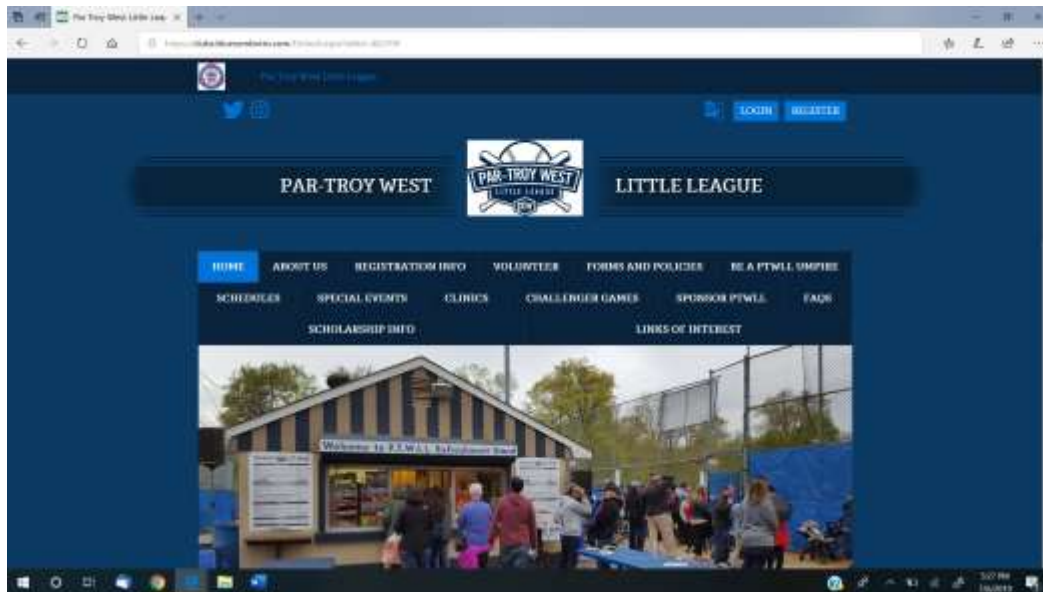


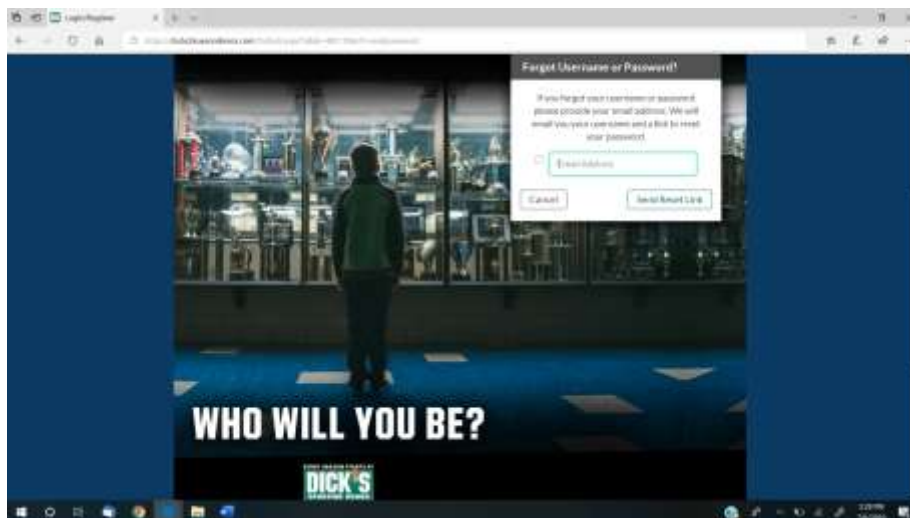
PAR-TROY WEST LITTLE LEAGUE WEBSITE REGISTRATION INSTRUCTIONS

Step 1: LOGIN OR REGISTER FOR THE FIRST TIME

CLICK THE LOGIN (returning users) or REGISTER (new users) button in the top right corner to access or set up your PTWLL account. *Please note - account information is NOT transferred from the prior PTWLL registration website.*



Returning users – if you have forgotten your logon information, follow the links on the page to reset.



PAR-TROY WEST LITTLE LEAGUE WEBSITE REGISTRATION INSTRUCTIONS

STEP 2 – REGISTER AS A NEW USER

Enter your email address, create a username and password and then click CREATE ACCOUNT to get started.

