



# Spring-Klein Baseball

"More kids playing more baseball"

## SKSA Youth Baseball Online Registration User Guide

This guide provides an overview on how to use the SKSA online registration system for youth baseball signup. It will take you through the process of how to create and manage an account as well as the registration process itself.

### Registration Process Overview

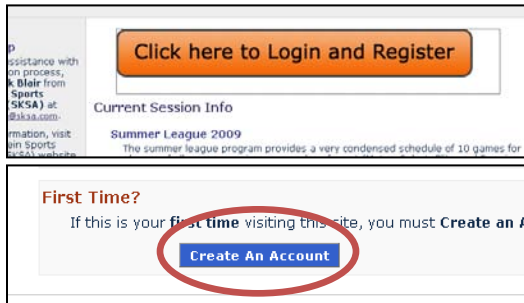
The basic process for registration is as follows:

1. Create a registration account to manage records for parents/guardians and players.
2. Create player/child and additional adults on the account
3. Register a player/adult for a program, whether a baseball program or volunteer for coach, team mom etc.
4. Process your payment (online with credit/debit card)

### Creating a Registration Account

The first step in the online registration process is to create a system account that will be used to manage the players and adults on the account. Use the following process to create a new account:

1. **Click here to login and Register** button and then press the **Create an Account** button on the next screen.



2. Enter the required information on the **Login Info** form and press **Next**.

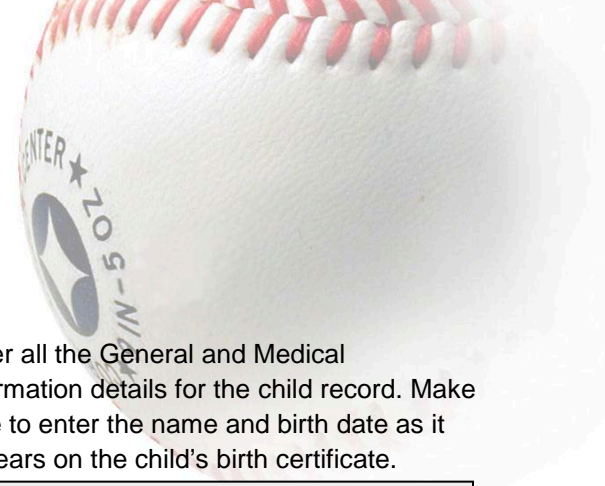
3. Next you will provide the account owner contact information and press **Next**.

4. Next please provide emergency contact information and press **Next** to continue.



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- At the **Account Setup Complete** screen you can then add a child, register or manage your account.

**Account Setup Complete**  
Your account setup is complete, but you still haven't registered. Select an option below:

- Add a Child** - If you'd like to register one of your children
- Register Myself** - If you'd like to register to coach or volunteer
- Go To Account** - Edit account settings, create and register people

## Adding a Child

In order to register a player for a program you will need to add a child to your account.

- From the **Account Setup Complete** screen press the **Add a Child** button or from the **My Account** Screen press the **Add Children** link.

- Enter all the General and Medical Information details for the child record. Make sure to enter the name and birth date as it appears on the child's birth certificate.

Press **Save** to finish creating the child record.

## Adding an Adult

You can add additional parent/guardian records for the account to make sure all necessary contact information is in the system. These records are also used to register as a volunteer for managing, coaching, team mom etc.

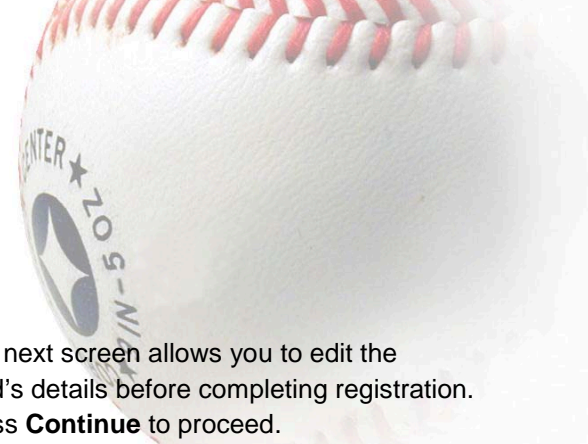
- From the **My Account** screen press the **Add Adults** link.

