



## Smithtown Kickers

### TOP Soccer Registration Instructions

	Task	Notes
<b>Login / Setup</b>		
1	Log onto a computer and open a browser	<ul style="list-style-type: none"> <li>Do not use your phone or tablet</li> <li>Use Chrome, Safari, or Firefox</li> </ul>
2	Go to the club website and select the Special Soccer (TOP) menu option	<ul style="list-style-type: none"> <li>Click on Click Here to Register for the TOP Soccer Program - Players and Volunteers (Buddies)</li> <li>You should see a welcome page</li> <li>Read what is in the popup window</li> </ul>
3	Close the popup window	<ul style="list-style-type: none"> <li>Login screen will appear</li> </ul>
4	If you have previously used this <b>GotSport</b> site, use the Email Address and Password fields to log in If you have never used this site, skip to step 7	<ul style="list-style-type: none"> <li>If you have forgotten or do not know your password, use the Reset Password link below the Log In button.</li> <li>If you have changed email providers, contact the Travel Director with your new email address</li> <li>DO NOT create a new account if you already have an account. This will result in a duplicate registration error and will delay registration</li> </ul>
5	If you are logged in, verify your account information is still correct by clicking on your name in the upper left corner of the screen.	<ul style="list-style-type: none"> <li>Verify the information and be sure to save any changes. Once saved, click the browser Back button to return to the registration screen.</li> </ul>
6	If you have logged in, skip to step 12	
7	If you have NEVER registered for a Smithtown Kickers / LI Slammer TRAVEL team in <b>GotSport</b> , you need to create a new account by clicking on Create an Account	<ul style="list-style-type: none"> <li>This site is NOT the same as the Intramural registration site or the previous TOP soccer registration site. If you have only played intramurals or TOP soccer, you need to create an account.</li> <li>If you were a travel coach or an assistant coach, you have a login from when you had to do your training requirements.</li> <li>This will be a family / primary holder account for all of your children</li> </ul>
8	You will be asked who you are registering for?	<ul style="list-style-type: none"> <li>Select <b>I'm registering my child or someone else</b></li> </ul>
9	Fill in the player's (registrant's) information	<ul style="list-style-type: none"> <li>All fields are required</li> <li>Be sure to enter your player's birth date, not your birth date</li> </ul>



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10	Fill in your information in the Your Information section	<ul style="list-style-type: none"> <li>Fill in all mandatory fields (marked with an *)</li> <li>Be sure to put in your birth date, not your child's</li> <li>Use a personal email and select a memorable password</li> </ul>
11	Click Sign Up	<ul style="list-style-type: none"> <li>You will be taken to the Registration page</li> </ul>
<b>Register to Play / Volunteer</b>		
12	To register your child, click on the blue Register button next to your child's name and select Player.	<ul style="list-style-type: none"> <li>A multi-tab registration page appears, with your child's information listed on the first tab</li> </ul>
13	If your child is not listed on the page, click on the Search button and fill in your <b>child's</b> information.	<ul style="list-style-type: none"> <li>All fields will be blank and all required fields will need to be entered. Be sure to enter your child's birth date and not yours.</li> <li>Click on the Search button. If your child's name is found, click on Register...Players or if not found, click on the <b>Register New User as Player</b> button.</li> </ul>
14	Enter/verify your child's information	<ul style="list-style-type: none"> <li>Fill in all mandatory fields (marked with an *)</li> </ul>
15	Click Save when done entering / verifying your child's information	<ul style="list-style-type: none"> <li>You will be taken to the Parents tab</li> </ul>
16	If you wish to add another parent, click the Select button next to the New User in the Add Parent/Guardian area	<ul style="list-style-type: none"> <li>Parent information fields will appear to be filled in.</li> </ul>
17	If you are not adding a Parent, click Continue	<ul style="list-style-type: none"> <li>You will be taken to the Emergency Info tab</li> </ul>
18	Fill in at minimum the required fields on the Emergency Info screen	<ul style="list-style-type: none"> <li>When finished filling in the fields, click Continue to be taken to the Registration tab</li> </ul>
19	Select your child's program and click on the Continue button	<ul style="list-style-type: none"> <li>You will be taken to the Payment tab</li> </ul>
20	Click the Select button to choose \$0 payment	<ul style="list-style-type: none"> <li>There is no cost for this program.</li> </ul>
21	If you wish to register another child, click on the Register Someone Else button	<ul style="list-style-type: none"> <li>Repeat steps 12-20</li> </ul>
22	If you are done registering your children, click on the Checkout button	<ul style="list-style-type: none"> <li>Review the Payment Terms</li> <li>Click the Yes, I agree</li> </ul>
23	Click the Yes I Agree checkbox and then Register button	<ul style="list-style-type: none"> <li>You will be taken to a confirmation page. Clicking Continue to My Account will take you to the My Account page.</li> </ul>