WHO WILL YOU BE?

Create New Account

Please create a family account (remember to add an additional guardian on the main page) and remember to register all eligible children prior to checking out in order to receive the family discount for the Spring season (no discounts apply to All Stars or Fall Ball).

Softball is generally for female players, Baseball is generally for male players, Tee Ball is co-ed.

All registration fees include a non-refundable administrative fee of \$10 per player.

Email Address

Create Username

Password

Confirm Password

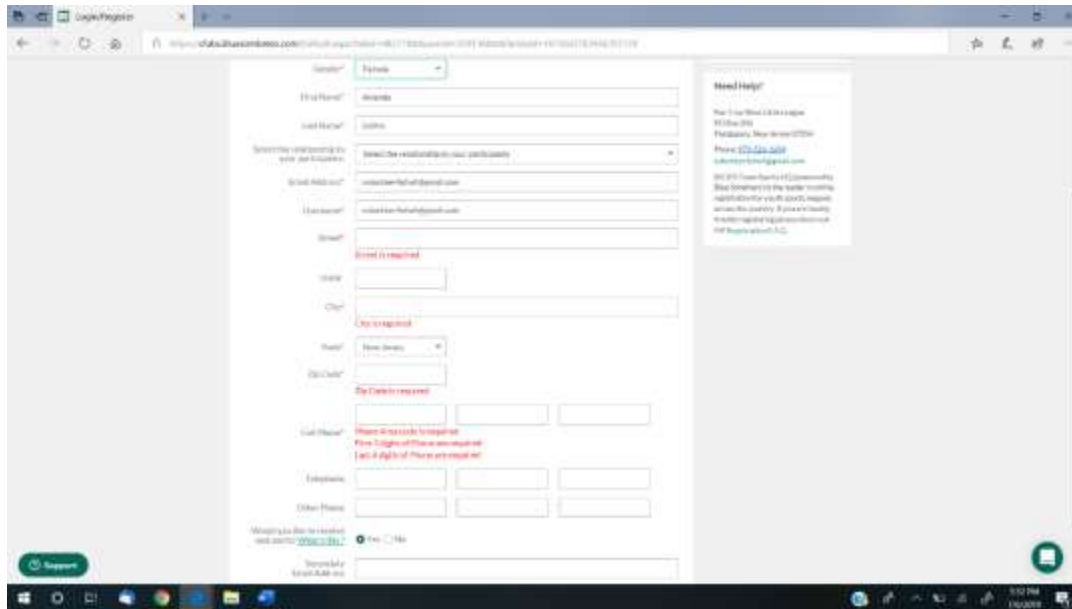
By clicking Create Account you agree to the [DICK'S SPORTS & FITNESS Terms of Service](#), [Privacy Policy](#), and [License Agreement](#).

Create Account

PAR-TROY WEST LITTLE LEAGUE WEBSITE REGISTRATION INSTRUCTIONS

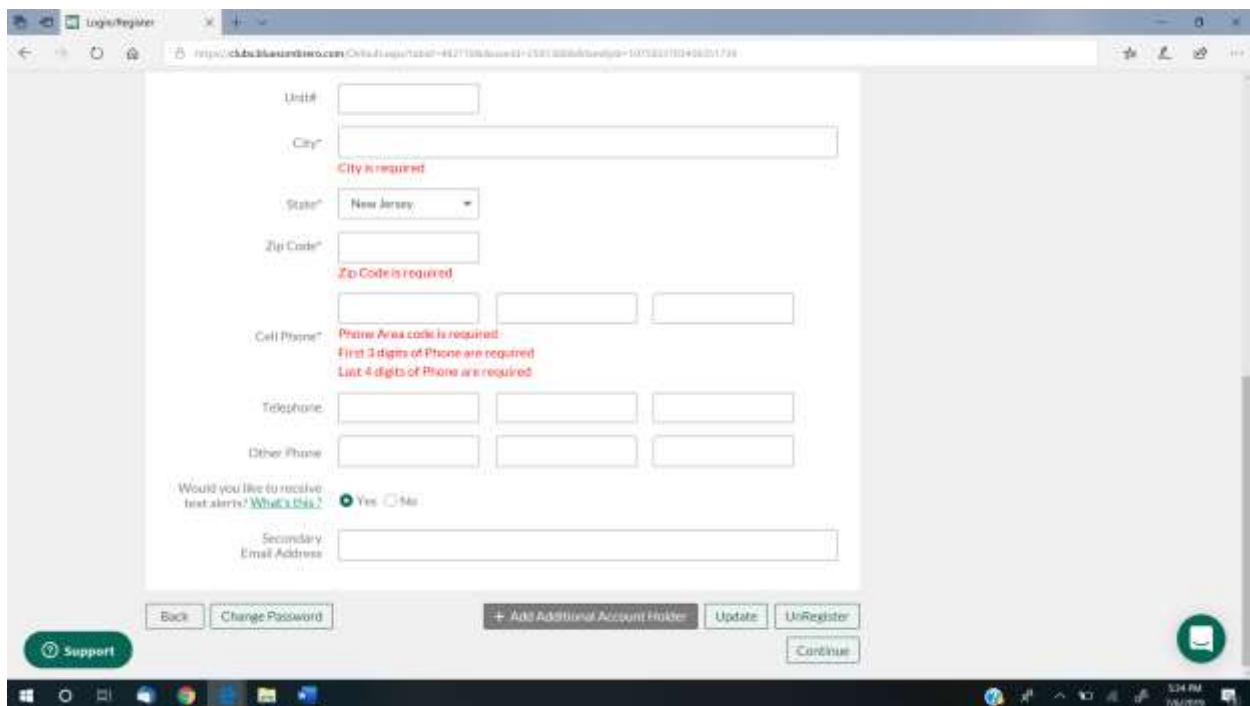
STEP 3 – ADD PRIMARY AND ADDITIONAL PARENT/GUARDIAN INFORMATION

