

- 1. To register your child or children, please visit the league website at <u>www.kimbertonyouth.com</u> and click the Registration Button.
- 2. To create a new account, click on the **Create an Account** link. See screenshot below.



- 3. Enter the email address and password you want to use to log in to your account. Click **Create User**.
 - a. Additional emails can be added later.
 - b. You should receive a confirmation email at the email addressed you registered
- 4. Fill out the Personal Information form with the necessary details. Click the **Create Account button** at the bottom of the form.
 - a. Please note: Use your cell number if you wish to receive team texts from your coach



- 5. After you create an account, you have the option to add additional Adults to the account. Enter the necessary information and click **Save**.
 - a. Please note: This user will receive team and league related emails if an account is created.
- Once the family account is setup, you will have the option to register yourself (as a coach) or to register a player for the season. Select the radio button to indicate you are registering a **new** child for the season and click the **Register Now** button.
 - a. You are only able to register ONE player at a time.





- 7. Fill in the player's **General Information**, and sign the Insurance and Picture Waiver by choosing **Sign** from the drop downs.
 - a. Please ensure the **Birth Date** field is entered in the correct format i.e. 01/12/2016.
- 8. When complete, click **Save**.
- 9. Select the correct School District from the drop down on the **Extra Information** page and click **Continue**.
- 10. The Division your child should play in will appear with a brief description. Click the **Register as a Player** button.
 - a. If this isn't the division you'd like your child to play in you'll have to address that later in the special request section.
- 11. Fundraising Support page and Special Requests: Please fill out all fields and click the Continue button at the bottom of the page.
 - a. Please note: Not all the fields are required to complete registration.
- 12. Please click the I Agree button, after you have read the Parental waiver and Consent Form.
- 13. Once complete, a **Cart Summary** page will display your registered player and a summary of information from the registration process.
- 14. To register additional players, please click the **Register** button
 - a. Please note: You will repeat the registration process for each additional player.
- 15. Once all players have been registered, click the **Checkout** button.

Your order is NOT yet complete.



- 16. Select the Pay with Credit Card button, on the next screen.
- 17. Once complete, you will get an **Order Confirmation** page which includes other important league information. This information will also be emailed to your email address for future reference when you click **Done.**

*IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE WITH REGISTRATION PLEASE CONTACT kimberton1955@gmail.com