



# Spring-Klein Baseball

"More kids playing more baseball"

## SKSA Single Player Registration Overview

This guide provides an overview on how to register single players for Metro baseball programs via the SKSA web site.

The online system allows parents or guardians to create accounts through which they register players for the various SKSA baseball programs. With a single account you can manage multiple players and register from season to season without having to provide all the same information over and over again. Once an account is established the information stays with the account so subsequent registrations are quick and easy.

Please note that regardless of whether you choose to register on-line or at in person registration, the web registration system and procedure outlined here will be used. The only reason you need to go to in person registration is to drop of your payment if using cash or a check. There is league representation at the in person sessions in case you have any questions or need assistance with registration, but otherwise this can all be done from the convenience of your home computer.

The basic process for registration is as follows:

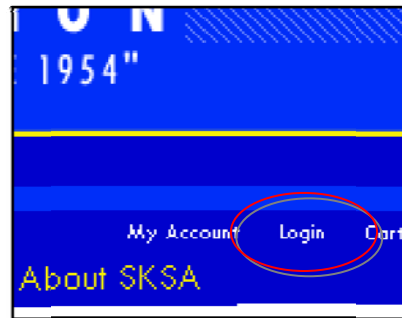
1. Create Account/Login
2. Select registration
3. Select program and age group(s)
4. Add selected programs to cart
5. Assign registrants and volunteers to programs
6. Complete/confirm registration form details
7. Make payment

## Creating an Account

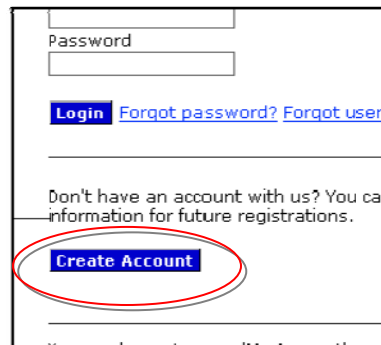
If this is your first time registering via the web site you will need to create an account. This account will be used by parents or guardians to

sign-up players for various Metro baseball programs. If you already have an account just login to the web site and skip to the next section, **Player Registration**.

To create an account click the **Login** link on the top right portion of the web screen as shown here.



The login screen will display and you should click the **Create Account** button to start the process of opening a new account.



Next the account creation screen will display. The account creation screen contains several fields that are required which are marked with "\*", these must be provided for the new account to be accepted. Please fill the form out as completely as possible. When entering the username field you can use the **Check Availability** button to make sure your desired name is available prior to entering all the information.



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Once the form is complete, press the **Save** button to continue.

**Account**

Tip: When creating an account, the first person entered will be considered the primary account holder. It is appropriate to choose a responsible adult to fulfill this role.

Username  \*

[Check Availability](#)

Password  \* Confirm Password

First Name  \* Middle Name  Last Name  \*

Email  \* Confirm Email  \*

Birthdate

Street 1 \*

Street 2

City \*  State \*  Texas

Zip \*

Home Phone  \*

Work Phone  Extension

Cell Phone

Emergency Phone

Yes, please send me emails about SKSA special events, offers and promotions.

[Save](#)

**NOTE:** The "Yes, please send me emails..." option is only to allow SKSA to send you updates related to this account and important league information. SKSA does not sell your account information or use it to sell products

After pressing save the account screen will display if all information was entered and accepted. This completes the account creation process.

**My Account**

Family an | [Order & Payments](#) | [Info](#)

**View Family**

Last 6 Months

**Account Owner**

test me

No activity in selected timeframe

[Add account member](#)

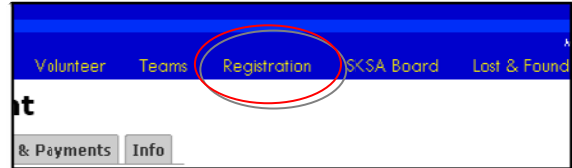
[Create username](#)

[Edit](#)

[Logout](#)

## Player Registration

To register please make sure you have logged in with your SKSA account first. Press the **Registration** link at the top of screen to begin the registration process.



## Program Selection

The registration page will provide various details about the programs currently available. To register for a specific program click the appropriate link at the bottom of the page for your league type and age group as shown here.

