



# Website Registration Walkthrough

URL: [www.tinyurl.com/StDominicPTO](http://www.tinyurl.com/StDominicPTO)

**Introduction:** Beginning with the 2018/19 School Year, the St. Dominic PTO is moving the Hot Lunch and Classroom Party Fees programs away from paper ordering and onto this digital platform. In the coming months, more programs will likely transition to this format - so please stay tuned! You will receive notifications as other programs convert to this website.

This walk through will illustrate the steps necessary to register your family and establish an account. *Although we are using the same web hosting company as the Athletic Association, this is a different website with a different web address.*

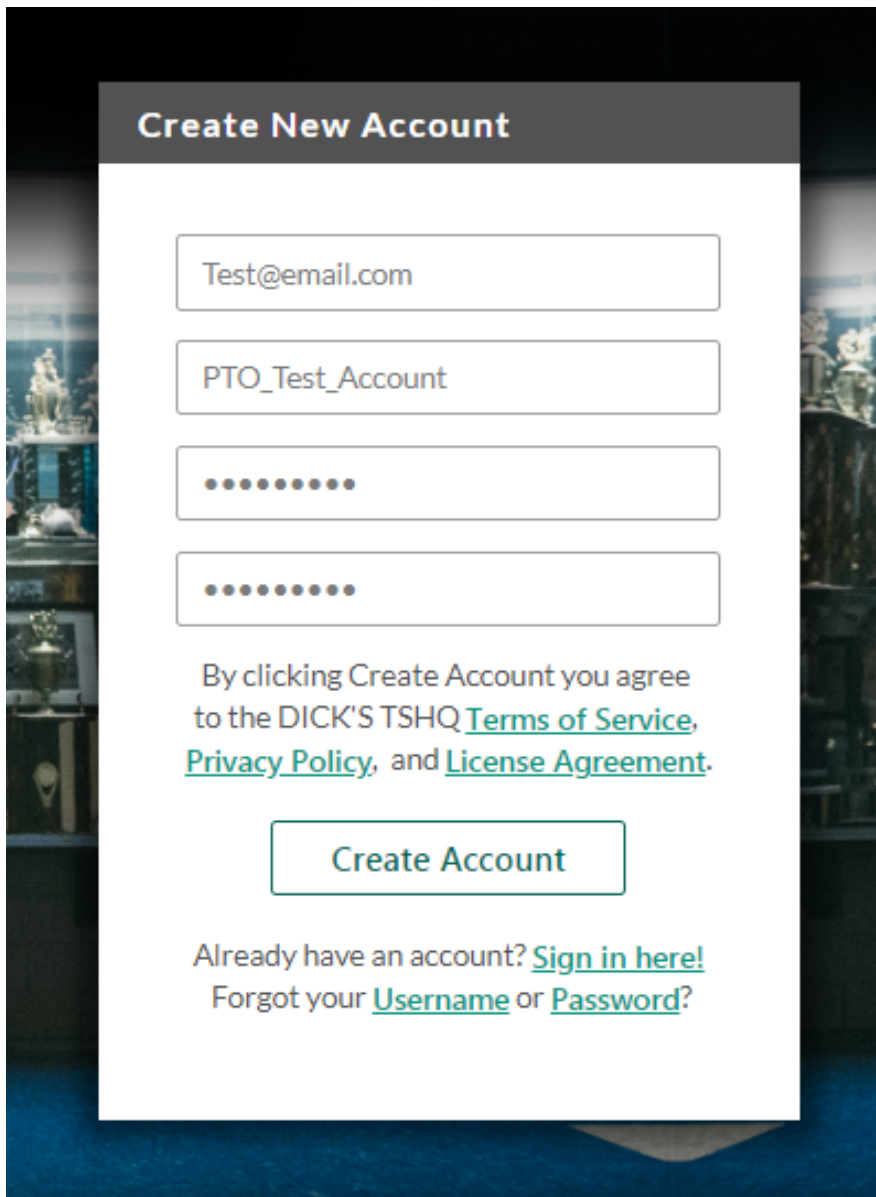
If you have an existing Athletic Association account, you **will** be able to use the same user name, but will have to register separately on the PTO website.