Required fields are noted by a red asterisk (*). You will be able to enter a primary and secondary email address for each parent/guardian.



A screenshot of a web browser displaying a registration form. The form includes fields for Name, Email, Address, and Phone. Red asterisks indicate required fields. A 'Need Help?' sidebar is visible on the right. The browser's address bar shows the URL: <https://clubs.littleleague.com/Club/Register?unit=482773&league=1371&parent=107322710348201734>. The Windows taskbar at the bottom shows the time as 1:52 PM on 10/26/2020.

Click **ADD ADDITIONAL ACCOUNT HOLDER** to add a second adult to the account



A screenshot of a web browser displaying a registration form. The form includes fields for Unit#, City, State, Zip Code, Cell Phone, Telephone, Other Phone, and Secondary Email Address. Red asterisks indicate required fields. A 'Need Help?' sidebar is visible on the right. The browser's address bar shows the URL: <https://clubs.littleleague.com/Club/Register?unit=482773&league=1371&parent=107322710348201734>. The Windows taskbar at the bottom shows the time as 1:54 PM on 10/26/2020.

Click **CONTINUE** to add information on each child you plan to register

PAR-TROY WEST LITTLE LEAGUE WEBSITE REGISTRATION INSTRUCTIONS

STEP 4 – ADD PARTICIPANT (CHILD/REN) INFORMATION

The screenshot shows a web browser window displaying the 'New Participant Name' registration form. The form includes the following fields and options:

- Gender:** A dropdown menu labeled 'Select Gender'.
- Legal First Name:** A text input field.
- Middle Initial:** A text input field.
- Legal Last Name:** A text input field.
- Suffix:** A text input field.
- Date of Birth:** Three dropdown menus for 'Month', 'Day', and 'Year'.
- Birth Certificate:** An 'Upload' button and a note: 'Please upload your participant's birth certificate.'
- Email Address:** A text input field.
- Cell Phone:** Three text input fields for area code, number, and extension.

Below the form, there is a green banner with a question mark icon and the text: 'Is the participant's address the same as the primary account holder's address?' with 'Yes' and 'No' radio buttons. Below this banner are input fields for 'Street', 'City', 'State', and 'Zip Code'. A 'Support' button is visible in the bottom left corner. On the right side of the page, there is a 'Cart' section showing a total of \$0.00 and a 'View Cart' button, and a 'Need Help?' section with contact information for Par-Troy West Little League.

Click **NEW PARTICIPANT** to add another child (repeat this step for each additional child to add to the account)

This screenshot shows a closer view of the registration form, focusing on the address section. The fields visible are:

- Date of Birth:** Three dropdown menus for 'Month', 'Day', and 'Year'.
- Birth Certificate:** An 'Upload' button and a note: 'Please upload your participant's birth certificate.'
- Email Address:** A text input field.
- Cell Phone:** Three text input fields for area code, number, and extension.

