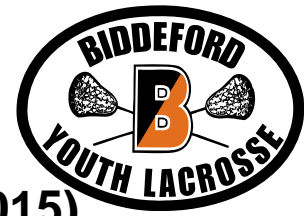


Biddeford Youth Lacrosse **Online Registration Instructions (2015)**



For Registration Info, contact: Sharon Sesling-Labonte at registration@biddefordyouthlacrosse.org or 671-1976.
For Scholarship Info, contact Sharon Sesling-Labonte at scholarship@biddefordyouthlacrosse.org or 671-1976.

Step 1: Go to www.biddefordyouthlacrosse.org on the left hand (Home) menu click on "Register Online"

Step 2: Please select the appropriate registration program based on the gender and grade of your Lacrosse Player and click on "Begin Registration"

Step 3: The next page consists of this: "**NOTE: Only Parent, Legal guardians or persons 18 years of age or older can enter information for this program. If you are not at least 18 years old and you wish to register, you will need to have a parent or guardian fill in the following forms.**" Click on "Continue".

Step 4: Sign In page. If this is your first time accessing the online registration system, enter **ONLY** your email address. Please verify that you have correctly typed in your address before clicking on "submit". Go to your email inbox to receive your temporary password. Return to the Sign In box and re-enter your email address and temporary password and click "Submit". If you have accessed the online registration system before and already have a password, simply enter your email address and password and click "Submit".

Step 5: Next page consist of Guardian/Parent Information- Name, address, phone #'s, gender, password (here is where you have the opportunity to change the temporary system-generated password to what you want!). You also have the option of getting Email Reminders for Game and/or Practices please check those boxes if you would like to receive this information by email! Be sure to check the box next to "Submit" that enables you to add information about a second parent or guardian. When all information has been entered click on "Submit".

Step 6: Second Guardian/Parent information page. Please enter information for both Guardians/Parents; it is very important that we have both of your emails and are able to contact you when necessary. Change Name, address, phone #'s, email address and passwords as appropriate for the second guardian. When all information has been entered, click "Submit".

Step 7: Participant (Player) Information- name, address, phone #'s, email address (can leave as parent email if child does not have own email) date of birth, gender, school grade (enter only the number!), US Lacrosse # (2-8 Program only. If you do not know the number simply click on "Lookup" and it will take you directly to the renewal site). If your membership expires **BEFORE** 6/30 you will be required to renew your USL account. Proceed thru the renewal process, pay \$25 USL membership fee and submit. Once completed, you will automatically return to your registration page.

Step 8: The next page will be info on t-shirt size, years experience and Emergency Contact **OTHER** than parent (grandparent, aunt, uncle or close friend).

Step 9: Please enter Medical information – Physician, physician address and phone, Health Insurance information, Allergies (medications and environmental), Medical problems and Medications- if there are NO medical problems or medications please enter **NONE** as you cannot leave these fields blank.

Step 10: Finally, pay for your registration using a Visa or MasterCard (credit or debit card). If you don't have access to a credit or debit card, you can pay by check or cash.

Step 11: If finances are such that you cannot afford to pay for registration or purchase equipment for your child, don't pay at the end of registration, but submit the registration and contact Sharon Sesling-Labonte at scholarship@biddefordyouthlacrosse.org or 671-1976 to apply for assistance.