**Programs**

Categories

Available Categories

[Summer League](#)

[9-14 A \(Individual Players and Friendship Teams\)](#)

[Select Baseball \(7-14 Preformed\)](#)

[Select Preformed](#)

[Open Preformed](#)

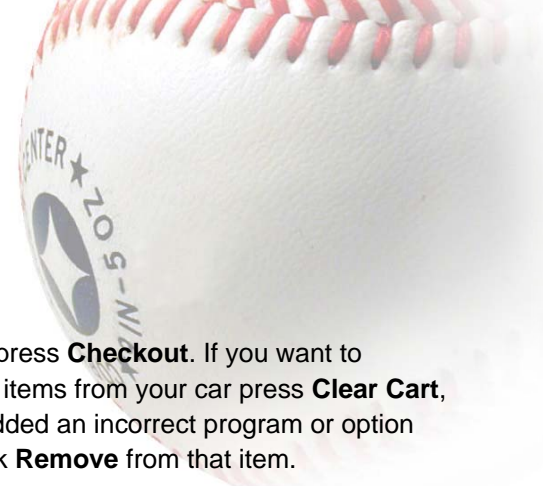
Depending on the program selected you may be presented with additional options for age groups. Select an available option to continue.

Programs	Status
<a href="#">9U Fall 2008</a> 9U Kid Pitch	Available
<a href="#">10U Fall 2008</a> 10U Fall 2008	Available
<a href="#">11U Fall 2008</a> 11U Fall 2008	Available
<a href="#">12U Fall 2008</a> 12U Fall 2008	Available
<a href="#">13-14U Fall 2008</a> 13-14U Fall 2008	Available



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The Program Detail page will then be displayed where you will be prompted to add the required programs and quantities to your "cart".

For single player registration select the **Individual Registration** option. If you have multiple players registering for the same program and then enter the correct quantity and press the **Add to Cart** button.

[Programs](#) > [9-14 A \(Individual Players and Friendship Te](#)

Program Duration: 9/15/2008 12:00 AM - 11/1/2008 11:59 PM  
 Program Location: Spring Klein Sports Association Area

**11U Fall 2008**  
 192 spot(s) left

11U Fall 2008 Friendship Cost: \$130.00 Qty  [Add To Cart](#)  
 Registration Duration 7/29/2008 9:29 PM - 9/15/2008 11:59 PM

Individual Registration Cost: \$130.00 Qty  [Add To Cart](#)  
 Registration Duration 7/29/2008 9:28 PM - 9/15/2008 12:00 AM

## Volunteer Options

For each program registered you will be prompted as to whether you would like to volunteer. Volunteer positions include team parent, coach, manager etc. Our league is run by volunteers and is not possible without that commitment. Please consider volunteering. Select an option and press **Continue**.

**Volunteer Options**

Please select *I want to volunteer* if you'd like particular program.

**Volunteer**

I want to volunteer  
 I do not want to volunteer

[Continue](#)

## Cart

Next the cart screen is displayed with your current selections. If you have another player you would like to register with a different program press the **Continue Shopping** button

otherwise press **Checkout**. If you want to remove all items from your car press **Clear Cart**, or if you added an incorrect program or option simply click **Remove** from that item.

**Cart**

Item	Price	
11U Fall 2008	\$130.00	<a href="#">Remove</a>
Volunteer for 11U Fall 2000	\$0.00	<a href="#">Remove</a>
<b>Sub Total:</b>		<b>\$130.00</b>

[Continue Shopping](#) [Clear Cart](#) [Checkout](#)

## Checkout

You will finalize your orders in the check out process and assign persons to the specific programs you have selected. If you need to add new persons to your account you will be able to do that within the process as well. Person records include the details for players and volunteers that will be assigned to the specific program. Any person records added to your account here will be available at future registrations which will make the process faster the next time.

You will notice that until a person is assigned to the registration or volunteer options you cannot complete the registration process. For player registrations select the **Assign a registrant** link on that line item as shown here. For volunteers you will select the **Assign a volunteer** link.

(1 Item)

Status	Cost
<del>Not Ready To Register</del> <a href="#">Assign a registrant</a>	\$130

(1 Item)

After selecting the **Assign a registrant** link a list of persons available in your account will be displayed. You will have the option to create a



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new person if needed as well. To add an existing person select that person from the list, or select **Create a new person to add** to make a new person record in your account. Press **OK** to continue.

