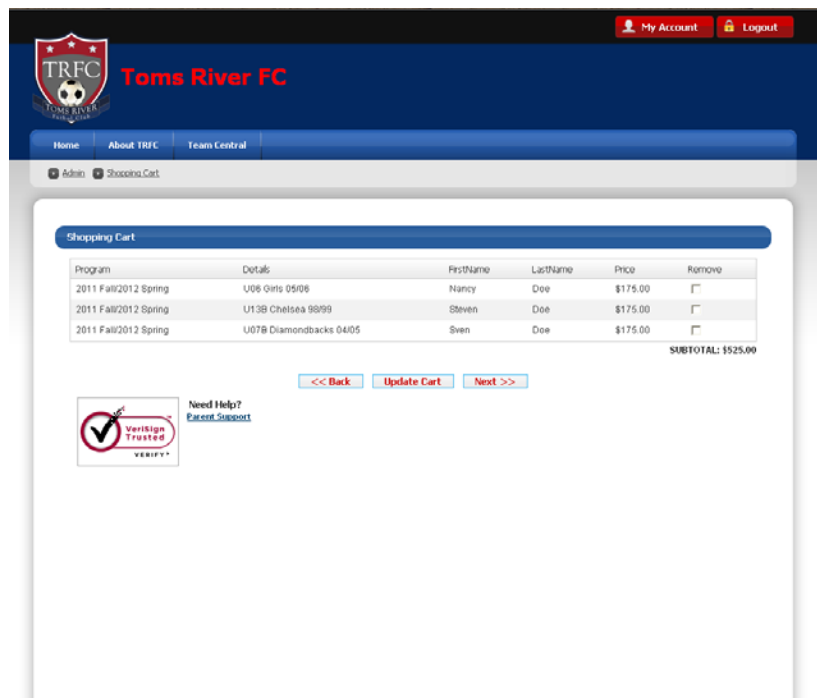
Verify

On the next page you will be adding information for the child you are registering. Make sure the birth date is correct; the programs available to you for registration are based on the birth date and gender of your child. Click Next when you are done.



Once you click next, you are taken to a page that lists the available programs to register your child for. If you already know what team your child has been placed on, select that team by clicking on the checkbox next to that row. NOTE: if you are a new player, or do not yet know what team your child will be placed on, register for the generic age group as highlighted in blue in the picture above. (in this example, U06 Girls 05/06)

If you are registering another child, click on the UPDATE AND ADD ANOTHER PARTICIPANT button, otherwise, click on the NEXT button.



You are next taken to a screen to confirm the choices in your shopping cart. If any of the items listed are incorrect, check the REMOVE box and click on UPDATE CART, otherwise click on NEXT to continue.

TRFC Toms River FC

Home About TRFC Team Central

Admin Additional Participant Information

Additional Participant Information

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

Coupon Discount

Enter Coupon Code :

Other Participant Information

Other Participant Information

Other Participant Information

<< Back Next >>

Once you click next, you will see a page that asks about a Coupon Code. Coupon codes are used for families that are registering more than 3 children in the club.

If you are registering:	Use Coupon Code:
3 children	78072
4 children	93717
5 children	47086
6 children	33488

Club policy for multiple registrations in the same family is as follows: 1st and 2nd child are full price (\$175), 3rd child is \$75, 4th child and beyond (very impressive) are free.

TRFC Toms River FC

Home About TRFC Team Central

Volunteer Selection

Volunteer for Division

Please select program(s) to volunteer.
Programs marked bold have participants registered.

Program Select

<< Back Next >>

Need Help? [Parent Support](#)

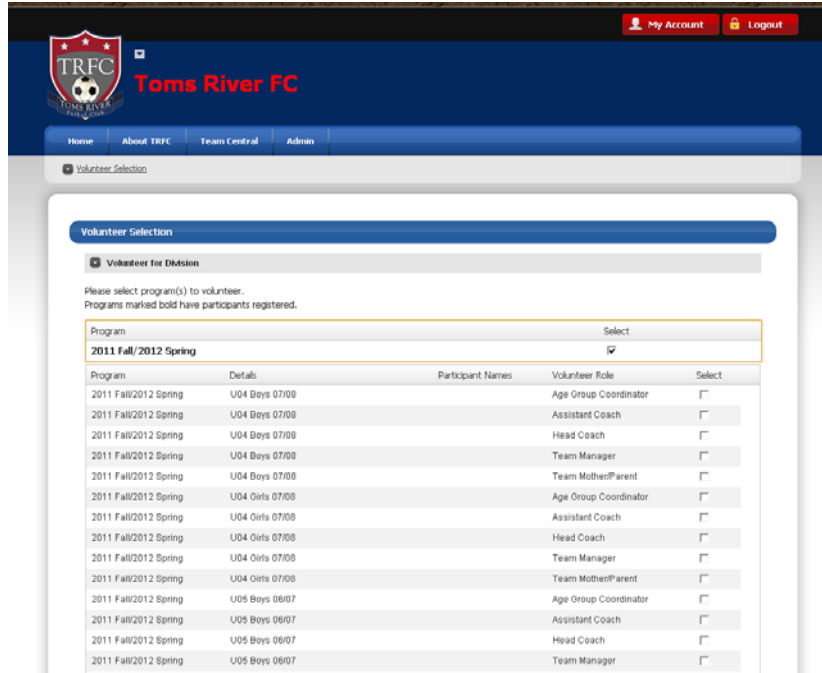
VeriSign Trusted

The next page allows you to volunteer for your child's team. The possible volunteer roles are:

