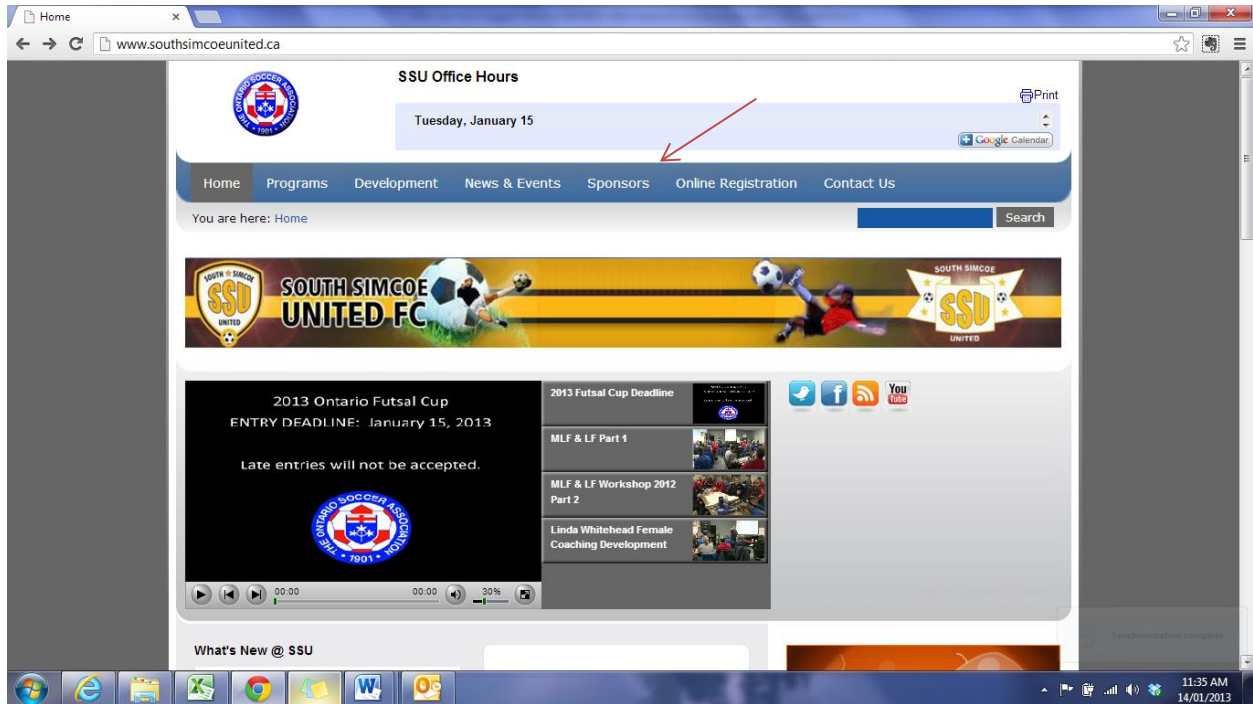
