## **Toms River FC Registration Instructions**

Navigate to the website at <u>www.tomsriverfc.com</u>



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

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ne About TRFC			
ogin/Register			
.ogin/Register			
Please note-The name required under the "New Custon	mer Primary Contact" is a p	ar ent/guar dian.	
Returning Customer	New Customer Pr	imary Contact	
User Name:	<ul> <li>First Name:</li> </ul>	John	
Password:	Middle Initial:		
Sign In 🕨	Last Name:	Doe	
	Suffix:		
Stay Signed In	<ul> <li>Email Address:</li> </ul>	j.doe@mymail.net	
rorget username of Password?	User Name:	doe1975	laad
	Password:	City retters, numbers, @ doc (.) and underscore (.) are a	lowed
	Reenter Password	l:	
		Create New Account	
		create new secourt	

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.

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ogin/Register			
*Note: All fields marked with an asterisk (*) are	required.		
Primary Contact Information	Secondary Parent / Guardian In	formation	
Street: 123 Main Street	First Name:	Jane	
Unit#:	Middle Initial:		
City: Toms River	Last Name:	Doe	
• State: New Jersey	Street:	321 South Street	
• Zip Code: 08753	City:	Toms River	
Country: United States	State:	New Jersey	
• Telephone: 732 555 5555	Zip Code:	00753	
Cell Phone: 732 444 4444	Telephone:	732 111 2222	
	Cell Phone:	732 222 1111	
	Secondary Contact Email:	janieDoe@hotmail.com	

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.

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is given		
ome About TRFC Team Central		
Admin 🖪 Players		
terrer Control		
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	
<ul> <li>Participant's First Name:</li> </ul>	Nancy	
Participant's Middle Initial:		
+Participant's Last Name:	Doe	
Participant's Gender:	Female 💌	
<ul> <li>Participant's Date of Birth:</li> </ul>	Feb 💌 5 💌 2006 💌	
Participant's Email:		
• Street:	123 Main Street	
Unit#:		
+ City:	Trans Buer	
• State:	Advest Anether	
• Zip Code:	Income and a set of the set of th	
+ Country:	Using Chates	
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	Cancel Next >>	

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.

About TRFC	Team Central				
Admin 🖸 Available Programs					
Available Programs					
Available Programs					
Available Programs					
Shopping Cart Detai	lls				
		No items added to division shopping	gcart		
Name: Name (Christians	our programs & cionur today	0			
Choose Division	Program Name	Details	Start Date	End Date	Dring
	and an				PTILE
Г	2011 Fall/2012 Spring	U06 Girls 05/06	08/01/2011	07/31/2012	\$175.00
Г	2011 Fall/2012 Spring 2011 Fall/2012 Spring	U06 Girls 05/06 U06G Angels 05/06	08/01/2011 08/01/2011	07/31/2012	\$175.00 \$175.00
с с	2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring	UDE CIME 05/06 UDEG Angels 05/06 UDEG Gold Tide 05/06	08/01/2011 08/01/2011 08/01/2011	07/31/2012 07/31/2012 07/31/2012	\$175.00 \$175.00 \$175.00
	2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring	UDB GHIS 05/08 U08G Angelis 05/06 U06G Gold Tide 05/06 U08G Magic 05/06	08/01/2011 08/01/2011 08/01/2011 08/01/2011	07/31/2012 07/31/2012 07/31/2012 07/31/2012	\$175.00 \$175.00 \$175.00 \$175.00 \$175.00
	2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring	U06 GH10 05/08 U06G Angels 05/08 U06G Gold Tide 05/06 U06G Magic 05/06 U06G Spirit 05/06	08/01/2011 08/01/2011 08/01/2011 08/01/2011 08/01/2011	07/31/2012 07/31/2012 07/31/2012 07/31/2012 07/31/2012	\$175.00 \$175.00 \$175.00 \$175.00 \$175.00

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.

ne About IRFC. Tea	m Central				
Shannion Cart			_	_	
Program	Details	FirstName	LastName	Price	Remove
2011 Fall/2012 Spring	U06 Girls 05/06	Nancy	Doe	\$175.00	
2011 Fall/2012 Spring	U13B Chelsea 98/99	Steven	Doe	\$175.00	Г
2011 Fall/2012 Spring	U078 Diamondbacks 04/05	Sven	Doe	\$175.00	<b>—</b>
Verisign Pare	of Help? ent Support				
VERIFY'					
VERIFY					
VERIFY					

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.

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Home       About TEFE       Team Central            • Admin         • Additional Participant Information           • Additional Participant Information             • Compon Discourd           • Compon Discourd             • Enter Coupon Code :           • P8072             • Other Participant Information           • Other Participant Information	Toms River FC				
Admin Additional Participant Information   Additional Participant Information   Al fields marked with an asterisk (*) are required.   Coupon Discount   Enter Coupon Code :     78072     Other Participant Information     Other Participant Information     Cother Participant Information	Home About TRFC Team Central			_	
Additional Participant Information         A fields marked with an asterisk (*) are required.         Coupon Discount         Enter Coupon Code :         72072	Admin Additional Participant Information				
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		<< 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: 1<sup>st</sup> and 2<sup>nd</sup> child are full price (\$175), 3<sup>rd</sup> child is \$75, 4<sup>th</sup> child and beyond (very impressive) are free.