- Head Coach
- Assistant Coach
- Team Manager

- Team Parent

If you would like to volunteer, select the checkbox next to the Program listing. If you do not care to volunteer, leave the box unchecked and click on NEXT. Volunteering does not necessarily mean you will be chosen for that role, it just indicates to the staff that you are interested in the position. Registration staff and the Board will select volunteers as applicable.



If you do check the box, the volunteer list is displayed as above. NOTE: the volunteer selection page is currently a bit unwieldy (because of the way the registration divisions were set up this year) and I am working on streamlining it...bear with it for the time being. Until it is corrected, it is displaying a list of every volunteer role for every team, so scroll down until you see your child's team and the role you wish to volunteer for and click the box next to it (see picture below).

2011 Fall/2012 Spring	U08G Tiger Lilies 03/04		Head Coach	<input type="checkbox"/>
2011 Fall/2012 Spring	U08G Tiger Lilies 03/04		Team Manager	<input type="checkbox"/>
2011 Fall/2012 Spring	U08G Tiger Lilies 03/04		Team Mother/Parent	<input type="checkbox"/>
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Age Group Coordinator	<input type="checkbox"/>
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Assistant Coach	<input type="checkbox"/>
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Head Coach	<input checked="" type="checkbox"/>
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Team Manager	<input type="checkbox"/>
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Team Mother/Parent	<input type="checkbox"/>
2011 Fall/2012 Spring	U09 Girls 02/03		Age Group Coordinator	<input type="checkbox"/>
2011 Fall/2012 Spring	U09 Girls 02/03		Assistant Coach	<input type="checkbox"/>
2011 Fall/2012 Spring	U09 Girls 02/03		Head Coach	<input type="checkbox"/>
2011 Fall/2012 Spring	U09 Girls 02/03		Team Manager	<input type="checkbox"/>
2011 Fall/2012 Spring	U09 Girls 02/03		Team Mother/Parent	<input type="checkbox"/>
2011 Fall/2012 Spring	U09B Colchester 02/03		Age Group Coordinator	<input type="checkbox"/>
2011 Fall/2012 Spring	U09B Colchester 02/03		Assistant Coach	<input type="checkbox"/>
2011 Fall/2012 Spring	U09B Colchester 02/03		Head Coach	<input type="checkbox"/>
2011 Fall/2012 Spring	U09B Colchester 02/03		Team Manager	<input type="checkbox"/>

If you have a child you are registering for a given division, their name will be displayed next to the volunteer roles.

Go to the very bottom of the list and click on NEXT. You will be then taken to a page to enter information about the volunteer. Fill it out and click on NEXT.

Checkout

Note: All fields marked with an asterisk(*) are required

▶ **Registration Summary**

Program	Division	Player Name	Detail	Amount
2011 Fall/2012 Spring	U13B Chelsea 98/99	Steven Doe	Division Price	\$175.00
2011 Fall/2012 Spring	U13B Chelsea 98/99	Steven Doe	Coupon Discount	(\$33.33)
2011 Fall/2012 Spring	U06 Girls 05/06	Nancy Doe	Division Price	\$175.00
2011 Fall/2012 Spring	U06 Girls 05/06	Nancy Doe	Coupon Discount	(\$33.34)
2011 Fall/2012 Spring	U07B Diamondbacks 04/05	Sven Doe	Division Price	\$175.00
2011 Fall/2012 Spring	U07B Diamondbacks 04/05	Sven Doe	Coupon Discount	(\$33.33)
Registration Total				\$425.00

▶ **Payment Type**

Visa / Master Card Amex Mail in check

▶ **Address Information**

Registration Billing Address

(The information should be the same as your credit card billing information.)

* First Name:

Middle Name:

* Last Name:

* Billing Address:

Address Line 2:

* City:

Finally you will be taken to the checkout screen. This will display all programs you are registering children for, as well as any family discounts or late fees. (Late registration fees of \$10 per registration will be applied after July 15th, 2011).

Fill out the checkout screen with the appropriate payment information and click on SUBMIT ORDER. A confirmation message will be displayed on the screen and emailed to the email you included when you created your account.

If you have any problems or questions, please contact the Registrar at registrar@tomsriverfc.com