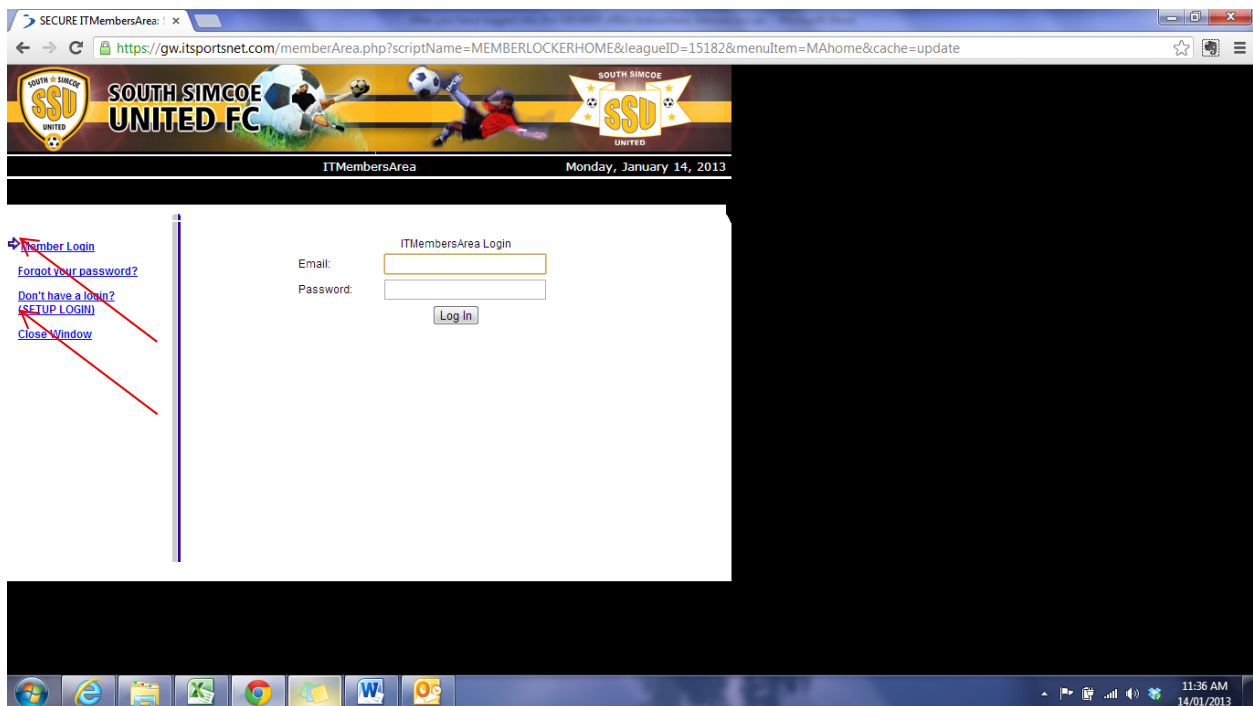


