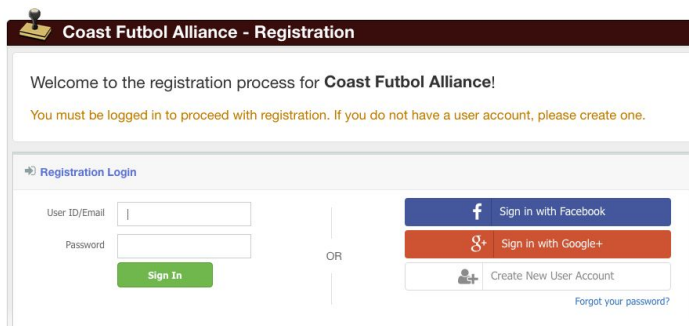


# Member Instructions: How to Create an Account and Register

## Step 1: Create an account

Login with Facebook, Google+ OR, Create New User Account



Welcome to the registration process for **Coast Futbol Alliance**!

You must be logged in to proceed with registration. If you do not have a user account, please create one.

**Registration Login**

User ID/Email

Password

**Sign In**

OR

**Sign in with Facebook**

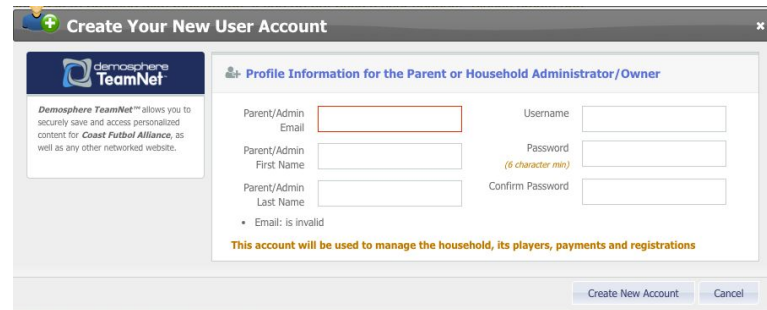
**Sign in with Google+**

**Create New User Account**

[Forgot your password?](#)

## Step 2: Add in the Parent/Admin User's Details

Email address, name, username and password



**Create Your New User Account**

**Profile Information for the Parent or Household Administrator/Owner**

Parent/Admin Email

Parent/Admin First Name

Parent/Admin Last Name

• Email: is invalid

Username

Password (6 character min)

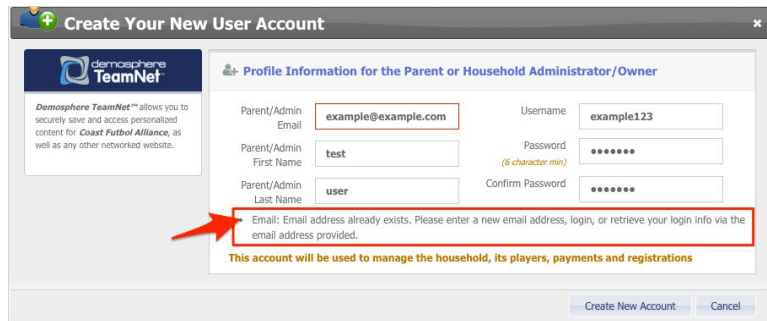
Confirm Password

**This account will be used to manage the household, its players, payments and registrations**

**Create New Account** **Cancel**

## Step 3: If Email is Already in Use

If your email address already exists in the system, click the “Forgot your password” link on the login page to reset it



**Create Your New User Account**

**Profile Information for the Parent or Household Administrator/Owner**

Parent/Admin Email

Parent/Admin First Name

Parent/Admin Last Name

Username

Password (6 character min)