1. From the home page, click on “Register” – located in the upper right corner

The screenshot shows the St. Dominic PTO website. At the top left is the logo. To its right is the text 'ST. DOMINIC PTO'. In the top right corner, there are two buttons: 'Register' and 'Login'. A green arrow points to the 'Register' button. Below the header is a navigation bar with 'Home' and 'About Us'. The main content area features a large banner with the text 'NEW PTO WEBSITE!' and 'WEBSITE' in large blue letters, with a yellow excavator and construction cranes in the background. Below the banner is a 'Read More >' button. At the bottom, there are two sections: 'Latest News' and 'Helpful Links'. The 'Latest News' section has a sub-header 'Welcome to the New PTO Website' and a sub-header 'We Have Gone Digital!'. Below this is a small image of a sign that says 'WE ♥ HOT LUNCH!' and three children's faces. The date 'Posted on 07/19/2018' is shown at the bottom right of the news section. The 'Helpful Links' section contains two links: 'St. Dominic Church' and 'St. Dominic School'.

2. Enter your information and click “Create Account”

**NOTE:** *If you are registered on the Athletic Association website, enter the Email Address and Username for that account here and click “Create Account”.*




**Create New Account**

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

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

3. Enter the information for the primary & secondary account holder.  
Click “Invite Account Holder & Continue”

### Account Holder 1: Primary Parent/Guardian Information



**John Public**  
Email: NewUser@Useremail.com  
Username: New\_User\_PTO

Gender\*

First Name\*

Last Name\*

Select the relationship to your participants:

Street\*

Unit#

City\*

State\*

Zip Code\*

Cell Phone\*

Telephone

### 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 the relationship to your participants:


4. A pop up window will appear. Click “I am a parent or guardian”.

Which best describes you?



**I am a parent or guardian**  
Click here to register your child as a participant. You will also have the chance to volunteer for team roles as well.


**I am registering myself as a participant**  
Click here to register yourself for an activity as a participant.



5. Enter information for child #1. If you need to enter more children, click "+ New Participant". When all children are registered, click "Continue"

### New Participant Information

Are you also the participant? Yes  No

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

Gender\*

Legal First Name\*

Middle Initial

Legal Last Name\*

Suffix

Date of Birth\*

Email Address

Cell Phone

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


Street\*

Unit#

City\*

State\*

Zip Code\*





- When all children are registered, you will be taken to the order screen. If there are available programs, they will be listed here.

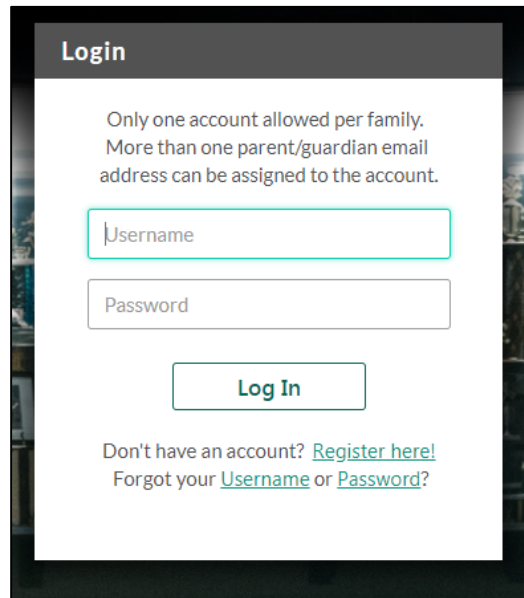
- If no programs are available, or you choose not to register for any open programs, click “Back to My Account” – You’re all finished!

