

IMPORTANT: FIRST TIME USERS - READ INSTRUCTIONS CAREFULLY

Register your child for Swim or Tennis team with the following steps:

1. Select **Begin Registration** for either **Minor Emergency Form, Swim or Tennis Team**
2. Select **Continue** on next page
3. Enter your **email address** (if you have multiple - be sure to use the one associated with Klahaya)
4. Select **forgot Password**
(every member already has an account with their families information entered)
5. Select **Reset my password**
6. Follow link received in email to reset password
7. Continue logging in from the **Sign in Page** as instructed
8. The next page will list all of the family members we have on file
9. Click on **Ineligible** next to your child's name (children remain **Ineligible** until you add birthdate/sex)
10. Verify information in your child's record
11. Add their **email** if you would like them to receive messages (if it is not already listed)
12. Add your child's **mobile phone number** if you would like the coaches to be able to contact them directly

***** PLEASE NOTE *****

1. **DO NOT** select "Do not email" or you will no longer receive any emails from Klahaya.
2. **LEAVE** "Roster" selected for all fields - no rosters will be made public, so you do not need to change this
3. You may add a cell **PROVIDER** but for the time being we plan to continue to use Twitter for mass text messaging

13. Enter in your child's Gender and Birth Date (required)
14. Select **Submit**
15. Your child will now be eligible for registration

*****The above steps only need to be done the first time you register*****

16. Fill in the fields on the following page, enter initials for form signatures and then press **Submit**
17. If desired, **print** the confirmation page for your records (you can always access your registration list by viewing your account through the EDIT MY ACCOUNT button on the left sidebar)

18. On the confirmation page you can register your child for another team or your other children for a team.
19. The total you owe will be automatically updated.
20. You can always find the total that you owe for team registrations by logging into your account (go to EDIT MY ACCOUNT on the left sidebar).
21. **If you change** any of your contact information under EDIT MY ACCOUNT - for billing purposes, please be sure to email **bookkeeper@klahaya.net** directly in order to ensure you continue to receive your invoices.

TROUBLESHOOTING COMMON PROBLEMS

1) Skipping a step

- a. I apologize for the detailed instructions, but most problems can be solved by following instructions carefully, step by step.

2) Email is not in database

- a. Many users have multiple email addresses, make sure you use an email that receives messages from Klahaya.

3) Email with password reset not received

- a. Check your junk mail or spam folder
- b. Although email should be instantaneous, if system is busy – there may be a delay in receiving your email – check back later
- c. Add Notification@leagueathletics.com to your address book

4) Your child's name is not listed under your account

- a. This is likely because we never received your child's name - or in some cases asked that they not be included in the directory – in either case, please send your children's first names to webmaster@klahaya.net and I will add them and let you know when you can register them
- b. If you see the option "Add Member" – you may add your child's name and information yourself