Confirm Password

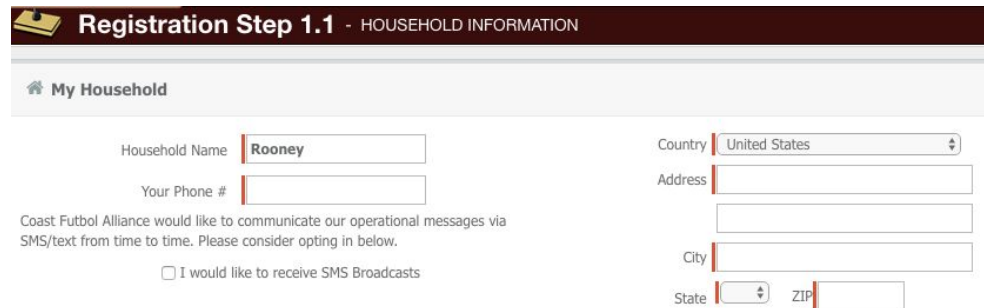
**Email: Email address already exists. Please enter a new email address, login, or retrieve your login info via the email address provided.**

**This account will be used to manage the household, its players, payments and registrations**

**Create New Account** **Cancel**

## Step 4: Create Your Household

Add phone and address info. This will pre-populate with subsequent logins



**Registration Step 1.1 - HOUSEHOLD INFORMATION**

**My Household**

Household Name

Your Phone #

Country

Address

City

State

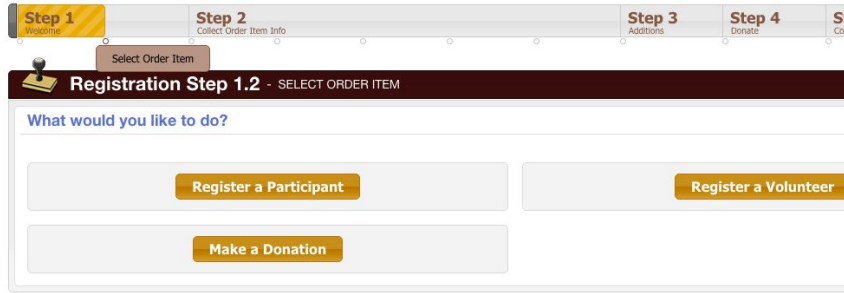
ZIP

Coast Futbol Alliance would like to communicate our operational messages via SMS/text from time to time. Please consider opting in below.

☐ I would like to receive SMS Broadcasts

## Step 5: Register a Participant

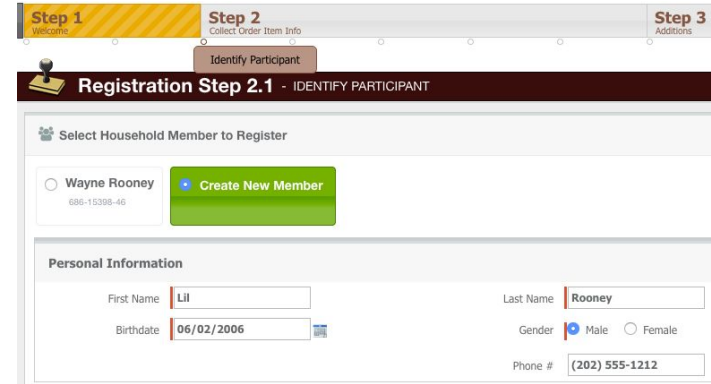
You can also register to volunteer or make a donation



The screenshot shows the 'Registration Step 1.2 - SELECT ORDER ITEM' interface. At the top, a progress bar indicates the current step. Below the header, a question 'What would you like to do?' is followed by three large buttons: 'Register a Participant', 'Register a Volunteer', and 'Make a Donation'.

## Step 6: Create the Player/Registrant

Existing household members will always show up here, or create a new one



The screenshot shows the 'Registration Step 2.1 - IDENTIFY PARTICIPANT' interface. It features a 'Select Household Member to Register' section with a dropdown menu showing 'Wayne Rooney' and a 'Create New Member' button. Below this is a 'Personal Information' section with fields for First Name (Lil), Last Name (Rooney), Birthdate (06/02/2006), Gender (Male), and Phone # ((202) 555-1212).

