



Online Registration & Uniform Purchasing Instructions

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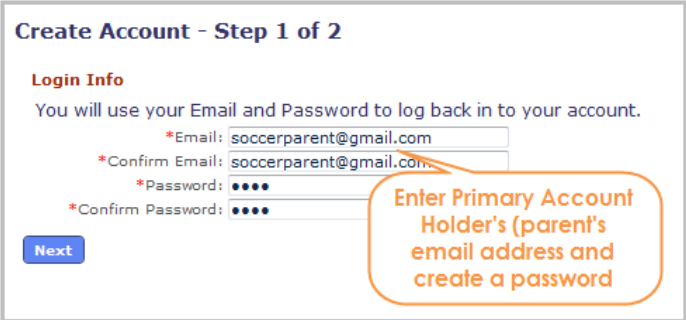

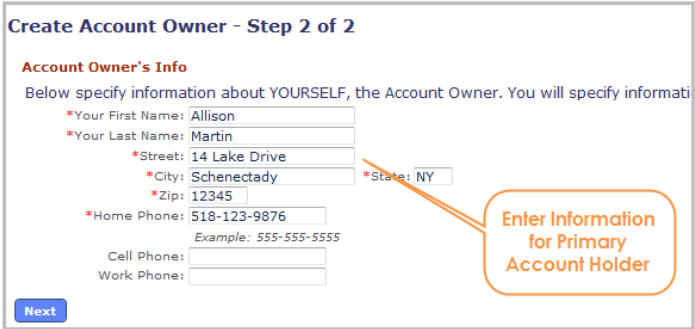

Introduction to this User Guide

This document is meant to help you register to play, volunteer to help, donate money and purchase uniforms and team merchandise. Initially, you will need to create an account with your basic contact details, and then add children and adults to your account. Once people have been added to the account, you are ready to register!

Accounts

Create Account

Once you create an account, the information will be retained, but you can edit as needed. You will also be able to see a history of your orders (your credit card information is never saved--you will need to re-enter this each time you choose to pay by credit or debit card).


Step	Action
1.	<p>Enter the primary account holder's email (the email you will use to log into the account) in the Email AND the Confirm Email area</p> <div data-bbox="358 814 1040 1131">  </div>
2.	<p>Create a Password</p>  <p>Tip: Choose a password that you can remember and note it for future use.</p>
3.	<p>Click Next</p>
4.	<p>Enter information about the Primary Account Holder.</p> <div data-bbox="358 1381 1049 1707">  </div> <p> Tip: This is typically the first adult on the account. A second adult, children, or optional emails can be added once the account is created.</p>
5.	<p>Click Next</p>

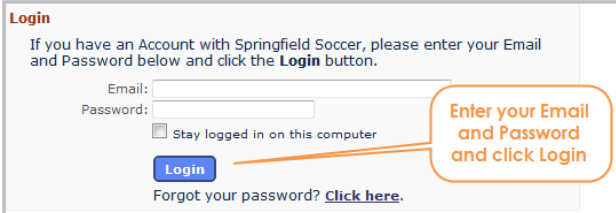
Online Registration & Uniform Purchasing Instructions

Log into your Account

This URL address (<http://www.sportssignup.com/DFW-Tornados-Online-Registration.start>) will take you to American Eagles Welcome Page. The left panel provides contact information for your club, current open sessions and a link to a help form so you can contact your club with questions. On the right you will find important instructions and information.



Step	Action
1.	Enter the American Eagles URL or click the big yellow registration button on the homepage of the American Eagles website.  Tip: Bookmark the registration site to easily return to the login page.
2.	Click the Login/Register button.

If	Then
You have previously created an account with the organization	Enter your login information (email and password) and click Login .  <p>Tip: You can get a new password if you have forgotten yours.</p>

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If you are the divorced parents of a child you can:

- Choose to share a login and make payments to one account
- Or, set up two accounts for that child. The Club Treasurer will go in and make accounting adjustments to reflect a total amount due of ½ of the required fees.

Either parent may order the uniform kit or both may order a uniform kit. Just be sure to email the Club Treasurer to confirm your plan and make sure all of the records are on the same page.

