

Fluvanna Youth Baseball



Registration Process: Parents, Players and Coaches

FYB

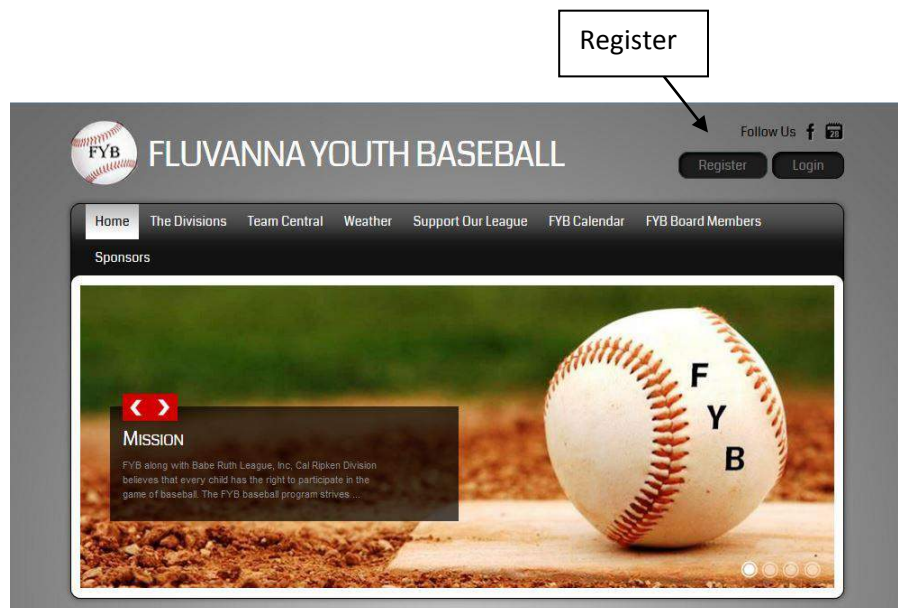
06/2/2015

This reference guide will hopefully help you in registering onto FYB's web site which will allow you to register your child to play baseball. In addition, this process will allow you to volunteer for a position as Head Coach, Assistant Coach and Team Parent.

This document will guide you through the procedures to register on the Fluvanna Youth Baseball (FYB) League system. You must register on the system to sign up your child to play baseball. In addition, you can sign up as a volunteer. Coaches and managers are considered volunteers. You will have to use this system even if you do not have a child playing baseball. All managers, coaches as well as parents will be allowed to volunteer after an official background check has been completed. Babe Ruth rules requires all volunteers to have a background check done. There are no exceptions to this rule.

Registering Parent and Child on the System

1. Registering on the system
 - a. Go to <http://www.fluvannayouthbaseball.com>. The FYB home page will appear.
 - b. Click on “Register” to proceed onto the registration process



- c. The following screen will appear.. If you are registering for the first time, you will provide the information under “New Customer”. Returning users will use the area under “Return Customers”. If you are a new user and registering on the system **you must provide ALL of the information.. If you do not you will not be able to register!** After you enter the information for your new account click “Create New Account”.

New Customer Screen

- d. The following screen will appear. Enter your information. Remember you must enter all information with a red asterisk. Continue to scroll down the screen and enter the remaining information. Please enter your phone numbers both LAN line and cell. This information is valuable for the coaches when rosters are formed for the teams. Enter any secondary parent/Guardian information also. Phone numbers and emails are extremely important for the league to get in touch with the adults during the season. Click **“Continue”**

Primary Contact Information

Secondary Parent / Guardian Information

Gender MALE or FEMALE

First Name

Last Name

Telephone

Cell Phone

Secondary Contact Email

<< Back

Continue >

Secondary Parent/Guardian Information

e. **Registering your child.** Once you have completed the previous steps above, it is now time to register your child for the Division he/she will be playing in. Please remember during any time of the registration a **“Participant”** is considered a player (your child). The following screen will appear. All information marked with a red asterisk must be completed to continue with the registration. If you have another child you want to register click **“Add Another Participant”** and repeat the same process as your first child.

If you do not wish to register your child at this time just click **“Continue”**. If you do not register a child the next screen that will appear will be for volunteer information for Coaches, Assistant Coaches, and Team Parents which is discussed later in this document. During the process, the child’s birth date will put him/her in their respective division based on their age. If the division is not the suitable for your son/daughter, you must contact FYB.

Account Details | **2 Add Participants** | 3 Program Information | 4 Confirm and Checkout

Add New Participant:

Is the participant the same as the primary account holder? No

Upload Photo

Gender* MALE FEMALE

First Name*

M.I.

Last Name*

Date of Birth* Month: Day: Year:

Email Address

Cell Phone

Is the participant's address same as the primary account holder? Yes

Street*

Unit#

City*

State*

Zip Code*

Cart Summary 0

Subtotal: \$0.00

View My Cart

Norton SECURED powered by Symantec

ABOUT SSL CERTIFICATES

Need Help?