## Step 7: Select a Program/Season

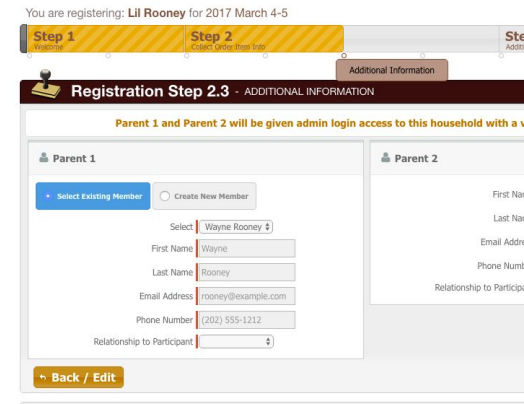
Only those programs a member is eligible for will appear in the dropdown



The screenshot shows the 'Registration Step 2.2 - SELECT SEASON' interface. It displays 'You are registering: Lil Rooney' and a 'Select an Open Registration Season' section. A dropdown menu shows the selected season: 'Can-Am Cup - 2017 March 4-5'. Below the dropdown is a 'Back / Edit' button.

## Step 8: Enter Parent Info

Select an existing member from the dropdown, and/or create a new member



The screenshot shows the 'Registration Step 2.3 - ADDITIONAL INFORMATION' interface. It displays 'You are registering: Lil Rooney for 2017 March 4-5'. The section is titled 'Parent 1 and Parent 2 will be given admin login access to this household with a v'. It features two columns for 'Parent 1' and 'Parent 2'. The 'Parent 1' column has fields for First Name (Wayne), Last Name (Rooney), Email Address (rooney@example.com), and Phone Number ((202) 555-1212). The 'Parent 2' column has fields for First Name, Last Name, Email Address, Phone Number, and Relationship to Participant. A 'Back / Edit' button is at the bottom.

## Step 9: Next Steps

Register another player, register to volunteer or complete registration

The screenshot shows a progress bar at the top with steps 1 through 5. Step 3 is highlighted. Below the progress bar, the title is "Registration Step 3.1 - REGISTER ANOTHER". A question asks "Do you have an additional registration to make?". There are two buttons: "Register a Participant" and "Register a Volunteer". A "Register Another" button is also visible in the progress bar.

## Step 10: Review Cart Contents

Edit the registration, go back to register another, or proceed to checkout

The screenshot shows a progress bar at the top with steps 1 through 5. Step 5 is highlighted. Below the progress bar, the title is "Registration Step 5.1 - REVIEW ORDER". The main heading is "Review Cart Contents". The participant information is "PARTICIPANT: LIL ROONEY | CAN-AM CUP - 2017 MARCH 4-5". The registration info shows "Lil Rooney" with birthdate "2006-06-02" and gender "MALE". The fees and discounts section shows "Can-Am Cup" for \$59.00. The participant registration total is \$59.00. The order total is \$59.00. There are buttons for "Register Another" and "Proceed to Checkout".

## Step 11: Make Payment

Enter credit card details and submit, or click Back to edit the registration

The screenshot shows a progress bar at the top with steps 1 through 5. Step 5 is highlighted. Below the progress bar, the title is "Registration Step 5.2 - MAKE PAYMENT". The main heading is "Payment Amount". A table shows the registration total for "Lil Rooney" as \$59.00. The payment information section shows "Selected Payment Method: Credit Card" with fields for cardholder's name, country, billing address, city, state, and ZIP. There are also fields for card number, security code, and expiration date. The amount to pay is \$59.00. There are buttons for "Back / Edit" and "Submit Order".

## Step 12: Confirmation!

Your receipt will be emailed to you and you can view/print it from the confirmation screen

The screenshot shows a progress bar at the top with steps 1 through 5. Step 5 is highlighted. Below the progress bar, the title is "Registration Step 5.3 - ORDER CONFIRMATION". The main heading is "Registration Order Complete!". There are buttons for "View/Print Receipt" and "Finish and Re".