## Registering for a Program / Ordering Hot Lunch

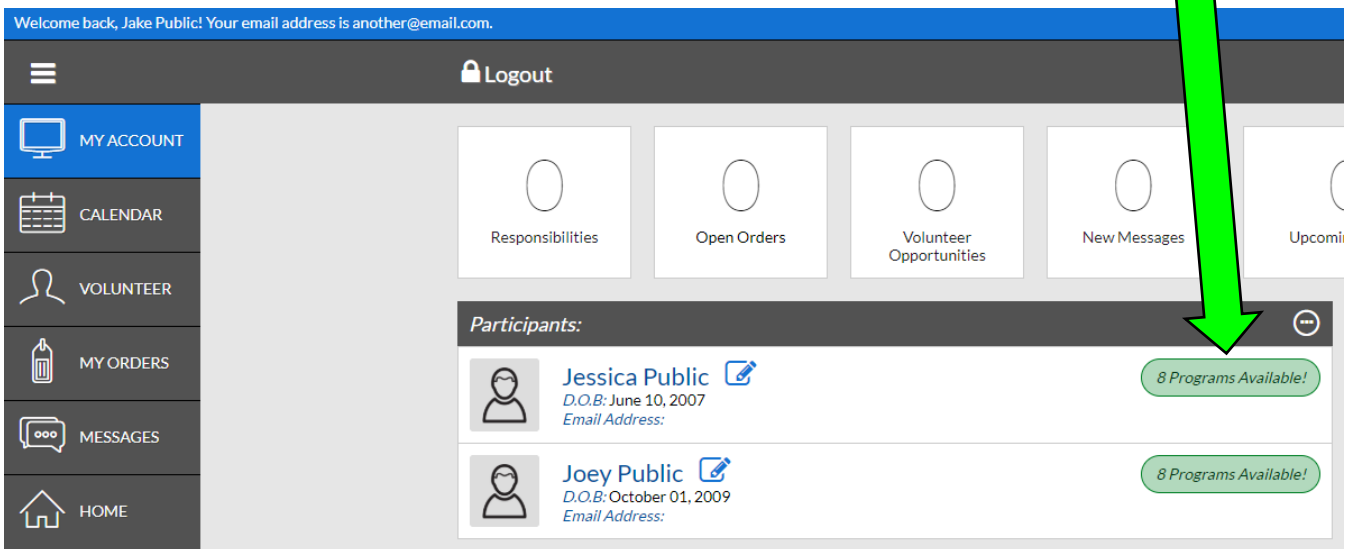
- When you return to the website, click “Login”



2. Enter your log in credentials and click “Log In”. You will be taken to your account home page.



3. When programs are open for ordering, you will be notified here



If available, click on the “Programs Available” button to move through the registration / order process.



4. For each child, click “Select” to register for a program, or to make your Hot Lunch selections.

*Please note – Selections are separated by child, then by program. Options for each program (if applicable) are listed under each program heading.*

JP Jessica's Available Programs			
FIREHOUSE SUBS - 9/7/2018		Price	
1	Turkey Sub Meal 6 Inch <a href="#">View Description</a>	\$5.00	<input type="button" value="Select"/>
2	Pizza Sub Meal 6 Inch <a href="#">View Description</a>	\$5.00	<input type="button" value="Select"/>
3	Pizza Sub Meal 4 Inch <a href="#">View Description</a>	\$4.50	<input type="button" value="Select"/>
4	Turkey Sub Meal 4 Inch <a href="#">View Description</a>	\$4.50	<input type="button" value="Select"/>
PAPA JOHNS - 9/21/2018		Price	
1	Cheese Pizza Meal <a href="#">View Description</a>	\$4.50	<input type="button" value="Select"/>
2	Pepperoni Pizza Meal <a href="#">View Description</a>	\$4.50	<input type="button" value="Select"/>
3	Xtra Slice Cheese <a href="#">View Description</a>	\$1.25	<input type="button" value="Select"/>
4	Xtra Slice Pepperoni <a href="#">View Description</a>	\$1.25	<input type="button" value="Select"/>
PTO Classroom Party Fee (18/19 School Yr)		Price	
1	PTO Classroom Party Fee (18/19 School Yr) <a href="#">View Description</a>	\$10.00	<input type="button" value="Select"/>





The order screen will continue to scroll down to reveal program selections for all children

