

Online Registration Instructions

Please Leave Form At This Work Station For The Next Parent!

1. If you are new to the club/organization, fill out the **Create New Account** section on the Login screen. Then click on **Create Account**.
If you have previously created an account and registered on this specific website, then log in under the **Sign in Here** link.
2. Fill out the **Primary Parent/Guardian Information section**. If you wish to add a Secondary Parent/Guardian's email (to be cc'd on all Program related emails), enter their information in the Secondary Parent/Guardian Information section and click "**Create Secondary Account User & Continue**". If not, leave the area blank and click **Submit**.

Primary Parent/Guardian Information



Upload Photo

Tony Stark
Email: IronMan123@mail.com
Username: IronMan123

Gender* MALE 

Street* 112 Krog St

Unit#

City* Atlanta

State* Georgia ▼

Zip Code* 30307

Telephone

Cell Phone 123 123 1234

Other Phone

Receive Text Alerts? No [What's this ?](#)

Secondary Parent / Guardian Information

Gender*

 FEMALE

First Name*

Pepper

Last Name*

Potts

Secondary Contact
Email

PepperPotts123@mail.com

A pop up will come up, Select "I am a Parent or Gaurdian" (on the left)

4. Fill out the **Add a New Participant** section. Make sure your son or daughter's birth date is set correctly or it might not fall within the division parameters the club's Administrator has set. (The Top Should Stay "No" by the way) Click on **Continue** on the bottom right (or "add another participant" if you have more players to add...repeat until you add them all....than click **Continue** on the bottom right.

Add New Participant

Is the participant the same as the primary account holder? No

 Upload Photo

Iron Boy
D.O.B: Jan 1, 2005

Gender* MALE 

First Name*

M.I.

Last Name*

Date of Birth*

Email Address

Cell Phone

Is the participant's address same as the primary account holder? Yes

5. Select the Program you'd like to sign your son or daughter up for. Click on **Continue**.

2 **U12 Boys** \$200.00 ✓ SELECTED
Start and End Dates: 08/01/2015 & 06/01/2016 Payment Plans Available!

Fill out all Additional Participant Information. Click On Continue!

 *Program Information needed for Iron Boy*

1 2015 ABM83 Rec Soccer > U12 Boys > Iron Boy ⓘ ⌵

Medical Release Check here if you promise to not get hurt.

I accept the waiver

What school do you attend? Marvel Academy

Refund Release All refunds will be paid out in all pennies by snail mail. Please act accordingly.

I accept the waiver*

Additional Program & Division Questions

Do you need a new jersey? (Yeah) Yes

7. Sign up to volunteer on the **Volunteer Selection** page. **Choose Concessions** For This Part (Coaches will be addressed separately!) Choose **Continue**.

Tony, you have the following Club Volunteer/Team Personnel options

1 2015 ABM83 Rec Soccer U12 Boys Iron is registered here!

Assistant Coach	SIGN UP
Head Coach	SIGN UP
Lady who screams at the refs	✓ SELECTED
Team Manager	SIGN UP

Show More

I do not wish to volunteer at this time

<< Back Continue >>

8. The last screen is the Checkout screen. Review your **Registration Summary**, select your **Payment Type**, select your **Payment Option** (Pay in Full), enter in **Address and Payment Information**, read and agree to the **Terms & Conditions**, and then select **Submit Order**.

Registration Summary

1 2015 ABM83 Rec Soccer U12 Boys Iron Boy

Payment Options:		Registration Breakdown:	
PAY IN FULL	\$230.00	+ SELECT	Division Price \$200.00
Monthly Installments	\$238.00	+ SELECT	Year \$30.00
			Subtotal \$230.00

Remove from cart

CONTINUE

Payment Information

Payment Method*

Credit Card  Check



Card Number*

4111111111111111



Expiration Date*

January

2017

Security Code*

123

[What's this ?](#)



Is the billing address same as the primary account holder's address?

Yes

First Name*

Tony

Last Name*

Stark

Address 1*

112 Krog St

Address 2

City, State*

Atlanta

Georgia

Zip*

30307

CONTINUE

Confirmation



1

2015 ABM83 Rec Soccer

U12 Boys

Iron Boy



Paid in Full

Division Price

\$200.00

Yeah

\$30.00

ORDER TOTAL: \$230.00

DUE TODAY: \$230.00

I Agree to the [Terms and Conditions](#)

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SUBMIT ORDER

9. After you submit your order, you will be brought to a **Registration Order Summary** page. You will also receive a confirmation email, detailing your registration.

The screenshot shows a 'Payment Confirmation' section with a cartoon character and text stating 'Your credit card will be billed \$230.00'. Below this is a 'Registration Order Summary' table with columns for Description, Price, and Balance Amount. The table lists 'Division Price' at \$200.00 and 'YOUTH' at \$30.00, with an 'ORDER TOTAL' of \$230.00. Below the table is an 'Order Detail' section with fields for Order Number, Name, Address, and City/State/Zip. At the bottom, there is an 'Order Confirmation Message' and social media sharing buttons for Facebook, Twitter, and My Account.

Payment Confirmation

Your credit card will be billed
\$230.00

You will see a charge on your credit card statement from [Blue Sombrero](#).

Please note: Even though we can whip up a fantastic guacamole, we are not a mexican restaurant.

[Complete Payment](#)

Registration Order Summary

Description	Price	Balance Amount
Division Price	\$200.00	\$0.00
YOUTH	\$30.00	

ORDER TOTAL: \$230.00
Payment Amount: \$230.00

Order Detail

Order Number	20153874606
Name	Tony Stark
Address	112 Krog St
City/State/Zip	Atlanta GA 30307

Order Confirmation Message for: 2015 ABM83 Rec Soccer
Thanks for signing up for 2015 Rec Soccer. I hope you're as ready for the season as we are.

[Share](#) [Tweet](#) [My Account](#)

10. You just completed the online registration process! (Please LogOut If You Would)

Now Let's select our volunteer date!

On The Top of The Screen There Should Be An Another Tab that says Sign Up Genius (or go the volunteer page of www.richmondlittleleague.com and select Volunteer Now! Or go directly to: <http://www.signupgenius.com/go/30e094baeae2fa4fe3-volunteer> Or just ask for help!

This Will Bring Up a List of Volunteer Dates (The Game Schedules are right next to you as well if it helps pick dates).....

Just Select, or Check, Your Date (Or 2 Dates For Multiple Players)!

And Click Submit And Sign Up On The Bottom!



Enter You Child's Name in the "My Comment" Box, Enter Your info in the 4 Account Lines, Scroll Down, add your phone number, and Click "Sign Up Now"



And You Are Done Volunteering!

Before You Go!

Please Check In With A Volunteer (By The Door)...Make Sure We Have A Photo of your Birth Certificate and Proof of Residency...That You Get Your Raffle Tickets (if selected), pay your \$150 volunteer hold check (two for multiple players), and registration fee (if not submitted online)....

Thank You!! And Please Leave This Here For The Next Parent!!