

# **Allendale Little League Online Registration Tutorial Manual**

*Rev 1.0*





# Allendale Little League

P.O. Box 295  
Allendale, MI 49401



## Introduction

Allendale Little League has moved to a new website. The site allows families to register players and make payments online. The sites PayPal for secure all payments. PayPal automatically encrypts your confidential information in transit from your computer to ours using the Secure Sockets Layer protocol (SSL) with an encryption key length of 128-bits (the highest level commercially available). Before you even register or log in to the PayPal site, our server checks that you're using an approved browser one that uses SSL 3.0 or higher.

This tutorial is a guide to help members register using the new website. Allendale Little League board understands there will be several questions and possible issues that may arise with this new registration system. We want to ensure every parent we are committed to helping anyway we can. During the time registration is open we will have an email address that will be monitored to try and help answer questions. This email address is [help@allendalelittleleague.com](mailto:help@allendalelittleleague.com). If you need assistance please give as much detail information as possible, a name and contact number so we can call if need be. Please keep in mind all support staff are volunteers and it may take a day or so to get back to you.



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## How to Register

Locate the Register Now button from the Allendalelittleleague.com home page and click it. The button is located on the right side of the page

Sponsored By



www.denooyerchevy.com  
600 E 8th Street · Holland, MI 49423  
SALES: (616) 499-3175 · SERVICE: (616) 499-3185

REGISTER NOW

Field Status

The site will show Online Registration System. All registrants that are available will show up.

### Online Registration System <sup>?</sup>

**NEW** Major Baseball

Base Cost:

Open to:  born between:  and

Status:  registrations.

[Begin Registration](#)



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Click the Begin Registration Button for what group you would like to register a player for. The registration system will not allow a player birthdates that does not meet the criteria shown.

## **NEW** Major Baseball

Base Cost:

Open to:  born between:  and

Status:  registrations.

[Begin Registration](#)

Click Continue Button if the category is correct

## Major Baseball

**NOTE:** Only Parent, Legal guardians or persons 18 years of age or older can enter information for this program. If you are not at least 18 years old and you wish to register, you will need to have a parent or guardian fill in the following forms.

This program is restricted to **male** participants born on or after **05/01/2000** and on or before **04/30/2002**.

[Continue](#)



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The site will go to an Account Sign in page. If you already have a Email registered on the site please enter it and the password. If you do not have an account already on the site, just enter a valid email address and the system will email a temporary password to that address and click the Sign In button.

## Account Sign in

Please sign in to continue with the registration process.

**New Registrants** - Enter your *EMAIL ONLY* and click Sign in. A temporary password will be emailed to you. Once logged in, you can change your password.

**Forgot your Password?** - Enter your *EMAIL ONLY* and click Sign in. Your password will be emailed to that address.

### Sign in

Email:

Password:   
(Case sensitive)

[Click Here](#) for help.

### PLEASE VERIFY YOUR EMAIL ADDRESS!

You must enter a valid email address to receive your password.

[Click here](#) if you have trouble logging in with the password that was emailed to you

### Note:

Please be sure to check your "Junk" or "Bulk" folder for the password email. Email providers often incorrectly flag mail from this site as bulk email. If this happens to you, be sure to specify that future mail from this site be placed directly in your Inbox.



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The screen will show it emailed a password. The email will come from allendalelittleleague.com DO NOT respond to this email, due to it is an unmonitored email account.

## Account Sign in

**We have just emailed your password.** Please check for your message. You may log in to change/personalize your password at anytime.

**Note:**

Please be sure to check your "Junk" or "Bulk" folder for the password email. Email providers often incorrectly flag mail from this site as bulk email. If this happens to you, be sure to specify that future mail from this site be placed directly in your Inbox.

### Sign in

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Email:

Password:

(Case sensitive)

[Click Here](#) for help.

Retrieve the temporary password from the email address that was entered. Enter the email address and password into the Sign in box and click Sign in button. Note the password will not show when it is typed.

### Sign in

---

Email:

Password:

(Case sensitive)

[Click Here](#) for help.





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Any field with a red \* is required. Break down of each section of this information. Everything highlighted in yellow is required and needs to be filled out. This is NOT the player's information, but the Guardians Information.

## IMPORTANT PRIVACY INFORMATION

Any box that has a red circle or square around it in this document with the word Public needs to be changed to Roster. This allows only the coaches to see the address information. If it is left Public it will be displayed for every user on the website to see. To make the change use the pull down arrow and select Roster

.....

**First Name: \***  **Last: \***

**Address: \***  **Public**  1.

**City, State, Postal: \***

**Country: \***

Fill out the Home Phone number. Work and cell phone numbers are optional. If you would like to receive text message a cell number is required and select a Provider. Allendale Little League does not charge for text messaging, but standard text messaging rates may apply as provided in your wireless plan.