# SSU ONLINE REGISTRATION PROCEDURE

1. FROM OUR HOME PAGE – CLICK ON **ONLINE REGISTRATION**



2. IF YOU ALREADY HAVE A LOGIN, CLICK ON **MEMBER LOGIN** AND SKIP TO STEP 4 BELOW. IF YOU DO NOT HAVE A LOGIN, CLICK **DON'T HAVE A LOGIN? (SETUP LOGIN)** AND PROCEED TO STEP 3.



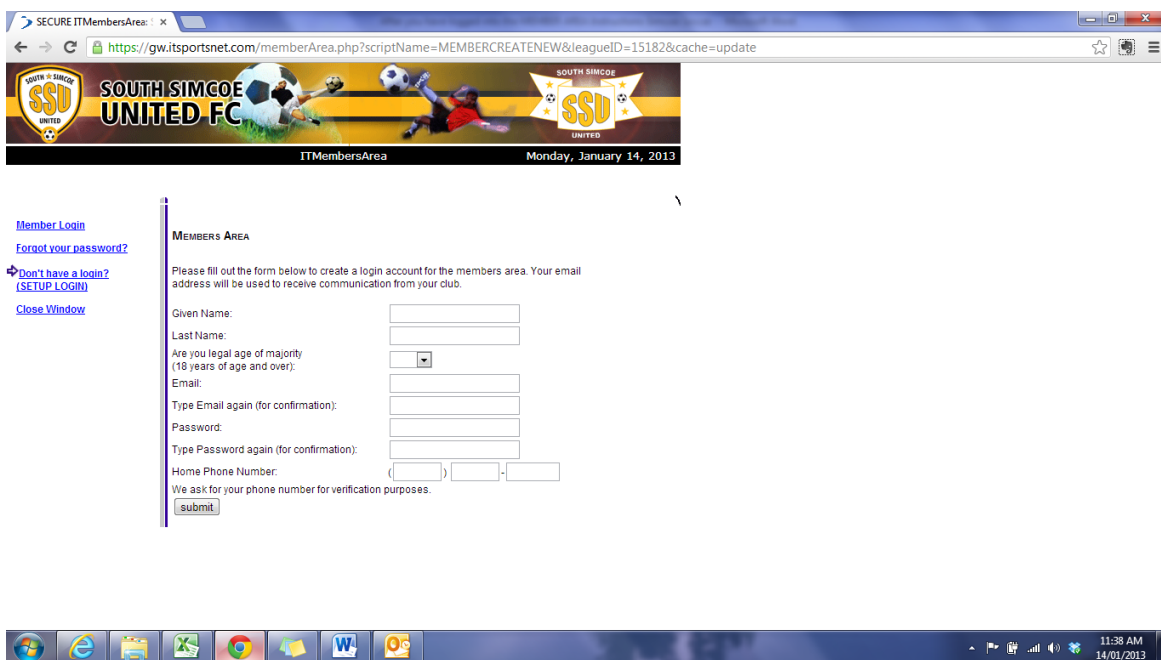
## SSU ONLINE REGISTRATION PROCEDURE

### 3. MEMBERS WITHOUT LOGIN – Creating a New Login

- ✓ Please fill out the form to create your login account for the member's area.
- ✓ This is where you will create your username and password.
- ✓ Your email address will be used to receive communication from the CLUB NAME.

**NOTE:** Adult (parent) information must be provided on the setup login form. Please **DO NOT** login as a youth/child. After you login, you will be given the opportunity to add your child's information. Adult members should enter their own contact information in order to register for adult programs.

- ✓ We also ask for your phone number in this area for verification purposes.
- ✓ Once you have completed entering this information, click "SUBMIT".



The screenshot shows a web browser window with the URL <https://gw.itsportsnet.com/memberArea.php?scriptName=MEMBERCREATENEW&leagueID=15182&cache=update>. The page header features the South Simcoe United FC logo and the text "ITMembersArea" and "Monday, January 14, 2013". On the left side, there are links: "Member Login", "Forgot your password?", "Don't have a login? (SETUP LOGIN)", and "Close Window". The main content area is titled "MEMBERS AREA" and contains the following text: "Please fill out the form below to create a login account for the members area. Your email address will be used to receive communication from your club." The form fields are: "Given Name:" (text input), "Last Name:" (text input), "Are you legal age of majority (18 years of age and over):" (dropdown menu), "Email:" (text input), "Type Email again (for confirmation):" (text input), "Password:" (text input), "Type Password again (for confirmation):" (text input), and "Home Phone Number:" (text input with a format guide: ( ) - ). Below the form is a "submit" button. The Windows taskbar at the bottom shows the time as 11:38 AM on 14/01/2013.

