

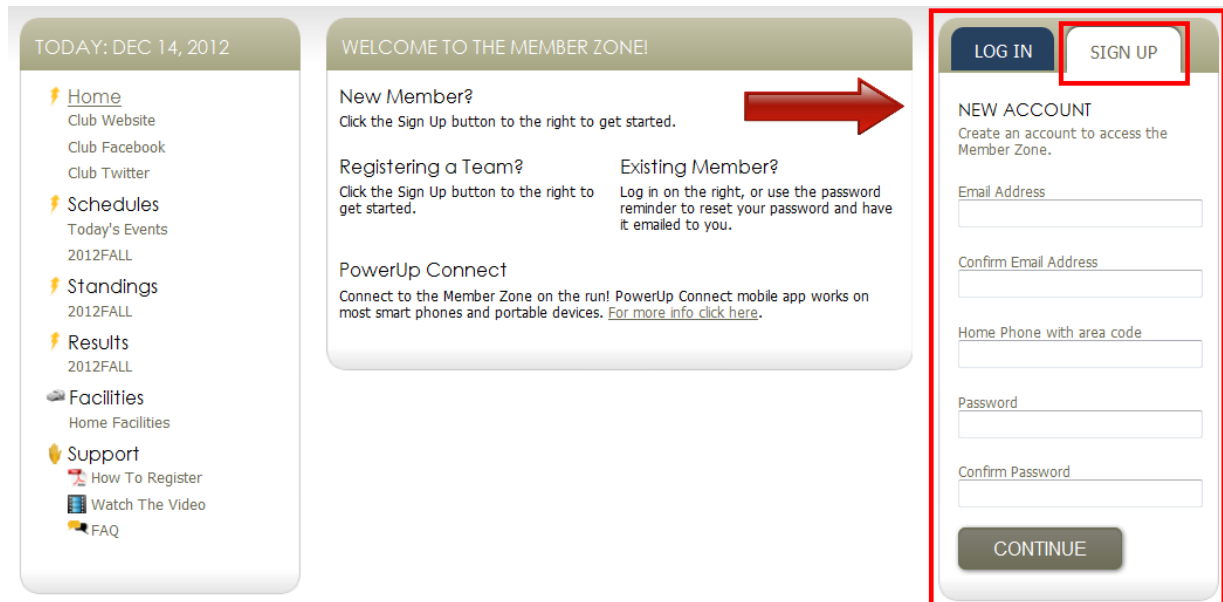
# HOW TO REGISTER

## DO YOU ALREADY HAVE AN ACCOUNT?

To use the online registration system you need an account. However, if you are a returning customer there is no need to re-create your account season after season.

**Answer – No, I have *never* used *this* online system before.**

You need to create a new account (family profile). Click the **SIGN UP** tab on the right hand side of the page.



Enter your email address, home phone number and select a password in the appropriate spaces. Re-enter your password for confirmation then click **Continue**.

**CUSTOMER/GUARDIAN PROFILE** > On the next page enter **your** (Parent/Guardian) information.

Once the guardian profile is setup you can add family members (players) to the family profile. Family members can be added by clicking the **Add a Player** in the **PROFILE** section of (left) side menu.

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**Do you have an account? (Continued.....)**

**Answer – I'm not sure.**

Enter your email address in the **FORGOT YOUR PASSWORD** area below. If the email you enter is already in the system, an email containing a new password will be sent to that address.

**Still not sure?** Contact your club office to check the system, as *you may be charged for creating a duplicate profile.*

**Answer – Yes I have an account.**

Enter your email address and password in the space provided under the LOG IN tab.