Add People to Account

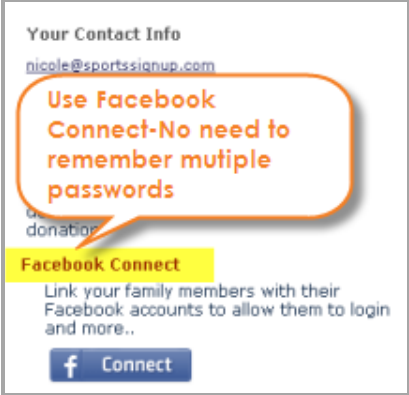



Once an account has been created, people need to be added to your account before you can register them. You will be presented with different options to add children and adults, register yourself and/or your children, shop for spirit wear or purchase uniform kit/ extra items or go to your account.

Step	Action
1.	<p>Click Add to set up player(s).</p> <div data-bbox="358 856 1049 1171" style="border: 1px solid gray; padding: 10px;"> <p>Account Setup Complete</p> <p>Now that you have an account, you can:</p> <p>Add your children so you can register them</p> <p>Register yourself</p> <p>Shop at the Springfield Soccer store</p> <p>Go to your account</p> </div> <p> Tip: If you “Go” to your account, you can also Add adults and children and Shop if applicable. Some systems also allow Coaches to add “Teams”.</p>
2.	<p>Enter Person's Information and Click Save</p> <div data-bbox="358 1367 1013 1734" style="border: 1px solid gray; padding: 10px;"> <p>*Legal First Name: <input type="text" value="Logan"/></p> <p>Nickname: <input type="text"/></p> <p><small>The name this person goes by</small></p> <p>*Last Name: <input type="text" value="Martin"/></p> <p>Middlename: <input type="text"/></p> <p>*Gender: <input type="text" value="M"/></p> <p>*Birthdate: <input type="text" value="01/30/00"/></p> <p><small>Format: mm/dd/yyyy Example: 05/22/1991</small></p> <p>Age (2010/2011): <input type="text" value="5"/></p> <p>School: <input type="text" value="Riverdale Country"/></p> <p>Medical Issues: <input type="text" value="Peanut allergy"/></p> <p><small>List any condition you want us to know about.</small></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <p> Note: Information requested here will vary by organization. If there is an eligible session open, you will be brought directly to the Choose a Session page to register.</p>

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Facebook Connect

Once your account has been created, you can use Facebook Connect to login to your account using your Facebook password--one less password to remember.

Step	Action
1.	<p>Click the Facebook Connect icon</p> 
2.	<p>Click Edit</p> 
3.	<p>Click Connect</p> 
4.	<p>If not already, Login to Facebook to Grant Permission, then click Allow</p> 

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5. **Save** your Facebook Connect link.

Information for Nicole

General Info

*Legal First Name:
 Nickname:
The name this person goes by
 *Last Name:

Facebook Settings

 **When connected you will see your Facebook profile image**

Click save to link this Facebook account with Nicole

Contact Info

Address: [Change](#)
 Account Email: nicole@sportssignup.com
 Optional Email:
Use these fields to add extra emails just for you
 Optional Email:
 Home Phone: 123-123-1234 [Change](#)
 Cell Phone:
 Work Phone:

SportsSignup Offers




From time-to-time, SportsSignup offers you special offers, tips, and sports-related information to families, coaches, and players.

*Can we share your contact information with other users? Yes No [Privacy Policy](#)

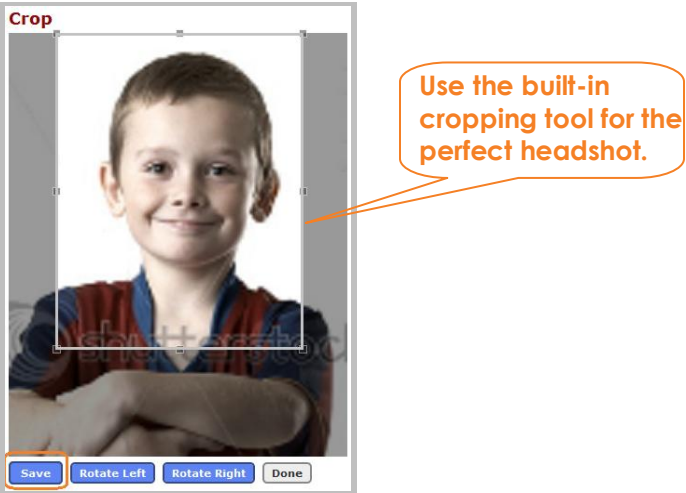
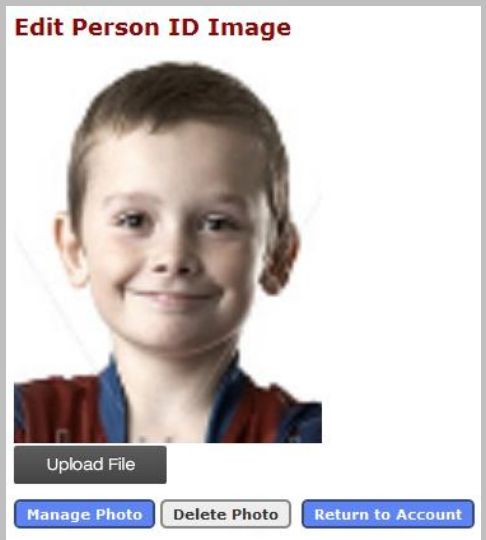
Photo ID Uploader

