

Waukesha Lacrosse Club, INC. 2018 REGISTRATION INSTRUCTIONS

STEP 1: Read the following Registration Process PRIOR to registering your player.

STEP 2: Complete the Waukesha Lacrosse Club Online Registration:

- **Select REGISTER for the applicable program.**

New Members: Please create an account for your family when registering your first player. (After you click REGISTER, you will be prompted to CREATE ACCOUNT. Follow the instructions provided on the screen.)

Returning Members: Please click on “Sign In” to your account. (If you do not recall your password, enter your email and request a new password be sent to you. Check your email for a password reset link. Reset your password and go back to the registration page. **Please DO NOT create a new account for you or your family members. This will result in duplicate accounts and registration errors.**)

ALL Members:

- **Cell Phone Numbers:** Confirm you have marked “roster” for any/all cell numbers to which you wish to receive website notifications.
 - **e-Mail Addresses:** Include any/all email addresses you check regularly - you can include more than one email by separating them with commas.
- **Continue entering or updating the player information.**
 - **US LACROSSE Membership:** You will receive the following US Lacrosse Membership Requirements Notice if the program requires a US Lacrosse Membership at the time of registration. **If you have any issues with the US Lacrosse WEBSITE, please call US Lacrosse for assistance at 1-410-235-6882 ext. #102.**

US Lacrosse Requirements

This program requires a current US Lacrosse Membership through **08/31/2018**. Click continue to be redirected to US Lacrosse's website to update your membership. Once completed, you will be returned to this website to continue with your registration.

Continue

Click: Continue

New Players: Will be prompted to Create a New Membership for the player being registered.

Returning Players: Will be prompted to Renew an Existing Membership.

(Registration instructions continued onto next page.)

US LACROSSE Membership (continued):

ALL Players:

- Player information should automatically FILL from the WLC Website
 - **(Please note that your player's name and date of birth must be exactly the same on both the US Lacrosse and the WLC website registration system.)**
- US Lacrosse will ask if you are registering your son or daughter as a Player, Coach or Official.
 - Select: **PLAYER**
- US Lacrosse will ask to designate the Primary Club/Program
 - Select **WISCONSIN** in the first drop down box for the state
- Enter **WAUKESHA** in the search box. **Select ONE of the following:**
 - High School Boys Player - Select: Waukesha High School Lacrosse Boys
 - High School Girls Player - Select: Waukesha High School Lacrosse Girls
 - Youth Player (Boys or Girls) - Select: Waukesha Youth Lacrosse Club

Complete the US Lacrosse Membership process - including payment of the non-refundable US Lacrosse Membership Fee.

Once the US Lacrosse Membership process is complete, select the **GREEN "Return to Waukesha Lacrosse Club, Inc."** box at top of USL-Order Summary page.

USL - OrderSummary

Thank you for your order! Now click the green button below to be returned to Waukesha Lacrosse Club, Inc. to complete your club registration.

[Return to Waukesha Lacrosse Club, Inc.](#)

Thank You! [Print for Your Records](#)

Recipient	Item	Qty	Price	Item Subtotal	Total
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- **After being returned to the WLC Registration page:** Answer all required questions and agree to all required forms and documents.
- **PRINT and SAVE the player registration confirmation displayed on the screen when each individual player registration is complete.**
- **Select:**
 - **REGISTER ANOTHER PLAYER** - select Register another player on the bottom of the confirmation screen to register another family member.
 - **Payment Option - Select:** Pay Now to pay the \$75 Non-Refundable Deposit by credit card, OR choose to mail a check.
- **Confirmation e-mail:** A Registration Confirmation email will be sent to you for each player registration.

STEP 3: Mail appropriate player fee (if paying by check) and volunteer fee check to WLC's Treasurer (per instructions in e-mail receipt.)

(Registration instructions continued onto next page.)

STEP 4: Additional Required Documents:

- **YOUTH PLAYERS ONLY - Concussion Forms:**

- Parent and player must read the Concussion Awareness Documents
- BOTH parent and player must sign and date a completed Concussion Acknowledgment Form.
- The Concussion Awareness (Parent and Player) Documents and Concussion Acknowledgment Forms are included as links on the registration receipt for each youth player.
- A Concussion Acknowledgment Form must be received for each youth player prior to participation at the first practice. (*High School Players - this is part of the Athletic Eligibility Requirements process at each high school.*)
- The Acknowledgement Form should be turned into the respective director at the pre-season parent/player meeting.
(Youth Girls - Kim Miech, Youth Boys – Jim Bortman)

- **HIGH SCHOOL PLAYERS ONLY - Athletic Eligibility Cards REQUIRED:**

- **An ATHLETIC "CARD" is REQUIRED FROM THE PLAYER'S HIGH SCHOOL Athletic Department**
- ***Athlete Eligibility: All High School Players must meet the required athlete eligibility requirements at their respective High School. It is the responsibility of the High School player to obtain their athletic card from their High School's Athletic Department **PRIOR to the first tryout practice.*****