The green banner with the question 'Is the participant's address the same as the primary account holder's address?' is prominent, with the 'Yes' radio button selected. Below the banner are input fields for 'Street', 'City', 'State' (with a dropdown menu), and 'Zip Code'. At the bottom of the form, there is a '+ New Participant' button and a 'Continue' button. A 'Support' button is also visible in the bottom left corner.

Once all children have been added, click **CONTINUE**

PAR-TROY WEST LITTLE LEAGUE WEBSITE REGISTRATION INSTRUCTIONS

STEP 5 – REGISTER EACH PLAYER FOR A PROGRAM/DIVISION

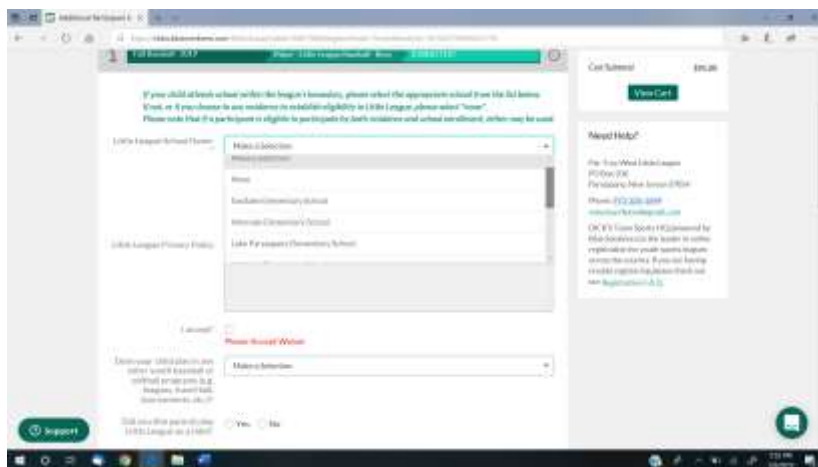
Scroll down the page to see the programs (described at the top of the page) currently open for the applicable season and for which your child is eligible to register, based on his/her date of birth and open programs. Click **“SELECT”** to register that child for ONE program, then click **“CONTINUE.”**

Repeat for each child until all registrations for your child(ren) are in the cart in order to receive any family discounts (only applicable during the Spring season).



Respond to each question in the registration flow, paying attention to any items marked with an asterisk that require an answer or acceptance and click **CONTINUE** at the bottom right of each page to advance through the registration questions.

NOTE – you are not required to upload proof of residency and school documents to register. These are items that Little League International has requested all teams to include but are not yet mandatory online. You may be asked for proof directly from PTWLL.