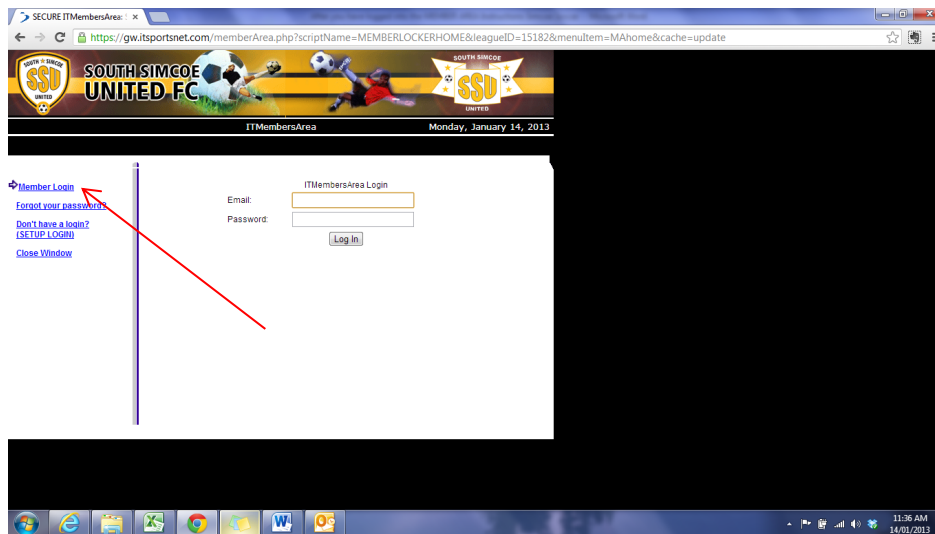
LOGIN CREATED

The next screen will confirm that your login has been created.  
Your username will be the email address that you entered, along with the password you entered.

## SSU ONLINE REGISTRATION PROCEDURE

### 4. MEMBERS WITH LOGIN

- ✓ Now you can click on **MEMBER LOGIN** link that can be found on the left hand side menu.



### 5. COMPLETE ALL STEPS BELOW AFTER YOU HAVE LOGGED INTO THE MEMBER AREA

Click on **“Registration”** to register to a program.

REP OUTDOOR 2013

RECREATIONAL 2013

ADULT SOCCER OUTDOOR 2013

Click on the Program that you would like to register for (examples listed above)

Click on **“Create New Registration”**

- ✓ Please review the waiver, when you click the button at the bottom of the page, you are agreeing to comply to this waiver.
- ✓ Click “ I accept” to continue to the next page

Registration – Parent Information

- ✓ Choose a family Member already in the system
- ✓ Please complete all spaces that have the “\*” as these are mandatory
- ✓ Click “ Done” to continue or click “Add another parent” (if needed)

Registration – Volunteer Sign up

- ✓ Choose a Family Member to sign up to volunteer
- ✓ For the list, choose what you would like to volunteer for.
- ✓ Once complete, click “Done” or “volunteer another adult”

Registration – Child Information

- ✓ Please choose the family member that you would like to register
- ✓ Complete the form in full
- ✓ Click “ Done” to continue

## SSU ONLINE REGISTRATION PROCEDURE

### Registration – Child Registration

- ✓ Please Choose the program under “fee type”
- ✓ Complete all spaces that have the “\*” as these are mandatory.
- ✓ Click “ Done” to continue OR “Register Another Child”

### Registration – Registration Summary – review your order

- ✓ Click - Select Payment Option – if done
- ✓ Click “Add registration item” – if you would like to add another item
- ✓ Click on “Step 4” – to add another player

### Registration –Register another Child for Another program

- ✓ Please complete all spaces that have the “\*” as these are mandatory.
- ✓ Follow same process as first child
- ✓ Click “ Done” to continue

### Registration –Choose Payment Method

- ✓ Click “Online Payment” if paying online
- ✓ Click “Offline Payment” if paying by cash or cheque
- ✓ Please review all notes on this page on the club’s procedures.
- ✓ Print your receipt. Your registration is complete once full payment has been received.

### Common Problems and what to do about it:

- *I forgot my password* - Simply click on the **FORGOT YOUR PASSWORD** link and it will be Emailed to the Email address associated with your name when you originally Registered.
- *I changed my Email addresses since I last logged in* - Not a problem, simply Login with your old Email address, type in your password and you will gain access to the system. Before you do anything else, click on **PROFILE** and change your Email address and that of ALL members of your family.
- *I changed my Email address since I last logged in and I forgot my password* - Clicking **FORGOT YOUR PASSWORD** won’t help here because your password will be Emailed to your old address which you cannot access. In this case, Email [admin@southsimcoeunited.ca](mailto:admin@southsimcoeunited.ca) and we will look it up for you.
- *I did not receive a confirmation Email/Receipt* - Check your junk or spam mail or your Spouses Email inbox.
- If all else fails, Email [admin@southsimcoeunited.ca](mailto:admin@southsimcoeunited.ca) for further assistance.