

## INSTRUCTIONS FOR REGISTERING ON THE BYAA WEBSITE

**Note:** All registrations are set as “private” on the BYAA website – all players chosen for a team will receive an email invite with a “link” to that team’s registration.

- 1) Click on the registration link you receive via email from the coach, director or other BYAA representative.
- 2) You should come to a page that briefly describes the team (at the top) that this registration is for. It will also say: This program is restricted to (male) or (female) participants and then you’ll see a Continue button. Some registrations may also have a birth-date requirement (i.e. participants born on or after a certain date), but not all registrations will have this.
- 3) Click “Continue”.
- 4) The next page will ask you to log in. Please read 4a and 4b carefully!
  - a. If you already have a member log in, type in your email address and password.
  - b. If you do not already have a member log in, just type in your email address and click submit, and a password will be emailed to you. Once you know your password, you will have to come back to the registration (link from the email - from step 1 above)
- 5) After you have successfully logged in as a member of the website, the next page will be your family’s information. You should see your name(s), as parents, and your child(ren) names. Next to those that are eligible (i.e. males or those who meet the age-requirements, if applicable), you’ll see a “register” button. **ONLY** select the register button next to the member of your family that you are registering for this team (i.e. do **NOT** register yourself for the team).
- 6) The next page will be the participant’s information. Please make sure all the fields with a red \* are completed. Also, if the date of birth field is blank, please make sure you complete that as well.
- 7) Also, make sure you select whether or not you want to receive emails and/or text messages of practice & game (event) reminders for this team.
- 8) Once you have everything completed on this page, select “submit”.
- 9) The next page should be the standard BYAA agreements. Complete all of these and then again, click on Submit Information.
- 10) The last page will be the option for you to pay online. Please follow instructions listed if you are paying online. If you are not paying online, but will be sending in a check, you can close your browser at this point. Your registration for the team will still be completed as far as the paperwork/information part of the registration - however; you will still need to pay all fees as stated to guarantee participation on the team!

If you experience any problems, please contact Carol Ward, BYAA Volleyball Director at: [nocosportsmom77@live.com](mailto:nocosportsmom77@live.com) explaining your problem and she will work you thru it.

Please note – you will not need to complete the BYAA “online forms” on the website if you have completed the online registration. All of the BYAA agreements are now incorporated into the online registration process.  
Thank You.