Fluvanna Youth Baseball
PO Box 431 Palmyra VA 22963

Phone:-- baseballfluvannayouth@gmail.com

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.

+ Add Another Participant << Back Continue >

Adding a Participant (Player)

f. **Available Programs** – After you have entered all of information for your child the following screen will appear. This screen will inform you of the division your child will be playing in and the cost for the season. If this is correct, click on **“Register”** next to the division and click **“Continue”**. If you have registered more than one child, all children will be listed with the appropriate division to register them in. Click on the **“Register”** for each division for each child and then click on **“Continue”**.

Programs Available for Joshua

More..

2015 All Stars Activity Type: Baseball

All Star 12U
1 Start and End Dates: \$75.00 + REGISTER
05/21/2015 &
07/25/2015

Fall 2015 Activity Type: Baseball

Majors Division: Age 11-12
1 Start and End Dates: \$80.00 + REGISTER
08/01/2015 &
10/31/2015

+ Add Another Participant << Back Continue >

Cart Summary 0

Subtotal: \$0.00

View My Cart

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ABOUT SSL CERTIFICATES

Need Help?

Fluvanna Youth
Baseball
PO Box 431 Palmyra
VA 22963

Phone:--

- g. **Additional Information** - Now that you have selected the division for your child the next screen will ask you some additional information for your child. **You must complete every question on this page.** If none of the questions pertain to your child you can answer with "N/A, None, or Not Applicable". There are also two waivers, you must agree upon before continuing on. They are the "Medical Release" and the "Parent Code of Conduct". Once you have answered all questions, click "**Continue**" to proceed.

1 Fall 2015 Majors Division: Age 11-12 Joshua Doe

Jersey Size* NA

Hat Size (Velcro adjustable in back)* Make a Selection

Physical conditions of which the staff should be aware*

Medical Release

LIABILITY RELEASE
In case of injury to my child at baseball practices or games, I do hereby authorize transportation of said child by Fluvanna County Rescue Squad to the UVA or Martha Jefferson Hospital Emergency Room and also authorize emergency treatment of said child by emergency room staff at their discretion until my arrival at emergency room. I understand that I will be notified as soon as possible if any such incident should occur. I thoroughly understand the nature of the activity

Need Help?

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Additional Information.

- h. **Volunteer** – The next screen gives you or another parent/guardian the opportunity to volunteer for a position within the division your child is playing. There are Coaching, assistant coaching, and team parent positions. If you wish to volunteer for a position check the “**Sign Up**” box next to the position you are volunteering for and click “**Continue**”. If you do not wish to volunteer for a position just click “***I do not wish to volunteer at this time***” and then “**Continue**”

The screenshot shows a user interface for selecting volunteer positions. At the top, a header reads "John, you have the following Club Volunteer/Team Personnel options". Below this, a selection card for "Fall 2015" is shown, with a note "Joshua is registered here!" and "Majors Division: Age 11-12". Three volunteer options are listed: "Assistant Coach", "Head Coach", and "Team Parent", each with a "SIGN UP" button. A "Show More" link is at the bottom of the list. Below the list, there is a checkbox for "I do not wish to volunteer at this time" and "Back" and "Continue" buttons. On the right side, a "Cart Summary" shows a subtotal of \$80.00 and a "View My Cart" button. Below that is a "Need Help?" section with contact information for Fluvanna Youth Baseball.