Enter the required information and press the **Save** button to add the additional adult to the account.



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## Register a Player

To register a child for a baseball program use the following process.

1. Press the **Register** button next to the child's name.

SPring, TX 77388 281-3

**Children** [Add Children](#)

To register a child to play, click the register button.

**Register** **Player** [Edit](#)

No registrations

2. Sessions that are available for the selected child will be displayed. Press the **Register to Play** button for the desired session

Choose a Session

Player was born on Nov 18, 1998 and is currently 10 years old

**Summer League 2009**

The summer league program provides a very condensed schedule open class format (Metro, Select, Elite and Premier all welcome). Total sessions as 5/6, 7/8, 9/10, 11/12, and 13/14 in order to increase the number of games played during the week in a double header format. The season is the last week of July.

Divisions	Price	Children Born
10U	\$90.00	May 1, 99 - May 31, 00
Summer League kid pitch for players ages 9-10. Total Players will be provided a hat and shirt.		
12U ( Play Up )	\$90.00	May 1, 01 - May 31, 02
Summer League kid pitch for players ages 11-12. Total Players will be provided a hat and shirt.		

**Register to Play**

Note that at the top of the screen a progress bar tracks your overall purchase process.



3. The next screen allows you to edit the child's details before completing registration. Press **Continue** to proceed.

Editing Child

Please confirm this person's info before registering.

**General Info**

\*Legal First Name:

Nickname:

The name this person goes by

\*Last Name:

Middlename:

\*Gender:

\*Birthdate:

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

\*Grade this Fall 2009:

**Medical Info**

Medical Issues:

List any condition you want us to know about.

**Continue** **Cancel**

4. Next you will be able to select the division, or age group, for this child. A child can never "play down" in a division but there are opportunities for a child to "play up" where a player can participate in an older age group. Press **Continue** to proceed.

Summer League 2009

\*Division:

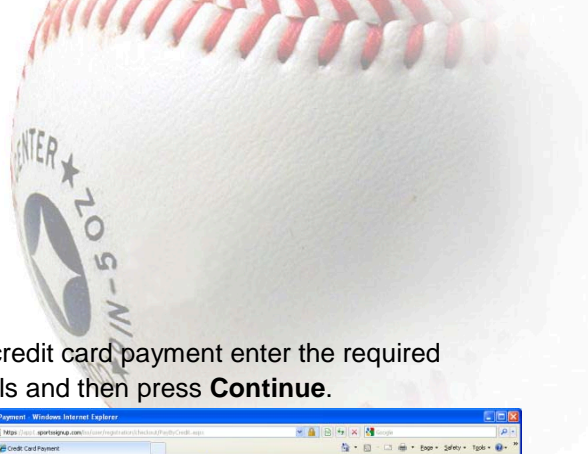
Comment:

**Continue**



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- 5. The following screen is the medical and liability consent form which must be accepted in order to participate in any program. Press **Agree** to continue.

Consent

**Consent**

**Medical Treatment Consent:**  
As the parent/legal guardian of the named player below, I hereby give my consent for the player to receive whatever emergency medical care prescribed by a duly licensed medical provider, whether or not such care is necessary to preserve the life, limb or well being of the player.

**Liability Waiver:**  
I, the parent/guardian of the named player identified below, agree that, by my player will abide by the rules of the Spring Klein Sports Association (hereafter "SKSA") and related entities. Further, I recognize the possibility that physical injury and baseball activities. Therefore, in consideration for SKSA accepting and permitting participation in baseball programs and activities I HEREBY RELEASE, DISCHARGE, SKSA, its affiliated organizations, related entities, sponsors, officers, directors, personnel, including but not limited to the owners of the fields and facilities utilized for such activities, injury, death, harm, damage or otherwise arising from, resulting from, and/or participation in baseball, including but not limited to the transportation of the player to and from such activities (which transportation I hereby expressly authorize).

- 6. Next the Shopping Cart screen will display any in-progress orders and offer the option to either check out to continue shopping to register additional players or adult volunteers. To make payment press the **Check Out** button.

Registration is **not** complete. You can complete this registration by clicking on the **Check Out** button.

**Shopping Cart**

Person	Session	Division	Role
Player, Player	Summer League 2009	10U	

- 7. At the checkout screen select **Pay by Credit Card** type and then press **Continue**.