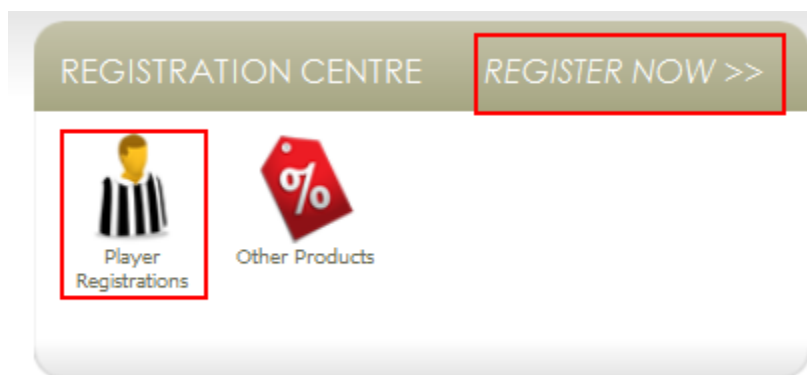
The screenshot shows the PowerUp Sports Member Zone interface. On the left is a navigation menu with links: Home, Club Website, Club Facebook, Club Twitter, Schedules, Today's Events, 2012FALL, Standings, 2012FALL, Results, 2012FALL, Facilities, Home Facilities, Support, How To Register, Watch The Video, and FAQ. The middle section is titled "WELCOME TO THE MEMBER ZONE!" and contains three main areas: "New Member?" with a "Sign Up" button, "Registering a Team?" with a "Sign Up" button, and "Existing Member?" with a "Log in" button and a "Forgot your password" link. A red arrow points from the "Existing Member?" section towards the login area. On the right is a login and password reset area. The "LOG IN" button is highlighted with a red box. Below it are input fields for "Email Address" and "Password", and a "LOG IN" button. Further down is a "FORGOT YOUR PASSWORD?" section with an input field for "Email Address" and a "SUBMIT" button.

If you can't remember your password, enter your email address in the **FORGOT YOUR PASSWORD** area below. The system will email a new password to that address.

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## REGISTERING

From the Member Zone Home Page, look for the **REGISTRATION CENTRE**. Clicking **REGISTER NOW** or **PLAYER REGISTRATIONS** will take you to the player registration selection page.



From any other page look for the **REGISTER NOW** box. Clicking **REGISTER NOW** box will take you to the player registration selection page.



### 1. Choose Registrations

The program(s) that are available for your family members will be shown. Choose the program by selecting (clicking) on the box provided beside it.

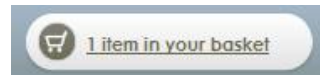
When you are finished making your selections, click Add to Basket.

## **2. Review your Basket**

The programs that you chose will appear along with the price in your shopping basket. If you are satisfied with the information, click **Checkout**.

If you need to add more registrations, click the Register Now button. This returns you to Step 1 (*Choose Programs*).

When you have items in your basket, you can return to it at any time by clicking the basket link located in the upper right of your screen.



## **3. Questionnaire (Additional Info)**

Complete the questionnaire as directed. This information is usually required for each registrant (player/registered family member).

## **4. Volunteer Application**

Your club may offer you the opportunity to volunteer specifically for certain registrations, such as coaching your child. Complete this form. Once you click Submit, you will proceed with the checkout process.

## **5. Payment Method**

Choose from the available payment methods, and then click **Continue**.

## **6. Payment**

Review all the contents of your order. To complete the purchase:

- Place check mark in the box to certify that all dates of birth are correct
- Enter Credit Card Information (Credit Card Payments Only)
- Click Submit

## **7. Confirmation**

If your transaction was successful you will see a screen like this one:

## Confirmation

Thank You!

Your order transaction was successful and will be processed during our regular office hours.

Your **ORDER NUMBER** is: [# 1582](#)

Click the order number above to view the details and print a copy of the order. An email of the Order information has been sent to your email account on file. Please ensure that in your email account settings, [admin@soccer.ca](mailto:admin@soccer.ca) is added to your Safe List.

## Volunteer

Interested in Volunteering or becoming a Member?

If this is your game, [sign up now](#) to register as a coach, assistant coach, referee, convenor, volunteer and/or parent rep.

To view/print your receipt, click on the #order number. You will also be emailed a copy of your receipt.

If you do not see this screen or receive an email confirming your purchase, you may wish to double check with your club that you order/was received by contacting the club.

You can review you purchase history at any time in the future by returning to the **MEMBER ZONE** accessing your account and selecting **Receipts** from the side menu.

From here you can also pay any outstanding invoices, online, using your credit card (where available).