SportsSignup's **Photo ID Uploader** allows users to upload player ID Images to their family account. The player photo will be displayed in the family account.


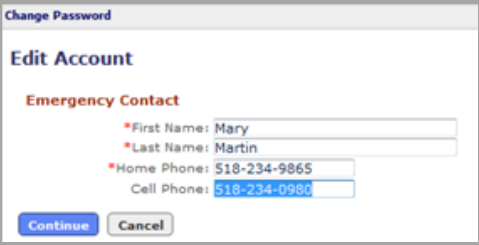

Photo Upload

Step	Action
1.	<p>Click on the photo box to upload or update an image.</p> <div style="border: 1px solid gray; padding: 10px;"> <p>Children Add Children</p> <p><input type="button" value="Register Now"/> Owen Edit</p> <p>No registrations</p> <p> Click on photo box</p> </div> <p>Note: Coaches will have access to upload images for all players assigned to their team.</p>
2.	<p>Click "upload file" button and choose your image from your files.</p> <div style="border: 1px solid gray; padding: 10px;"> <p>Edit Person ID Image</p> <p></p> <p><input type="button" value="Upload File"/></p> </div> <p> Tip: A headshot photo works best and must be in .jpg, .png or .gif formats.</p>


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3.	<p>Adjust the image with the built-in cropping tool and Save.</p> 
4.	<p>Review the results and continue to make changes, delete the image or return to the family account.</p> 

Register

Step	Action
1.	Click Register Now next to child, adult or team name on account screen.
2.	<p>Click Register Now next to the session you would like to register for.</p>  <p>Note: Only Sessions/Divisions the child is eligible for (per age, grade, and gender criteria) will be available for selection.</p>
3.	<p>Enter Emergency Contact information (when applicable)</p> 
4.	<p>Confirm Person's Information is correct and click Continue</p> 
5.	<p>Select the correct Division and Team then answer all of the questions. You will order your uniform kit by selecting the correct category (i.e. Select Field Player, Goalkeeper or Academy Filed Player). The corresponding kit charge will be added to your order and the required items will be displayed for size selections. You will not be able to proceed until you have answered all required questions.</p>

Online Registration & Uniform Purchasing Instructions

	<p>Registering Owen for 2010-2011 Club Registration</p> <p>*Division: <input checked="" type="radio"/> 99 Boys <input type="radio"/> 98 Boys <input type="radio"/> 00 Girls <input type="radio"/> 00 Boys <input type="radio"/> 99 Girls <input type="radio"/> 98 Girls</p> <p>*Team: -select- <input type="text"/></p> <p>Uniform Kit Purchase (Game/Practice) - Are you a Select Field Player, Select Goalkeeper or Academy Field Player? -select- <input type="text"/></p> <p>click here to see the UNIFORM KITS click here to see the SIZE GUIDE</p> <p>What is your first preference for Player Number? <input type="text"/></p> <p>What is your second preference for Player Number? <input type="text"/></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Continue"/></p>
<p>6.</p>	<p>Read the Consent Page and click "I Agree". If you click, "I Don't Agree," you will be brought back to your account. (You will not be able to register if you do not click to accept the Consent).</p>  <p>Note: Agreeing to the Consents is a legally binding agreement between you and the organization so please read all of the terms.</p>
<p>7.</p>	<p>At this point you can:</p> <ol style="list-style-type: none"> click Register if you would like to add other registrations to your order. click Register if you would like to add extra uniform items to you order. You will be directed back to your account, click Register Now button next to the correct child, then on the Session called "Purchase Extra Uniform Gear." You will choose your Division/Team and category as you did in the registration process, but you are able to pick and choose the individual items here. The costs will be added to your order. click Browse Store or on a merchandise pic to shop in American Eagles team store. (Orders with team store merchandise must be paid by credit card). See Adding Merchandise below for more information. click Check Out to complete your order. You must proceed to check out whether you are paying online with a credit or debit card or mailing a check. <ul style="list-style-type: none"> If you choose to pay by check, you must present the payment to the team at tryouts. After July, all further payments should be sent to: <ul style="list-style-type: none"> Make your check payable to: <ul style="list-style-type: none"> American Eagles Soccer Club ATTN: ACCOUNTS →this is important mail to: P.O. Box 1003, Colleyville, TX 76034

