

# Parents: Online Registration Instructions

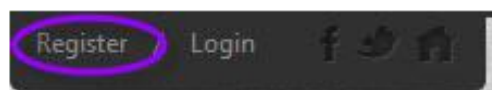
## Online Registration Instructions

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!

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**.

### Create New Account

You are not considered registered until you submit your order at checkout!


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


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

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 5**.

**Participants:** ☰




**Iron Boy**   
D.O.B: January 01, 2005  
Email Address:

**12 Programs Available!**

2015 ABM83 Rec Soccer ➔ U12 Boys

3. 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**.

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



**Nancy Granger**  
Email: bttestemail@gmail.com  
Username: bt013120181

Gender\*

Select your relationship to your participants:

Street\*

Unit#

City\*

State\*

Zip Code\*

Telephone

Cell Phone\*

Would you like to receive text alerts? [What's this?](#)  Yes  No

Secondary Email Address

**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:

[Back](#) [Invite Account Holder & Continue](#)

4. 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**.

**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**.

**HG** **Hermione's Available Programs**

2018 Spring Baseball		Price
1	Minor - Coach/Machine Pitch - Little League Baseba <a href="#">View Description</a>	\$0.00 <input type="button" value="Select"/>
2	Minor - Player Pitch - Little League Baseball <a href="#">View Description</a>	\$0.00 <input type="button" value="Select"/>
3	Major - Little League Baseball <a href="#">View Description</a>	\$0.00 <input type="button" value="Select"/>
4	Intermediate (50/70) - Little League Baseball <a href="#">View Description</a>	\$0.00 <input type="button" value="Select"/>
5	Challenger - Little League Challenger Division <a href="#">View Description</a>	\$0.00 <input type="button" value="Select"/>
2018 Spring Soccer		Price
1	U12 Girls <a href="#">View Description</a>	\$100.00 <input type="button" value="Select"/>

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

**Available Positions**

1 2018 Spring Soccer > U12 Girls > Positions

Hermione is registered here.

Head Coach  [Sign Up](#)

Assistant Coach  [Sign Up](#)

[Show More](#)

[Back](#)  I do not wish to volunteer at this time [Continue](#)

9. The last screen is the Checkout screen. Review your **Registration Summary**, select your **Payment Type**, select your **Payment Option** (Pay in Full or Payment Plan if it is being offered), enter in **Address and Payment Information**, read and agree to the **Terms & Conditions**, and then select **Submit Order**.

**Registration Summary**

Coupon Code:  [Apply](#)

1 2018 Spring Soccer > U12 Girls > Hermione Granger

Payment Options [ Remove from cart ]	
Pay in Full	\$110.00 <a href="#">Select</a>

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

[Continue](#)

**Order Summary**

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

**Norton SECURED**  
powered by VeriSign

**Need Help?**

Thatcher FC  
1000 Parkview Dr

10. After you submit your order, you will be brought to a **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

<b>Hermione Granger:</b> 2018 Spring Soccer U12 Girls	\$110.00
Processing Fees:	\$0.00
Donation:	\$0.00
<b>Registration Subtotal:</b>	<b>\$110.00</b>
<b>Payment Amount:</b>	<b>\$110.00</b>

[My Account](#)

11. You just completed the online registration process!