

## Registration Process (Step by Step)

To begin registration process, click on the **SPORTSIGNUP - Register Online** logo located above the Site Menu bar. When activated, registration main page will be displayed in a new browser window.



CHIPS participants should complete steps listed under **Registering Participants** after an account has been created. All other levels should complete these steps after being selected for a team.

<b>First Time Users:</b>	<b>Registering Participants:</b>
<ol style="list-style-type: none"><li>1. Click on <b>Login / Register</b> banner located at the top of the page.</li><li>2. Click on <b>Create an Account</b> link located beneath login box.</li><li>3. Complete following <u>required</u> fields listed below. <b>Note: Information should pertain to the main contact person of the account and not players. Players are added to the account during a subsequent step.</b><ul style="list-style-type: none"><li>• Email address</li><li>• Password</li><li>• First and Last names</li><li>• Street address</li><li>• City, state, and zip code</li><li>• Account phone number (999-999-9999 format)</li><li>• Phone type (home, work, mobile, other)</li></ul></li><li>4. Click <b>Create Account</b> button.</li><li>5. Additional adults can be added to an account. If you wish to add additional adults to the account, select <b>Add an Adult</b> button and complete displayed information; or,</li></ol>	<ol style="list-style-type: none"><li>1. After signing into your account, select <b>Register to Play/Participate</b> button.</li><li>2. If registrants were previously entered, select the participant you are registering. Select <b>New Child</b> option to register a new participant.</li><li>3. Enter the following fields:<ul style="list-style-type: none"><li>• First and Last names (<b>Required</b>)</li><li>• Nickname</li><li>• Birth Date (<b>Required</b>) (mm/dd/yyyy format)</li><li>• Current Grade (<b>Required</b>)</li><li>• Gender (<b>Required</b>)</li></ul></li><li>4. Click <b>Save</b> button to continue; or, <b>Cancel</b> to return to previous page.</li><li>5. Select desired session you are registering participant for from the list of displayed sessions. Click <b>Register</b> button (located at the bottom of session information) for desired session.</li><li>6. Enter the following fields:<ul style="list-style-type: none"><li>• School District</li></ul></li></ol>

<p>select <b>Skip</b> to bypass.</p> <p>6. Select <b>New Child</b> option for choosing a registrant and click <b>Register Now</b> button.</p> <p>7. Enter the following fields:</p> <ul style="list-style-type: none"> <li>• First and Last names (<b>Required</b>)</li> <li>• Nickname</li> <li>• Birth Date (<b>Required</b>) (mm/dd/yyyy format)</li> <li>• Current Grade (<b>Required</b>)</li> <li>• Gender (<b>Required</b>)</li> <li>• Additional medical information and/or issues</li> </ul> <p>8. Click <b>Save</b> button to save entered information; or, <b>Cancel</b> to return to account settings page.</p> <p>9. If needed, account information can be changed from the Account Settings page. Also, additional children and adults can be added if necessary.</p>	<ul style="list-style-type: none"> <li>• High School</li> <li>• Medical Requests</li> <li>• Indicate if a parent is willing to manage or coach</li> </ul> <p>7. Please read and agree to the consent form by choosing <b>I Agree</b> at the bottom of the page.</p> <p>8. Select <b>Checkout</b>.</p> <p>9. Choose your method of payment. The required total fee, deposit amount, and final payment details will be indicated on this page. You can pay by credit card, or by mailing a check.</p> <p>10. Select <b>Place Order</b>.</p> <p><b>Note: Your order will not be completed until you complete this step. You should receive an email that has the words "Order Receipt" across the top with a reference number on it (example = T5551234). If you do not receive an email with this information, please contact the Director of Administration at the email or phone number specified on the Diamonds website.</b></p>
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