<u>~</u>	👤 My Account 🛛 🔒 Lagout
Toms River FC	
Home About TRFC Team Central	
Yolunteer Selection	
Volunteer Selection	
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Volumeet for Division	
Please select program(s) to volunteer.	
Programs marked bold have participants registered.	
Program	Select
2011 Fall/2012 Spring	
Need Help?         Need Help?           Barent Support         Second Support	]

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.

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About TEFC Team Contral Admin					
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rograms marked bold have	participants registered.				
Program			Select		
2011 Fall/2012 Spring			₩		
2011 Fall/2012 Spring Program	Details	Participant Names	Volunteer Role	Select	
2011 Fall/2012 Spring Program 2011 Fall/2012 Spring	Details U04 Boys 07/08	Participant Names	Volunteer Role Age Group Coordinator	Select	
2011 Fall/2012 Spring Program 2011 Fall/2012 Spring 2011 Fall/2012 Spring	Details U04 Boys 07/00 U04 Boys 07/00	Participant Names	Volunteer Role Age Group Coordinator Assistant Coach	Select	
2011 Fall/2012 Spring Program 2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring	Details 1004 Boys 07/08 1004 Boys 07/08 1004 Boys 07/08	Participant Names	Volunteer Role Age Group Coordinator Assistant Coach Head Coach	Select	
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2011 Fall/2012 Spring           Program           2011 Fall/2012 Spring	Details U04 Boys 07/00 U04 Boys 07/00 U04 Boys 07/00 U04 Boys 07/00 U04 Boys 07/00 U04 Goys 07/00	Perticipant Nerres	Volunteer Role Age Group Coordinator Assistant Coach Head Coach Team Manager Team Mother/Parent Age Group Coordinator	Select	
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2011 Fall/2012 Spring Program 2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring 2011 Fall/2012 Spring	Detais UG4 Boys 07/00 UG4 Boys 07/00 UG4 Boys 07/00 UG4 Boys 07/00 UG4 Doys 07/00 UG4 Orins 07/00 UG4 Orins 07/00 UG4 Orins 07/00	Perticipant Names	F Volunteer Role Age Croup Coordinator Assistant Coach Head Coach Team Manager Team Manager Team Mother/Parent Age Croup Coordinator Assistant Coach Head Coach	Select	
2011 Fall/2012 Spring Program 2011 Fall/2012 Spring 2011 Fall/2012 Spring	Detab U04 Boys 0700 U04 Boys 0700 U04 Boys 0700 U04 Boys 0700 U04 Doys 0700 U04 Oiris 0700 U04 Oiris 0700 U04 Oiris 0700 U04 Oiris 0700	Participant Names	P Vokunteer Role Age Group Coordinator Assistant Cooch Head Cooch Team Manager Team Mother/Farent Age Group Coordinator Assistant Cooch Head Cooch Head Cooch	Select	
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*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	
2011 Fall/2012 Spring	U08G Tiger Lilies 03/04		Team Manager	
2011 Fall/2012 Spring	U08G Tiger Lilies 03/04		Team Mother/Parent	
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Age Group Coordinator	
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Assistant Coach	
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Head Coach	<b>v</b>
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Team Manager	
2011 Fall/2012 Spring	U09 Boys 02/03	Derek Borrelli	Team Mother/Parent	
2011 Fall/2012 Spring	U09 Girls 02/03		Age Group Coordinator	
2011 Fall/2012 Spring	U09 Girls 02/03		Assistant Coach	
2011 Fall/2012 Spring	U09 Girls 02/03		Head Coach	
2011 Fall/2012 Spring	U09 Girls 02/03		Team Manager	
2011 Fall/2012 Spring	U09 Girls 02/03		Team Mother/Parent	
2011 Fall/2012 Spring	U09B Colchester 02/03		Age Group Coordinator	
2011 Fall/2012 Spring	U09B Colchester 02/03		Assistant Coach	
2011 Fall/2012 Spring	U09B Colchester 02/03		Head Coach	
2011 Fall/2012 Spring	U09B Colchester 02/03		Team Manager	

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.

About TRFL	Team central			
Admin 💽 Checkout				
Checkout				
A				
Note: All fields marked wit	h an asterisk(*) are required			
Registration Summ	ary			
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				
C Visa / Master Ca	ard C Arnex 🙃 Mail in check			<u>V/54</u>
• Adduses Informatic	10			
Address Informatic	A1			
Registration Billing	Address			
(The information should	be the same as your credit card billing informa	tion.)		
* First Name: ]d	bhn			
Middle Name:				
	08			
* Last Name: D				

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 15<sup>th</sup>, 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 <a href="mailto:registrar@tomsriverfc.com">registrar@tomsriverfc.com</a>