

**Welcome to the Lightning,**

## **Congratulations on Your invitation to the Gold and Black**

To register your player for evaluations there are a number of steps. We have documented them below:

- Get access to the website. This website will be used by organization, coaches and manager for communicating throughout the season.
- Update your personal information on the site. Add spouse if you want so that they can get information as well.
- Add your child(ren) to the site. Please DONT add emails for children under 13 (see our privacy policy for details).
- Register for the evaluation and roster deposit.
- Pay
- Come to evaluations
- Enjoy your summer
- Have a great season!

**Get access to the website.** There are a number of ways to do this, we are going to use the register route.

- 1) Go to [www.carolinainlightninghockey.com](http://www.carolinainlightninghockey.com)
- 2) Select the **orange "Register Now"** button on the right hand side of our home page.
- 3) Select the **green "Begin Registration"** button underneath either the New Player evaluation or the CLH Deposit.
- 4) The next page states that only adults can register, select the **blue "Continue"** button.
- 5) The next page will prompt you for credentials to sign-in or Create Account. New families need to select the **green "Create Account"** button.
- 6) enter in your email address and select the **blue "Create My Account"** button.
- 7) You will receive email to finish the account setup. Follow the instructions to reset your password.

### **Update your personal information**

- 8) Log into the website and update your personal information, note this first page is for GUARDIAN information.
- 9) Optional: at the bottom of this page there is option to add a second guardian.
- 10) When you are done entering in guardian information, select the **blue "Submit"** button.

### **Update your child's information**

- 11) Next page is for your CHILD's information. Update their information and select the **blue "Submit"** button.

## **Register**

- 12) Next page is supplemental information for that specific registration. Complete the form and yep... select the **blue "Submit"** button.
- 13) Next page is an invoice form. From here you can pay for this registration or select the **gray "Register Another"** button.

## **Pay**

- 14) When you are done registering, then select the **green Pay Now** button.
- 15) Fill in the payment information and submit.

## **Have a great Summer**

Those instructions are up to you to formulate but do take the time to go back through the site and look at our history and get a feel for the culture of this hockey family.

Note that the players will be added to the team rosters after evaluations. This will take us several weeks to complete.

Thank you and if you have any issues please contact Marcella Hanyok (webmaster) or Kim Mazzitelli (registrar).