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	<ul style="list-style-type: none">○ You may pay online with Visa, MC or Am. Express credit or debit card. Be sure you have checked the question opting for this option. You will be assessed a one-time fee of \$25.00. If you decide later to begin making payments online, the Club will assess this fee automatically on your Club dues account and you can include that in your payments at that time. ◆ Confirm Order ◆ Print 2 copies and Click Done. This is your payment schedule and proof of registration the team will require.
8.	If you have problems or questions during the registration or checkout process, please contact your team manager or treasurer first; they are trained on the system and should be able to help you. If you are still having problems, send the Club Financial Officer an email: angelaschindler@americaneaglessc.org or call 817-709-7364.

YOU MUST TURN IN A COPY OF THIS PAGE SIGNED TO THE TEAM AT TRYOUTS WITH YOUR REGISTRATION RECEIPT.

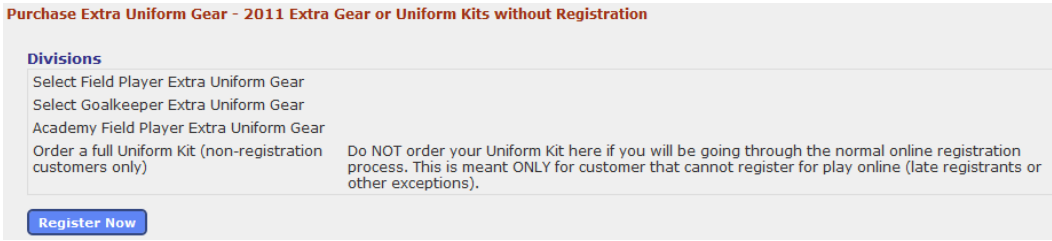

I HAVE READ AND UNDERSTAND MY OBLIGATIONS AND THE FEES ASSESSED.

SIGNATURE: _____

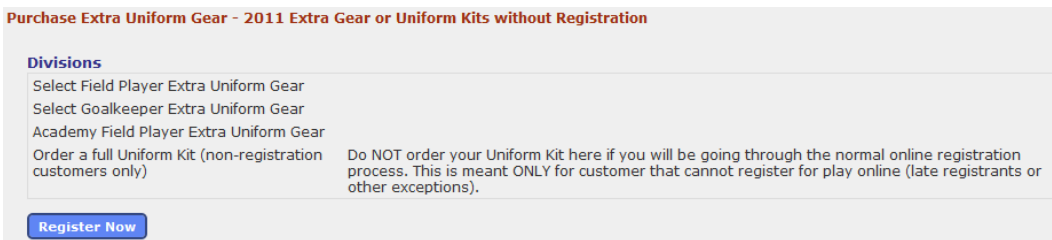
SIGNED BY (PRINT NAME): _____

Purchasing Merchandise

Ordering extra uniform items





Step	Action
1.	<p>You can order extra uniform items any time during the season by signing into your Account, clicking Register Now next to a person and again at the "Purchase Extra Uniform Gear" Session.</p>  <p> Tip: Only late registrants that missed the online registration period should order their uniform kits in this session.</p>
2.	Select the correct category (i.e. Select Field Player or Goalkeeper)
3.	Select the items and sizes needed and Continue to checkout you're your order is complete.

Ordering Uniform kits (for customers NOT registering for play online)

Step	Action
1.	<p>Players that missed the online registration period can still order a uniform kit by signing into their Account (or creating an account), clicking Register Now next to a person and again at the "Purchase Extra Uniform Gear" Session.</p> 
2.	Select the correct category (i.e. Select Field Player or Goalkeeper or Academy Player.)
3.	The corresponding kit charge will be added to your order and the required items will be displayed for size selections. You will not be able to proceed until you have answered all required questions.