**JP** **Joey's Available Programs**

FIREHOUSE SUBS - 9/7/2018		Price	
1	Turkey Sub Meal 6 Inch <a href="#">View Description</a>	\$5.00	<input type="button" value="Select"/>
2	Pizza Sub Meal 6 Inch <a href="#">View Description</a>	\$5.00	<input type="button" value="Select"/>
3	Pizza Sub Meal 4 Inch <a href="#">View Description</a>	\$4.50	<input type="button" value="Select"/>
4	Turkey Sub Meal 4 Inch <a href="#">View Description</a>	\$4.50	<input type="button" value="Select"/>
PAPA JOHNS - 9/21/2018		Price	
1	Cheese Pizza Meal <a href="#">View Description</a>	\$4.50	<input type="button" value="Select"/>
2	Pepperoni Pizza Meal <a href="#">View Description</a>	\$4.50	<input type="button" value="Select"/>
3	Xtra Slice Cheese <a href="#">View Description</a>	\$1.25	<input type="button" value="Select"/>
4	Xtra Slice Pepperoni <a href="#">View Description</a>	\$1.25	<input type="button" value="Select"/>
PTO Classroom Party Fee (18/19 School Yr)		Price	
1	PTO Classroom Party Fee (18/19 School Yr) <a href="#">View Description</a>	\$10.00	<input type="button" value="Select"/>

5. When all selections are made, click continue.



**JP** Jessica's Registration Information

1 PAPA JOHNS - 9/14/2018 Cheese Pizza Meal & Xtra Slice Cheese Jessica Public

Homeroom \* 3A - Mrs. Fettig

2 FIREHOUSE SUBS - 9/28/2018 Turkey Sub 6 Inch

Homeroom \* 3A - Mrs. Fettig

*Select the homeroom for each child, for all selected programs*

**JP** Joey's Registration Information

1 PAPA JOHNS - 9/14/2018 Pepperoni Pizza Meal Joey Public

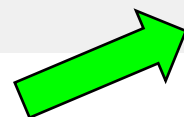
Homeroom \* 1A - Mrs. Young


2 FIREHOUSE SUBS - 9/28/2018 Pizza Sub 6 Inch Joey Public

Homeroom \* 1A - Mrs. Young

Back Continue

6. Click continue, when all homerooms are selected




**JP 1** PAPA JOHNS - 9/14/2018 Cheese Pizza Meal Jessica Public 

Payment Options  
Pay in Full \$4.50 **Selected**

Registration Breakdown  
Division Price \$4.50  
Subtotal \$4.50


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**JP 2** Jessica Public 

Payment Options  
Pay in Full \$4.50 **Selected**

Registration Breakdown  
Division Price \$1.50  
Subtotal \$1.50


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**JP 3** FIREHOUSE SUBS - 9/28/2018 Turkey Sub 6 Inch Jessica Public 

Payment Options  
Pay in Full \$4.50 **Selected**

Registration Breakdown  
Division Price \$4.50  
Subtotal \$4.50


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**JP 4** PAPA JOHNS - 9/14/2018 Pepperoni Pizza Meal Joey Public 

Payment Options  
Pay in Full \$4.50 **Selected**

Registration Breakdown  
Division Price \$4.50  
Subtotal \$4.50

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**JP 5** FIREHOUSE SUBS - 9/28/2018 Pizza Sub 6 Inch Joey Public 

Payment Options  
Pay in Full \$4.50 **Selected**

Registration Breakdown  
Division Price \$4.50  
Subtotal \$4.50

Registration Subtotal	\$19.50
Total	\$19.50
<b>Due Today</b>	<b>\$19.50</b>
<b>Open Balance</b>	<b>\$0.00</b>

**Need Help?**

ST. DOMINIC PTO  
371 Pedretti Rd  
Cincinnati, Ohio 45238  
ATTN: PTO Co-Presidents  
Phone: 513-251-1276  
[ptostdominic@gmail.com](mailto:ptostdominic@gmail.com)

DICK'S Team Sports HQ (powered by Blue Sombrero) is the leader in online registration for youth sports leagues across the country. If you are having trouble registering please check out our [Registration F.A.Q.](#)

*Confirm selections, by child.*

*Confirm order total.*

*If necessary, click trash can to remove item.*





7. Click continue, order review is complete

### Payment Information

Registration Payment Method\*

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Cards Accepted\*  

Card Number\*

Expiration Date\*

Security Code\*  [What is this?](#)

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

First Name\*

Last Name\*

Address Line 1\*

Address Line 2

City, State\*

Zip Code\*

8. Enter credit card information and complete order. User will receive an order confirmation when finalized.