

FINAL STEP OF IN-OFFICE REGISTRATION

Claiming a Registration Entry in MHSA Database

- Claiming a registrant entry will attach that entry to a SportsEngine account. This ensures that you receive all the information that we send via mass email.

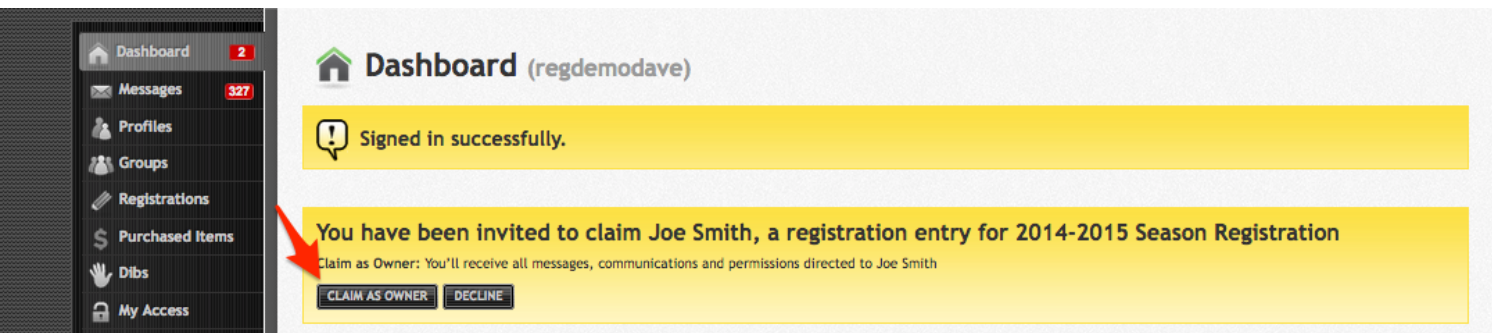
Step 1: Click the link the email that you received.

Step 2: Log in* or Create a SportsEngine Account

**When logging in, if you do not know your password, reset the password and click the claim link again.*

Important! Please create the SportsEngine account with your information first. You will have a chance to provide the player's information later.

Step 3: Claim the Registration Entry



IMPORTANT

Step 4: Click the **Child's Name** or **Create a New Profile** to create a profile for the player.

- This step labels the registration, by default it selects your name, please make sure that you select your child's name if available, if not please create a new profile.
- If you have duplicate profiles for a child, AFTER you claim, go to 'Household' in the menu on the left-hand side and merge duplicate profiles.

A screenshot of a 'Select a Profile' dialog box. The dialog has a yellow header with 'EDIT' and 'CANCEL' buttons. Below the header is a section titled 'Select a Profile' with a subtext: 'You can attach the "Suzi Magill" to one of these existing profiles, or create a new profile'. There is a list of three profile entries, each with a radio button and a profile picture. The first entry is 'Suzi Magill' with a photo of a woman. The second and third entries are blurred. The fourth entry is 'Create a new profile! A profile for "Suzi Magill" does not exist above' and is highlighted with a red border. At the bottom right of the dialog is a 'Save' button.