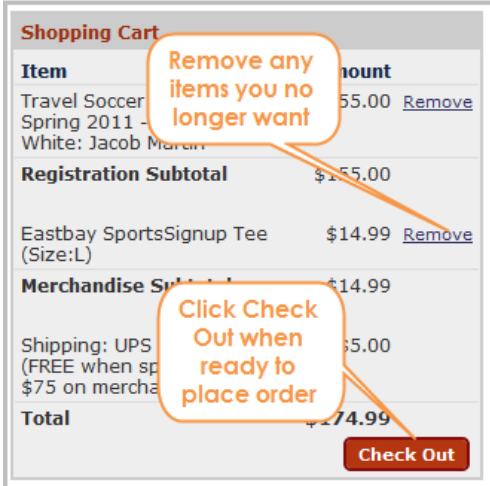
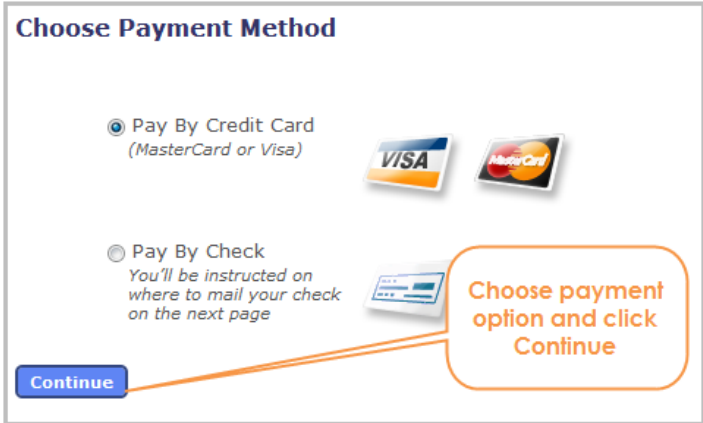
Online Registration & Uniform Purchasing Instructions

Ordering Team Store Merchandise

Step	Action
1.	<p>Click on the Item you are would like to see additional details on or order.</p> <div data-bbox="358 380 1127 894" style="border: 1px solid gray; padding: 10px;"> <p>100% of the profit from your purchase goes directly to support Springfield Soccer, purchasing, and then wearing/using, the items shown here. Thanks for your support.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Eastbay SportsSignup Tee \$14.99</p> <p><input type="button" value="Done"/></p> </div> <div style="border: 1px solid orange; border-radius: 15px; padding: 5px; background-color: #fff9c4;"> <p>Click on Item to see additional details or to Purchase</p> </div> <div style="border: 1px solid orange; border-radius: 15px; padding: 5px; background-color: #fff9c4;"> <p>Details on Return/Exchange policy can be found by clicking here</p> </div> </div> <p>Click here for Return/Exchange info and other questions about merchandise.</p> </div> <p> Tip: Registrations and merchandise (when available) can be added to the same order prior to checking out.</p>
2.	<p>If you decide to purchase items, make selections (for size, color, etc.) and click Add to Cart.</p>
3.	<p>Continue to repeat process of clicking on item and making selections for each item you would like to add to your shopping cart.</p> <p> Note: Shipping: UPS Ground - (FREE when spending over \$75 on merchandise)</p>

Online Registration & Uniform Purchasing Instructions

Check Out

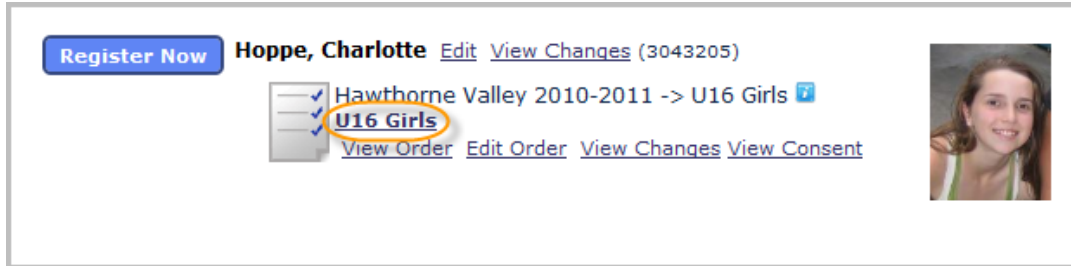
Step	Action
1.	<p>Click Check Out to complete an Order.</p> 
2.	If merchandise was ordered, select your shipping method and click Continue .
3.	Enter all Shipping Information (if applicable). All orders made after the tryout time period, will ship directly to your address listed on the account or as you confirm.
4.	<p>Choose Payment Method (payment options will vary based on your Organization) and click Continue.</p> 
5.	If paying by credit or debit card, enter appropriate information and click Continue then Confirm Order . If paying by check, click Confirm Order and remit payment following the instructions on the screen.

