

New Online Registration!

How to Register Online

1. Go to our website
2. Click on the registration menu item and then click the “Register Online” button
 - a. This will take you to the start of the registration process Welcome Page
3. All parents will have to create an account since online registration is new this year. Even if you are a returning player, you will have to create an online account.



The image shows a web form titled "Returning Users". It contains two input fields: "Email" and "Password", both marked with a red asterisk. Below the "Password" field is a blue link that says "Forgot my password". A "Login" button is positioned below the "Forgot my password" link. A horizontal line with the word "OR" in the center separates the login section from the registration section. In the registration section, the text "New Users" is displayed above a "Create Account" button. A red oval is drawn around the "New Users" text and the "Create Account" button. At the bottom left of the form, there is a question mark icon followed by the blue link "Why do I need to create an account?".

- If you are a returning player, you should enter in the required fields (Player Name, Player Last Name, Birth Date, Mother's Month and Day of Birth and Home Phone) and then click "FIND". This will look up your existing information if you are a returning player. If it finds a match based on the info you typed in, the system will ask you to verify if you are that matched player.

New Account Creation

STEP 1 2 3

Has anyone in your family participated with this organization in the past? This first step will locate existing records so that you don't have to enter the information again.

Find Existing Player(s)

Player First Name *

Player Last Name *

Birth Date *

Mother's Bday (MMDD) *

Home Phone *

If it is you, click "Log in With This Account" to continue creating your online account. If the player found is not you, click "None of These Apply – Continue Creating New Account".

We Found A Participant That Appears To Be The Same One That You Are Registering

Participant	Location	Last Reg	Phone	Notes	Click One To Continue
TOMMY TEST	123 E St	1/22/2009	(xxx) xxx-7777	Login Already Exists UserId = tom.test@active.com	Login With This Account Forgot Your Password?
					None Of These Apply - Continue Creating New Account

[? Questions](#)

5. If you brand new to the organization, please click “Skip” to proceed to account creation.

New Account Creation

STEP 1 2 3

Has anyone in your family participated with this organization in the past? This first step will locate existing records so that you don't have to enter the information again.

Find Existing Player(s)

Player First Name *

Player Last Name *

Birth Date * 1-Jan Day Year

Mother's Bday (MMDD) *

Home Phone * () - -

6. If your player info is not found or you are a new player, you will then select “Registering a youth in my family” and click “Next”.



We did not find any existing participant information.

Please tell us what you will be registering for:

Registering a youth in my family.

Registering myself or another adult in my family.

7. Fill out all of the fields required for the “New Account Creation Process”. This involves entering in the primary guardian info, secondary guardian info, as well as all family members. You will also create a user email and password which will be your login in for seasons to come as well as the way you check your child’s registration status.
REMEMBER YOUR LOGIN AND PASSWORD AND BE SURE TO WRITE IT DOWN SOMEWHERE. When finished click “Next”.
8. Verify your information is correct and click “Next”
9. You will be brought to “Your Account” page

10. Click the “Register” button next to the family member you want to register.

Account Members

Member	Relation	
TOM TEST	Primary Guardian	Register
TOMMY TEST	Family Member	Register

11. Select the program you are signing your child up for by clicking the yellow “Add to Cart” button.

▼ All Programs

Activity	Description	Cost	
U6 - U19 Recreational:Fall 2008	This is our CYSA Division 4 recreational program for players aged 4 - 18. The cost is \$100 before September 1st and \$110 after.	\$100.00	Add to Cart
U10 - U19 Division 3:Fall 2008	This is our CYSA Division 3 traveling program for competitive players for players aged 8 - 18. Tryouts are required and you must receive an invitation before registering. The cost is \$200 before September 1st and \$210 after.	\$200.00	Add to Cart

12. Fill out online registration form. Required fields are shown with red asterisk.

13. Repeat this process (Step #10-12) for registering multiple children in your family.

14. When finished registering all players in your family, proceed to the Checkout page by selecting “Check Out”.

Registrations & Status Cart

Account Members

Member	Relation	
TOM TEST	Primary Guardian	Register
TOMMY TEST	Family Member	Register

Add New Member

Account	Activity	Fee	
TOMMY TEST	U6 - U19 Recreational	\$204.00	Remove
		
		Total: \$204.00	

Note: Family Discounts are calculated and applied during the Checkout step

STEP 3: CHECKOUT ➔

[Questions](#)

15. Select Payment method (check or credit card) and then fill out required fields based on payment selection. When completed, click the “Process Payment” button to authorize payment and submit your online registration.