A dialog box with a list of names: Jonathan Aaron David Larkin, Kimber Larkin, Matthew Larkin, Trent Wightman, and Create a new person to add. There are radio buttons next to each name. At the bottom are 'OK' and 'Cancel' buttons.

If you chose to create a new person please fill in the required information and press the **Create New Person** button.

**Registrant**  
Please complete the following information for the person you are registering.

First Name \* Middle Name Last Name \*

Email Confirm Email  
testme@testme.com

Birthdate

Home Phone \*  
1231231234

Emergency Phone

12345, test, TX 12345  
 New Address

Street 1 \*  
Street 2

City \* State \*  
Texas

Zip \*

Yes, please send me emails about SKSA special events, offers, etc.

**Cancel Create New Person**

The name will be added to the list of available persons and you can select them from the registrant list and assign them to the program.

When the program registrant is properly assigned you will see that the status has changed to **Ready** and the checkout process can continue.

Registration Item (1 Item)	
Type	Status
1:1U Fall 2008	<b>Ready</b> Registrant: <a href="#">Matthew Larkin</a> <a href="#">Assign different registrant</a>

To continue the registration process press the **Continue Registration** button at the bottom of the page, or press **Continue Shopping** to return to the registration page to add more programs.

## Registrant Details

The next step will be to add or confirm the registrant's details and complete the registration form. Please be sure to enter all required fields and read and accept the leagues liability waiver and consent sections. All required fields are marked with a "\*". At this screen you can also request a specific coach or friend to play within the designated fields. Reasonable efforts are made to honor these requests, but in some cases circumstances may prevent a request from be fulfilled. Press the **Continue** button at the bottom of the page when finished with the form to proceed.

**Matthew Larkin - 1:1U Fall 2008**

Additional Registration Information

Player's School \*  
If OTHER was selected above, please enter your school name.

Friend Request

COACHES ONLY: IF THIS PLAYER IS PART OF A FRIENDSHIP TEAM, PLEASE INCLUDE THE COACH'S NAME. FAILURE TO INCLUDE THE COACH'S NAME WILL PLACE THE PLAYER IN THE OPEN DIVISION.

**Continue**



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## Volunteer Question

If a volunteer option was selected those options will now be presented. Please make a selection and then press **Continue** to proceed.

**Volunteer Question**

**Brian P Larkin - Volunteer**

Volunteer Type  
 Select One \*

- Select One
- Baseball Board
- League Coordinator
- Committee Member
- Scorekeeper
- Registration
- Manager
- Assistant Coach
- Team Parent

credit, or another special circumstance applies and has been addressed with the league, but typically this is not used. Enter the provided number or just press **Next** to continue.

**Edit Cart**

Progress:  =>  =>  =>

**Promotions**  
 If you have any promotion codes you would like to use for this order please

Enter a promotion code:  
 #:

## Payment Process

The payment process is the last phase of the registration process. Here you will confirm your billing address information and select your payment option.

The next step is to select your payment type from the options provided. If you will be paying by cash or check you will need to provide that to the league at one of the in person registration sessions to complete the registration process. Select the desired option and press **Next**.

The first step is to confirm the billing address; this should match the address associated to your credit or debit card if using one of those payment options. Enter the required details and press **Next** to continue.

**Edit Cart**

Progress:  =>  =>  =>

**Payment**

Please choose your payment amount and method below to continue.

Payment method:  
 Credit Card  
 Pay By Check

**Edit Cart**

Progress:  =>  =>  =>

**Address**  
 Enter your billing/shipping address information for this order.

Billing Address:  
 Street 1\*  
 Street 2  
 City\* State\*  
 Spring Texas  
 Zip\* Country\*  
 77388 United States

The registration process is now complete. You can print a receipt at this screen using the **Receipt** button and then using the print option from your browser at the blue receipt screen.

The next step is to enter an applicable promotion code if you have been provided with one. This may apply if you have been given a

**Order Receipt**

Thank you for registering with Spring Klein Sports Association. We recommend you print it for your records.

Order Date: Thursday, August 28, 2008 1:18:41 PM  
 Order Number: 0245  
 Address: 22354 Bridgestone Palm Ct, Spring, TX 77300

11U Fall 2008  
 09/15/2008 12:00 AM 11/1/2008 11:50 PM