Online Registration & Uniform Purchasing Instructions

View Team

You will be able to view your team once you have registered, been assigned to a team, and the administrator has made the team visible to the players and coaches on the team.

Click on the **team name** to view the team roster.



Tip: If you do not see the team name option and you know you have been assigned to a team, check with your administrator. They will then need to make the roster “Live” in the system so you can access the information.

View Orders / Statements

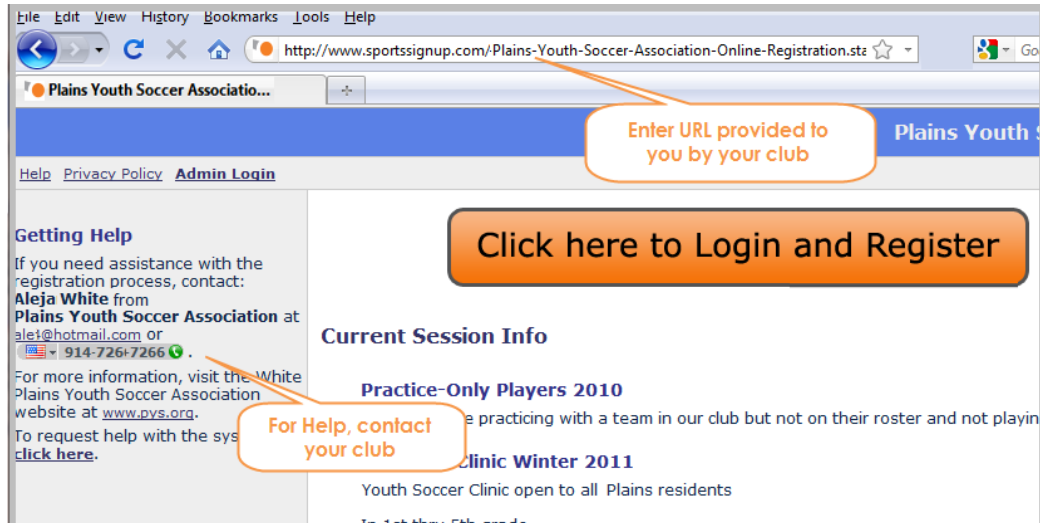
Finally, you can view the order/statement on an individual registration by clicking the **View Order** link under the registration. You can also see a history of current and past orders, view/print receipts or track merchandise shipped by clicking on **Order History**.



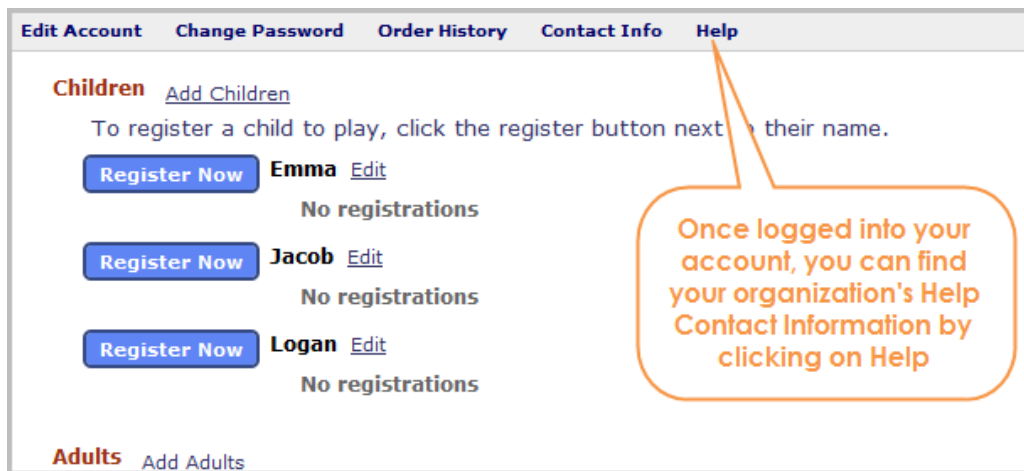
Online Registration & Uniform Purchasing Instructions

Getting Help

If you need any assistance or have any questions on eligibility or product selection, contact your organization. Your Organization's contact information can be found in the right hand panel of your Organization's login page:



Or by clicking on **Help** once you are logged into your user account.



SportsSignup's Privacy Policy and Data Security

At SportsSignup, we understand how important privacy and security are to end users. We encourage users to review SportsSignup's policies. If you have questions about SportsSignup's privacy practices please contact us at privacy@sportssignup.com.

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