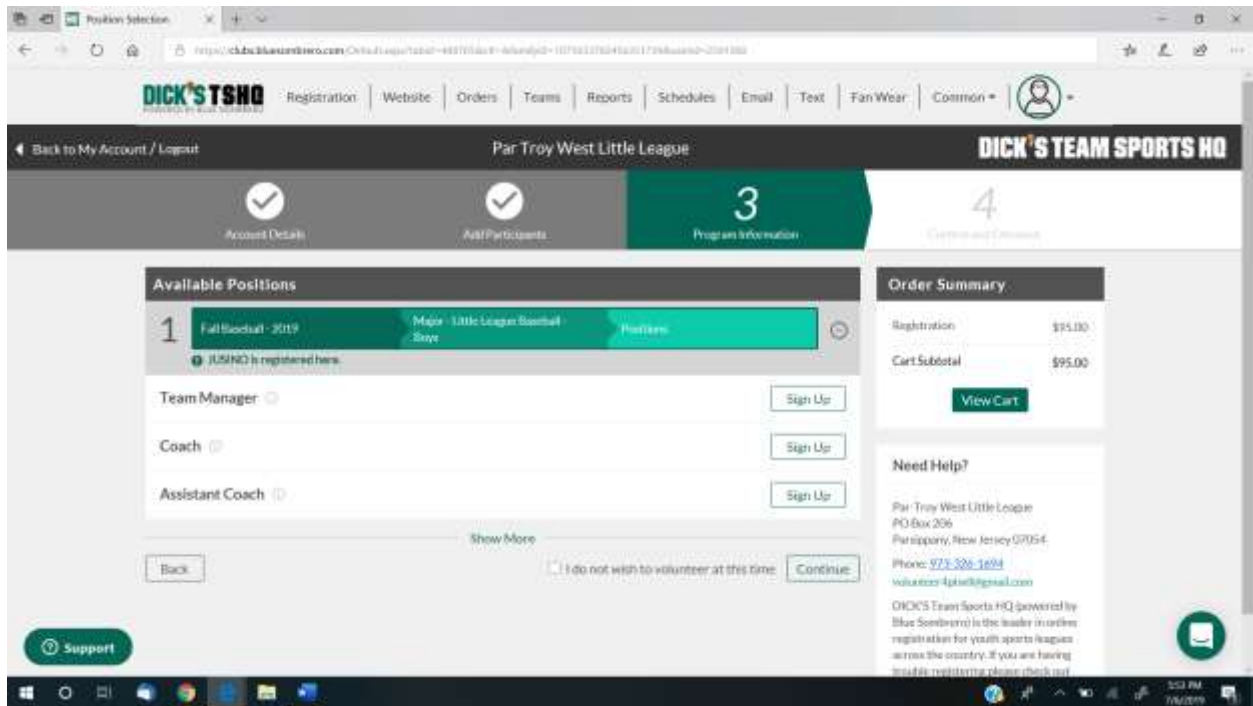


PAR-TROY WEST LITTLE LEAGUE WEBSITE REGISTRATION INSTRUCTIONS

Volunteer Opportunities - You will be asked if you are interested in Managing (overall responsibility for the team), Coaching or being an Assistant Coach.

Please check the highest level you are willing to consider only (Manager is the highest, followed by Coach then Assistant Coach) for each player you are registering. If you are approved for the Spring season in one of these roles, it will fulfill your family work bond for the Spring season.

Please consider stepping up for a role as we need parents in order to have teams at a manageable size! If you are unable to manage or coach, click the button next to "I do not wish to volunteer at this time." Other opportunities to fulfill the family work bond for the Spring season are: field cleanup in March/April or one 3-hour shift in the refreshment stand during the Spring season (April-June).



PAR-TROY WEST LITTLE LEAGUE WEBSITE REGISTRATION INSTRUCTIONS

STEP 6 – REVIEW YOUR ORDER, ENTER PAYMENT INFORMATION & SUBMIT

Make sure all players you wish to register are accounted for.

You will have the option to pay online via credit card (Visa/MasterCard) or mail in a check payable to PTWLL.

NOTE – during the Spring season, you will be charged for the registration fee and candy fundraiser money upfront as part of the registration process.

All families must submit a separate check for the family work bond – this amount is NOT available to pay online.

The screenshot shows a web browser window displaying the checkout process for Par-Troy West Little League. The page is titled "Checkout" and shows a progress bar with four steps: Account Details, Add Participants, Program Information, and Confirm and Checkout (the current step, highlighted with a large number 4). A warning message states: "For your security, if you are inactive on this page for 20 minutes, you'll automatically be logged out and will have to log back in to complete your registration." The main content area is divided into several sections:

- Registration Summary:** Shows "1" participant for "Fall Baseball - 2019" in the "Major - Little League Baseball - Boys" division. A "Continue" button is visible.
- Payment Options:** "Pay in Full" is selected with a value of "\$ 95.00". A "Select" button is present.
- Registration Breakdown:** Shows "Division Price: \$95.00" and "Subtotal: \$95.00". A "Continue" button is visible.
- Order Summary:** Shows "Registration Subtotal: \$95.00", "Total: \$95.00", "Due Today: \$95.00", and "Open Balance: \$0.00".
- Need Help?:** Provides contact information for Par-Troy West Little League: PO Box 206, Parsippany, New Jersey 07054, Phone: 973.208.1699, and email: wharmer4ptwll@gmail.com. It also mentions "DICK'S Team Sports HQ (powered by Blue Samba) is the leader in online registration for youth sports leagues across the country. If you are having trouble registering please check out our Registration FAQ."
- Payment Information:** A section for entering payment details.
- Order Review & Submission:** A section for reviewing the order and submitting it.

A "Back" button is located at the bottom left of the main content area. A "Support" button is located at the bottom left of the browser window. The Windows taskbar is visible at the bottom of the screen, showing the time as 1:58 PM on 11/20/2019.

PAR-TROY WEST LITTLE LEAGUE WEBSITE REGISTRATION INSTRUCTIONS

YOUR ACCOUNT DASHBOARD

This is your one-stop shop to see the participants in your family account, how many programs they are eligible to register for, your account balance and items sitting in your cart.

