

This is an overview of the Online Registration Service and the process to be followed.

To begin, each family will create an account that reflects information about the parents, family doctor, and emergency contact. Once the family account is created, then records for a child or children that are to be registered players are added. Once each child record is created, they are then registered to a specific Program (Intramural/Travel) and the Division-Season(s). Once all registrations have been selected, check out is next where you can elect to pay by check/cash or credit card. This completes the family-player registration step. Once the on-line period closes, the RHSC leadership will begin to reconcile registration issues, assign players to teams, locate and assign coaches to teams, and establish game schedules.

This section reflects a detailed illustration of the various screen of the Online Registration Service.

To get started with the on-line registration process, click the On-Line Registration link from the RHSC website (www.redhooksoccer.com). A “Welcome Page” is presented that contains an overview of the RHSC & registration. Take a moment and read through the information.

To continue with the player registration process, click the [LOGIN] button that is found at the top.



Then proceed as necessary, as a returning or 1st time user of the RHSC system.

A screenshot of a web page titled "Login". It features two input fields: "Email:" with a yellow highlight and "Password:". Below the fields is a blue "Login" button. At the bottom, there are two links: "First time? [Create An Account](#)" and "Forgot your password? [Click here.](#)".

For a returning user, you will be taken to your “My Account” screen (scroll down to that section of this document)

For a new account, you need to provide a base amount of information. There are 3 separate screens of information;

- 1.) Base Account Info,
- 2.) Adult Contact, and
- 3.) Emergency Contact.

This reflects the Base Account Info screen. Please note that the email and password is what you shall use to access the system hereforth... so make a note of it somewhere for future reference. Complete the information and click [DONE] to proceed...

Login information will be used to log back in to your account.

Login Info

*Email:

You'll use this to login

*Confirm Email:

*Password:

*Confirm Password:

This is just to get started, you can add other addresses and phones later.

Account Info

*Street:

*Zip:

*City: *State:

*Home Phone:

Example: 555-555-5555

Done

The next two groups of “New Account” contact information that needs to be provided is launched from the follow-on page...

Click below to specify Contact information for your account:

Account Contact (Adult): [Go](#)

Emergency Contact: [Go](#)

This reflects the Adult Contact information page...

General Info

*First Name:

*Last Name:

Middlename:

Nickname:

*Relationship to Child:

Contact Info

Address: ## Street Name
Red Hook, NY 12571 [Change](#)

Account Email: email@something.com

Optional Email:

Use these fields to add extra emails just for you

Optional Email:

Home Phone: 845-758-4424 [Change](#)

Cell Phone:

Work Phone:

This reflects the Emergency Contact information page...

Account Info

*Street:

*Zip:

*City: *State:

*Home Phone:

*Email:

Emergency Contact

*Firstname:

*Lastname:

*Relationship to Child:

*Home Phone:

Cell Phone:

<< THIS IS THE MY ACCOUNT PAGE >>

Once the background information is complete you can do many things from here. This is where you are taken after LOGIN for those returning account holders.

To continue with player registration, you may need to enter child record(s), this is done by clicking the [Add Children]...

My Account			
Edit Account	Change Password	Order History	Help
Address	Contact	Emergency Contact	
## Street Name Red Hook, NY 12571	email@something.com 845-758-0000	eFirstname eLastname Home: 845-758-0000	
Children	Add Children		
To add children, click the Add Children button above.			
Adults	Add Adults		
To volunteer to coach, click the register button next to your name.			
Register	DadFirstname	Edit	
No registrations			

NOTE: For the RHSC to know about a spouse/partner, click [Add Adults]...

As you can see, numerous other capabilities are provided as they relate to your account. Certainly editing any piece of information over time is important as things change and become outdated. We need you to help us with this... especially email and phone information as we will leverage the on-line system to communicate with you. You can also review your Order History (i.e. previous registrations). Keep in mind that the RHSC on-line registration history began with our Fall 2007 season for Intramural and Fall 2006 season for Travel.

The following illustrates the Child entry screen that creates a child record in the system...

General Info

*First Name:

*Last Name:

Middlename:

Nickname:

*Gender:

*Birthdate:

Format: mm/dd/yyyy Example: 05/22/1991

*Grade this Fall 2007:

Medical Info

*Dr. Name:

*Dr. Phone:

Medical Issues:

List any condition you want us to know about.

*Medications:

If none, type 'None'.

*Allergies:

If none, type 'None'.

Once the Child record has been saved, repeat this step to enter any other child that does not have a record and wishes to be registered.

To formally register the child/children for play in an upcoming season (you only have created a person record), click the [REGISTER] button by their name...

Children [Add Children](#)

To register a child to play, click the register button next to their name.

"YourChild" [Edit](#)

No registrations

The next page that displays reflects the RHSC Programs that are active. We suggest that you review the provided information and then proceed with registration by selecting the [Register to Play] button within the specific section (most likely Intramural).

The next screen lets you choose what “Division-Season” you wish this child to be registered for...


*Division:

Is parent interested in coaching?
Indicate if you would be willing to coach

Comment:

[Continue](#)

After clicking [Continue], review the concert page. Click [I Agree] to proceed to perform another player registration or checkout...

 You have created a new registration for the following person. You can either finish this registration by clicking **Check Out** or register another person by clicking **Register Another Person**.



Shopping Cart		
Lastname, First	2007-2008 Intramural	\$30.00
	Club Fee	\$55.00
Amount Due:		\$85.00

[Register Another Person](#) [Check Out](#)

Once all players are registered, proceed to [Check Out]. The service has 2 payment options, check or credit card...

Choose the payment option that you would like to use.

You will be given instructions on the next page

[Check](#) [Credit Card](#)