STEP 1 2 **3**

Online registration is hosted by Active.com on secure servers. Active will not sell, trade, or release to third parties any information that you provide.

Payment Information

Pay by Credit Card

Card Number *

Expiration Date *

Card Verification * [? what's this?](#)

Pay by Check NOTE: Not an electronic check.

Fee Summary

Participant	Description	Fee
TOMMY TEST	U6 - U19 Recreational	\$100.00
	Late Fee	\$10.00
	Scholarship Donation	\$25.00
	Raffle Fundraiser	\$20.00
	Field Fund	\$25.00
	test	\$10.00
	test2	\$10.00
	Online Registration Fee	\$4.00
	Sub Total:	\$204.00
	Total:	\$204.00

Card Billing Address

Name *

Address 1 *

Address 2

City *

Country *

State *

Zip Code *

Email Address *

[← Back](#)

[Process Payment](#)

16. The next screen that appears is the Confirmation Receipt Page

- a. **Be sure to print this for your records**
- b. A copy is also sent to you via email

17. Follow the specific instructions on the confirmation receipt page.

- c. This will give you an overview of what you paid for
- d. Remind you of electronic policies you have signed off on
- e. Inform you of what to expect next



18. **Be sure to mail in the required documents that are required for our club – your child’s registration will not be completed until you do so!!!** On the confirmation receipt all of the required documents that you must mail in to complete your child’s registration are listed.

- f. New players need to submit a birth certificate
- g. All players must turn in the CYSA 1601 Membership form. **This is linked in your online confirmation receipt. All you have to do is click on the link to open your 1601. Your info collected in the online registration process has been pre-populated. Print and send to the club.**

STOP Your registration is not complete until the documents listed below have been received by the organization!

INSTRUCTIONS: The following documents must be received before your registration is complete. Cut-out the tracking coupon below and include it along with your document. This will help us in recording the receipt of the document.

Thank you,
CYSA Demo Club

 Cut along dotted line and return with document. 

<input type="checkbox"/> Payment Check A Check For \$204.00 Payable to CYSA Demo Club.	Send using the contact information below. MAIL CYSA Demo Club 111 B Street Pleasanton, CA 99999												
<input type="checkbox"/> 2x2 Photo Of The Player This will be used on the player pass. Must be received prior to 9/1/2008 or a \$10.00 late charge will be assessed. The player will not be assigned to a team until all required documents and payments are received.													
<table border="1"> <thead> <tr> <th>PARTICIPANT</th> <th>PLAYERID</th> <th>PROGRAM</th> </tr> </thead> <tbody> <tr> <td>TOMMY TEST</td> <td>TT0510960101</td> <td>U6 - U19 Recreational</td> </tr> </tbody> </table>	PARTICIPANT	PLAYERID	PROGRAM	TOMMY TEST	TT0510960101	U6 - U19 Recreational							
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<input type="checkbox"/> Birth Certificate New players must send a copy of your birth certificate. This is where you can override the default program text.	Send using the contact information below.												
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<input type="checkbox"/> CYSA Membership Form (1601) This is used to ensure that your child gets adequate medical care in the event of an injury. Please Print, sign, and turn in to your club administrator. Thank you. Must be received prior to 9/1/2008 or a \$10.00 late charge will be assessed. The player will not be assigned to a team until all required documents and payments are received.													

19. If you are a volunteer, please be sure to fill out the [CYSA Team Official Registration & Risk Management Disclosure](#) form.
20. Once you have mailed in the appropriate documents, you are now finished with Registering Online! Thanks for participating. Please check the website for any news or updates.