

**Note: this will be the only time you need to complete this, subsequent years you will be already on the system.**

**Click on "CREATE YOUR ACCOUNT NOW!"**

**Step 1**

Fill in the following areas:

Create a User Name  
Create a Password  
Repeat Password

First Name (yours)  
Last Name  
Address  
City  
Zip  
Phone  
E-Mail

**Step 2**

**HIT FINISH**

Then you will be at the registration page

"SELECT ORGANIZATION" Hillsdale Soccer Association  
"SELECT ACTIVITY" Hillsdale/River Vale Soccer Fall 2011  
Hit Register NOW

For Existing Users Only:

**Under "verify account" page**

Add Emergency Contact  
Add Emergency contact phone  
Verify account Information

**HIT CONTINUE**

**Under "verify account" page**

Verify Emergency Contact  
Verify Emergency contact phone  
Verify account Information  
Hit CONTINUE

**Under "select participants" page**

Must ADD New Child

ENTER First, Last, DOB and Gender

**ADD CHILD**

Keep adding Children until all are accounted for!

To Add ADULT:

Enter First Last Phone and E-Mail

**ADD ADULT**

When done, select yourself, spouse (if coaching or volunteering)

Select children registering: for soccer

HIT CONTINUE

**Under "select participants" page**

Check those that will be playing,  
coaching, volunteering or refereeing  
HIT CONTINUE

**Under "profile Verification" page**

Check Birthdates of children  
SELECT Grade for Sept 2011  
Check Gender  
HIT CONTINUE

**Under "select Programs" page**

Check programs children are registering for  
Check programs adults are registering for  
HIT CONTINUE

**Under "Registration Forms/Participant" page**

Check Birthdates of children  
SELECT Grade for Sept 2011  
Check Gender  
HIT CONTINUE

Child will be directed to league eligible based on GENDER and Grade entered.

**Under "select Programs" page**

Check programs children are registering for  
Check programs adults are registering for  
HIT CONTINUE

**Under "Registration Forms/Participant" page**

Add information to all in RED  
If more than one child, CHECK "SAME AS ABOVE"  
Then change the info on child 2, (Birthdate, school etc)  
HIT CONTINUE

**Under "Registration Forms/COACHES" page**

Choose answers to questions and fill in all RED questions

**Under "Code of Conduct" page**

Must accept or cannot register

**Under "Legal Disclaimer" page**

Must accept or cannot register

**Under "Confirm Registration" page**

Verify programs you selected  
If good, click on Credit Card (Visa/MasterCard)

**Under "Checkout" page**

Verify billing information  
Choose Credit Card Type  
Enter Card #  
Enter Expiration Date

When done, HIT COMPLETE TRANSACTION

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