Payment Method

Payment Method: Select the payment method option that you would like to use.

**Test mode.** Electronic payment methods will not actually be charged.

Pay By Credit Card  
(MasterCard or Visa)

Cash

**NOTE:** If you want to pay by cash or check you must do so at "in-person" registration. SKSA no longer accepts mail-in payments. See the SKSA website for dates.

- 8. For credit card payment enter the required details and then press **Continue**.

Credit Card Payment

Using a Debit Card?  [Click Here](#) to Read an Important Notice

**Billing Information**

Name:   
Street:   
Zip:   
City:   
State:

**Card Information**

Allowable credit cards types: Visa, MasterCard

Number:   
Exp. Date:    
Exp. Date:

- 9. Finally you must confirm your order to process payment for the registration.

Confirm Order

**Shopping Cart**

Person	Session	Division	Role
Player, Player	Summer League 2009	10U	

- 10. You will then be presented with a receipt page that you can print for your records. You should also receive an email confirmation with these details.

## Register an Adult

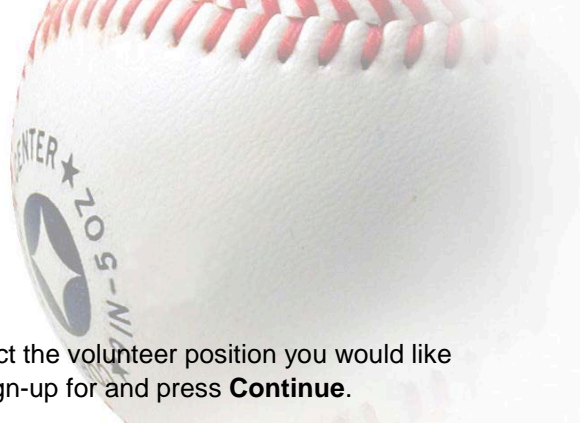
In order to volunteer to help with the league as a manager, coach, team mom etc. you can register to let us know you want to participate.

**NOTE:** Managers must register.



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1. At your account home page locate the adult that you want to register and select the **Register** button

Adults [Add Adults](#)  
To volunteer to work with a team, click the Register button next to your name.  
**Register** Brian Larkin  
No registrations

2. Select the session you would like to volunteer for and press **Volunteer**.

Choose a Session  
Registering: Brian  
**Volunteer to work with a team - Summer League 2009**  
By volunteering to coach/manage a team, you are expressing your offer to help our administrator will assign you to a team if they need you and you meet their required requirements. You must complete the 'Checkout' process to complete your registration.  
**Volunteer**

3. Confirm/enter the detail for the volunteer. Press **Continue** to proceed.

Editing Adult  
Please confirm this person's info before registering.

**General Info**  
\*Legal First Name:   
Nickname:   
\*Last Name:  The name this person goes by

**Contact Info**  
Address: 22314 Bridgestong  
Spring, TX 77388 [Change](#)  
Account Email:   
Optional Email:   
Optional Email:  Use these fields to add extra emails just for you  
Home Phone:  [Change](#)  
Cell Phone:   
Work Phone:

**SportsSignup Offers**  
From time-to-time, SportsSignup sends out special offers, tips, and sponsor information to our members, coaches, and players.  
\*Can we add you to our mailing list?  No thanks.  I can opt-in at a later date if I change my mind.  
We do not disclose/sell contact information to third parties. [Privacy Policy](#)

4. Select the volunteer position you would like to sign-up for and press **Continue**.

Summer League 2009  
\*Role:  Choose the role you're volunteering for  
\*Division:  Choose the division you want to coach.  
Comment:   
**Continue**

5. Select the division or age group you want to sign-up for and press **Continue**.

Summer League 2009  
\*Role:  Choose the role you're volunteering for  
\*Division:  Choose the division you want to coach.  
Comment:   
**Continue**

6. At the shopping cart screen you can either select to continue shopping to add more registrations or press **Check Out** to complete your order.

Registration is **not** complete. You can complete this registration by clicking **Check Out**, or continue shopping.

Person	Session	Division	Role	Total
Larkin, Brian	Summer League 2009	10U	Manager	

**Continue Shopping** **Check Out**

Please note that until you confirm your order it is not complete. Check your order progress bar, it should indicate **DONE**.

→ PAY → **DONE**