

Parents: Online Registration Instructions

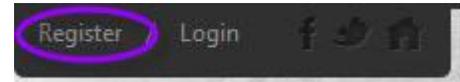
Online Registration Instructions

Please read all instructions below to learn how to register your son or daughter.

Steps to complete online registration:

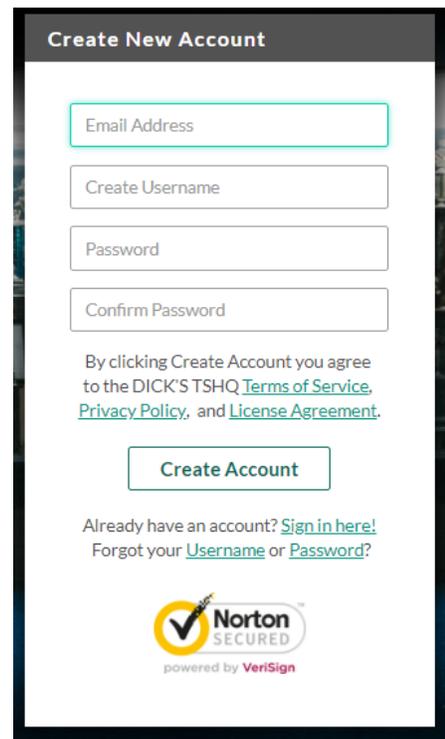
1. Make sure you are on your club's registration website. If you are not sure you are on the correct website, we suggest you Google your club/organization name - this is usually the quickest and easiest way to find their main website!

<https://clubs.bluesombrero.com/susquehannactyllpa>



Once you are on your club's Blue Sombrero powered website, click on **Register** in the top right-hand corner of the site.

2. If you are new to the club/organization, fill out the **Create New Account** section on the Login screen. Then click on **Create Account**.



3. If you have previously created an account and registered on this specific website, then log in under the **Sign in Here** link.

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

Can't remember your username or password? Click the '**Forgot Username or Password**' link to have these items sent to the email address you previously used to create this account. Once you have logged in to your account, click the **Programs Available!** button next to your son or daughter's name and skip to **Step 6**.

Participants:



Account Holder 1: Primary Parent/Guardian Information



Email: testuser@bluesombrero.com
Username: testuser413a

Gender*

First Name*

Last Name*

Select the relationship to your participants:

Street*

Unit#

Account Holder 2: Additional Parent/Guardian Information

After filling in this information, once you click "Continue" below we will send an account invite to the person designated.

Gender*

First Name*

Last Name*

Additional Contact Email

Select your relationship to your participants:

4. Fill out the **Primary Parent/Guardian Information section**. If you wish to add a **Additional Parent/Guardian's** email (to be cc'd on all Program related emails), enter their information in the **Additional Parent/Guardian Information section** and click **Invite Account User & Continue**. If not, leave the area blank and click **Continue**.

If this is your first time registering on the site, you will see a pop up, asking you to describe what fits you best. In most cases, you will select the first option if you have a child you

are trying to register. The middle option is if you are volunteering but **DO NOT** have a child participating on the site. The third option is if you are trying to register yourself for an activity.

Which best describes you?



I am a parent or guardian

Click here to register your participant. You will also have the chance to sign up for team roles as well



I am a coach or other team personnel

Click here to sign up as a coach or another team role. This bypasses participant registration completely.



I am registering myself as a participant

Click here to register yourself for an activity as a participant.

5. Fill out the **New Participant Information section**. Make sure your son or daughter's birth date is set correctly or it might not fall within the division parameters the club's Administrator has set. Click on **Continue**.

You can add participants to your account at any time by selecting the 3 dots at the top right of the participant section



Participants:



New Participant Information

Are you also the participant? Yes No



Hermione Granger

Please upload the participant's photo & fill out their information below

Gender*

Legal First Name* 42 Characters Remaining

Middle Initial 1 Characters Remaining

Legal Last Name* 43 Characters Remaining

Suffix 5 Characters Remaining

Date of Birth*

Email Address 100 Characters Remaining

Cell Phone

Is the participant's address the same as the primary account holder's address? Yes No

6. **Select** the Program you'd like to sign your son or daughter up for. Click on **Continue**.

2018 Spring Baseball		Price	
1	Minor - Coach/Machine Pitch - Little League Baseba View Description	\$0.00	<input type="button" value="Select"/>
2	Minor - Player Pitch - Little League Baseball View Description	\$0.00	<input type="button" value="Select"/>
3	Major - Little League Baseball View Description	\$0.00	<input type="button" value="Select"/>
4	Intermediate (50/70) - Little League Baseball View Description	\$0.00	<input type="button" value="Select"/>
5	Challenger - Little League Challenger Division View Description	\$0.00	<input type="button" value="Select"/>

2018 Spring Soccer		Price	
1	U12 Girls View Description	\$100.00	<input type="button" value="Select"/>

7. Fill out all Registration Information. Click on **Continue**.

1 2018 Spring Soccer > U12 Girls > Hermione Granger

Current Grade?

Jersey Size

Position Played

**** NOTE: PROOF OF RESIDENCY and SCHOOL ENROLLMENT are optional and DO NOT need to be completed at this time ****

8. Sign up to volunteer on the **Available Positions** page. Choose the position you're interested in, and you will be prompted to complete information about the position. If you do not wish to volunteer, mark the appropriate box below. Choose **Continue**.

1 2018 Spring Soccer > U12 Girls > Positions

Hermione is registered here.

Head Coach

Assistant Coach

I do not wish to volunteer at this time

- The last screen is the Checkout screen. Review your **Registration Summary**. Verify Fees and Discounts are as expected. **Notice there will be a \$3 / order fee for this new online system, please make sure you have selected all needed registrations before submitting your order!**

select your **Payment Type**, select your **Payment Option** (Pay by Credit card or Mai in check), enter in **Address and Payment Information**, read and agree to the **Terms & Conditions**, and then select **Submit Order**.

For your security, 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.

Registration Summary

Coupon Code:

HG 1 2018 Spring Soccer > U12 Girls > Hermione Granger

Payment Options [Remove from cart]

Pay in Full **\$110.00**

Registration Breakdown

Division Price	\$100.00
Non-Volunteer Fee	\$10.00
Subtotal	\$110.00

Order Summary

Registration Subtotal	\$110.00
Total	\$110.00
Due Today	\$110.00
Open Balance	\$0.00

Norton SECURED
powered by VeriSign

Need Help?

Thacher FC
1030 Parkview Dr

- After you submit your order, you will be brought to an **Order Confirmation** page. You will also receive a confirmation email, detailing your registration.

Order Confirmation

Congratulations! Your order has been submitted!

Order Confirmation # 44036562
Thank you for your order. You will receive an order confirmation email soon.



Payment Method 1 

***** 1111

\$110.00

Your credit card ending in 1111 will be billed for the amount above and you will see a charge on your statement from [Blue Sombrero](#)

Registration Summary

Hermione Granger:
2018 Spring Soccer
U12 Girls **\$110.00**

Processing Fees: \$0.00

Donation: \$0.00

Registration Subtotal: **\$110.00**

Payment Amount: **\$110.00**

- You just completed the online registration process!