John, you have the following Club Volunteer/Team Personnel options

1 Fall 2015 Majors Division: Age 11-12
Joshua is registered here!

Assistant Coach SIGN UP

Head Coach SIGN UP

Team Parent SIGN UP

Show More

I do not wish to volunteer at this time

<< Back Continue >>

Cart Summary 1

Subtotal: \$80.00

View My Cart

ABOUT SSL CERTIFICATES

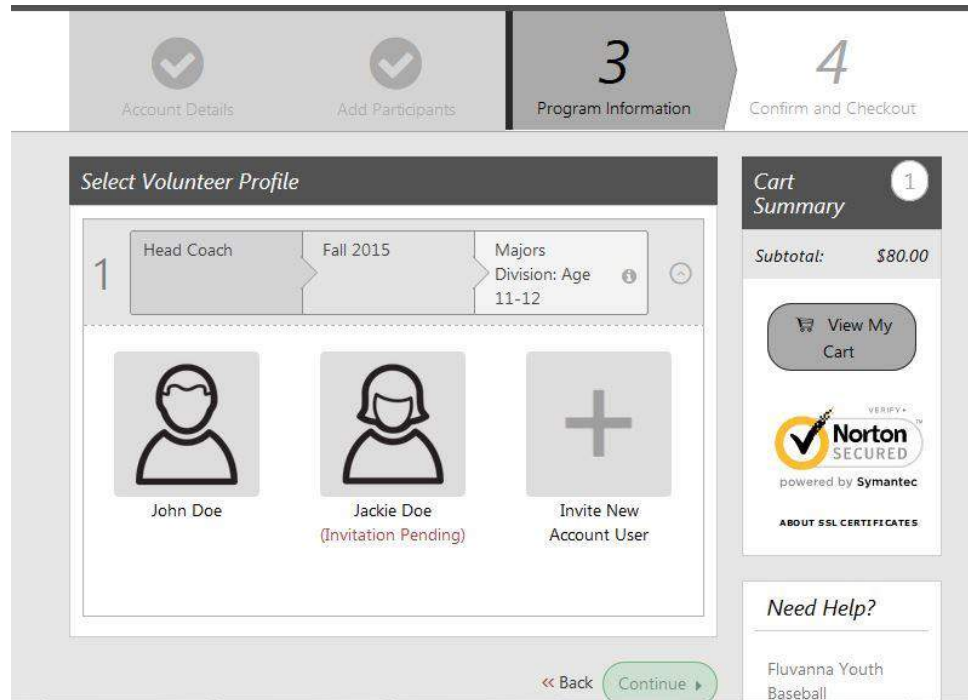
Need Help?

Fluvanna Youth Baseball
PO Box 431Palmyra VA 22963

Phone:---
baseballfluvannayo

Volunteer within Your Childs Division


Once you have selected the position you want to volunteer for the follow screen will appear. Select the appropriate person who will be volunteering. This information is gathered from your user account and the additional parent/guardian you registered in the system. Click on "Continue"



To volunteer for any position within the league a mandatory background check must be performed. This is based on Babe Ruth rules, not FYB. All questions must be answered correctly. Once you have entered all of the information click "Continue". It is time to Check Out and pay your fees.

1

Head Coach	Fall 2015	Majors Division: Age 11-12
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 **John Doe**
D.O.B: Feb 1, 1985
Email Address: mooreg1@hotmail.com

First Name* John

Middle Initial

Last Name* Doe

Date Of Birth* Feb 1 1985

Social Security Number* 123-45-3498

Street* 123 FYB Lane

City* Palmyra

State Virginia

Zip Code* 23055

Telephone 434 555 1212

Cell Phone 434 589 0000

Other Phone

Email Address* mooreg1@hotmail.com

**Have you ever been convicted of a crime of violence, crime against a person or a felony?
If yes, please explain***

Yes No

Volunteer Information Screen

- i. **Registration Summary:** After you have either volunteered for a position or not the last part is to review your order and pay the registration fees. The first screen is the registration summary. Please review this page to assure your child/children are registered for the correct division. In addition, the order summary to the right of the screen is the total amount due. If this is not correct you can remove the order from the cart and register your child again for a division. If all information is correct click **“Continue”**


Registration Summary




- j. **Donation:** Next screen is for donations. If you wish to donate at this time click on the amount you wish to donate and click **“Continue”**. If you do not wish to donate click the appropriate box and hit **“Continue”**.

Donation Screen

k. Paying by Credit Card or mail in payment: Payments can be made by credit card or mail in check. If paying by credit card, enter the information below and click “**Continue**”. If paying by mail in check click “**Check**” under **Payment Method** and click “Continue”

Payment Information


Payment Method* Credit Card  Check

Card Number*

Expiration Date*

Security Code* [What's this ?](#)

 Is the billing address same as the primary account holder's address? Yes

First Name*

Last Name*

Address 1*

Address 2

Credit Card Information and Mail in Check

- I. **Confirmation:** The last screen for the registration is the confirmation. If you agree with your order total click on “Submit Order”. A receipt will be sent to your email address showing your registration and your balance. If you were paying by check, the total balance is due.

The image shows a confirmation screen with the following details:

- Confirmation** (Header)
- Registration details: **1** (child icon), **Fall 2015**, **Major's Division: Age 11-12**, **Joshua Doe** (user name)
- Paid in Full** (Status)
- Division Price**: \$80.00
- ORDER TOTAL: \$80.00** (Total)
- DUE TODAY: \$0.00** (Amount due)
- Navigation: **<< Back** and **SUBMIT ORDER** (button)

Confirmation

Conclusion: You have successfully registered for an account, registered your child and volunteered for a position. If at any time you want to change any information on your account, your child’s credentials or volunteer information you can log back into the system from the home page. Once you log back into the system, your account page will be displayed where you can change any of the information provided earlier. Please remember your username and password. These will not change during your involvement in FYB. If you do forget your username contact FYB and we will send you via email your username. If you have forgotten your password you can reset it from the login screen. If at any time you are having problems please contact FYB so we can help resolve your problem.