

How to Use WSWSA Online Registration

1. Click the link provided in the email from the league registrar. A web page will open titled **Fall 2017 Registration**.
2. Click **Continue**. A sign-in page will open.
 - a. **If you have never logged in** to the WSWSA website using your current email address, click **Create Account** and follow the instructions. The system will send a message to your email account. Follow the instructions therein. You will have to create a password for your new WSWSA login.
 - b. **If you have already logged in** to the WSWSA website using your current email address **but have forgotten your password**, enter your email address under Sign In, then click **forgot?** The heading will change to **Password Reset**, and a **Reset my password** button will appear. Click the button. The system will send a message to your email account. Follow the instructions therein. You will have to create a new password for your login.
 - c. **If you have already logged in** to the WSWSA website using your current email address and **know your password**, enter it and click **Continue**.
3. A page will open with **Fall 2017 Registration** at the top and your name directly below that. This page contains your profile as stored in the WSWSA website database. At this time you don't need to make any changes (although you may). Just scroll to the bottom of the page and click **Submit**.
4. A page will open with **Fall 2017 Registration** at the top and **Your Name/Supplemental Information** directly below. **This is the Team Registration page.** (The page titling is automatic and we can't change it.)
5. Fill in the information requested. Anything flagged with a red asterisk * is a required field.
 - a. **Division:** Classic is O40, Gold is O50, Masters is O28, and Open is O17.
 - b. **I am the team's:** If you **ARE** the team's manager, select **Team Manager** from the drop-down list. Otherwise just leave it set to **No Position**.
 - c. **Home Field(s):** Select 2. Click the city and the list of fields will expand below. Click the checkbox to select your field. Click the city a second time to hide the list of fields.
 - d. **Note:** The team manager's name, email address, and street address are required at this time so we can be sure the information in the database is current.
6. When you've finished, click **Submit** at the bottom of the page. A **Registration Review** page will open and display most of the information you just entered.
 - a. Click **Edit** if you need to change something.
 - b. Click **Complete** at the top of the page if you are finished.
 - c. **Note:** If you click **Back to Registration** a page will opened titled **Team Registration System**. This is a relic of an imperfect interface and is not something we can use. Please follow the instructions on the page to return to the **Registration Review** page and click either Edit or Complete.
7. When you click Complete a page will open that displays your **Registration History**. (The page title is **Family Members**; ignore that.)
8. Click **Sign Out** in the upper-right corner.