**Home Phone: \***  **Public**  1.

**Work Phone:**  **Public**  1.

**Cell Phone:**  **Public**  1. **Provider:**   2.

If you do not want to receive emails from the site please make sure to check the box next to Do Not Email. Next enter a new personal password. This replaces the temporary password that was emailed.

**Email Address: \***  **Public**  1.  
CLICK HERE to add us as a "Safe Sender" (Separate multiple email addresses with a comma)

**Do Not Email:**   
(If checked, you will not be included in any email sent from this site which may include reminders, game change notifications and other important or urgent messages)

**New Password: \***  **Note: To protect your privacy, passwords are stored in an encrypted form.**

**Enter it again: \***





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Leave the ID box blank it is not used. If you would like to receive emails of Games and Practices please check the boxes next to Remind me of. If you would like to add another parent or guardian to the system click the box for Add another parent or guardian. The last step is click the Submit button. If a required field was not filled out it will prompt you to fix the issue.

If you have ever been issued a unique identification number by your organization, enter it below. If not, leave this field blank.

ID:

Remind me of: Games  Practices

If checked, you will receive a reminder email the day before each event your teams are involved. Grayed options indicate that it is club policy that all members receive reminders for that event type.

Fields marked with an (\*) are required for registration.

1. The dropdown menu can be used to indicate how you want the information to be used. "Private" means no one other than club administrators can view the information. "Roster" indicates that this information will only be displayed on rosters according to the viewing policy (password protected) set for that team. For team managers, coaches and adult players, you can choose to make information available to the general "Public" on rosters team home page and the Team Contacts page.

2. You can optionally receive club news items and schedule change notifications via text messages to your cell phone. Use the dropdown list to choose your cell phone service provider if you wish to receive text messages.

Add another parent or guardian?

Submit

If you added a second parent or guarding the site will show the same form for Guardian Information. Fill out the information and click the Submit button.



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Participant Information is the next screen. This is where you would enter in the player's information. The system will bring in some of the information for the player. If it is incorrect just change it. Make sure the Gender is correct. Softball registration will only allow Female's to register. The Birth Date is also need to be correct. If the date is wrong it may not allow the player to register for that age group.

## Major Baseball

### Participant Information

Enter your child's information here.

How This Information Will Be Used: the information you provide will be kept on our secure servers and NEVER shared with any third party outside of this organization and the company that hosts this website. Your personal information will only be viewed by members and technical personnel with the appropriate clearance and password. If you do NOT want certain personal information to be viewable online, choose the "Private" selection next to this information.

**First Name: \***  **Last: \***   
**Address: \***  **Roster**   
**City, State, Postal: \***     
**Country: \***   
**Home Phone: \***  **Roster**   
**Work Phone:**  **Roster**   
**Cell Phone:**  **Roster**  **Provider:**    
**Email Address:**  **Roster**   
(Separate multiple email addresses with a comma)  
**Do Not Email:**   
(If checked, you will not be included in *any* email sent from this site which may include reminders, game change notifications and other important or urgent messages)  
**Gender: \***  Male,  Female  
**Date of Birth: \***   
**School Grade:**  (number only, -1=Pre-K, 0=Kindergarten)  
Enter school grade during the 2012-13 school year.

If you have ever been issued a unique identification number by your organization, enter it below. If not, leave this field blank.

**ID:**

**Remind me of:** Games  Practices

If checked, you will receive a reminder email the day before each event your teams are involved. Grayed options indicate that it is club policy that all members receive reminders for that event type.

Fields marked with an (\*) are required for registration.

1. The dropdown menu can be used to indicate how you want the information to be used. "Private" means no one other than club administrators can view the information. "Roster" indicates that this information will only be displayed on rosters according to the viewing policy (password protected) set for that team. For team managers, coaches and adult players, you can choose to make information available to the general "Public" on rosters team home page and the Team Contacts page.

2. You can optionally receive club news items and schedule change notifications via text messages to your cell phone. Use the dropdown list to choose your cell phone service provider if you wish to receive text messages.

Submit



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Fill out all the questions on this Supplemental Information page. Please upload a copy of the player's birth certificate. This is required for any tournament play. Make sure to select the correct size shirt for the player. The league uses this to order each player a team shirt. If you are not interested in volunteering do not select anything on this question. After all information is filled out, and the agreement is read and accepted, click Submit Information button.

## Major Baseball

### Supplemental Information

Jim Doe ( )

Use the Browse button to locate a scanned copy of this registrant's birth certificate on your computer for uploading. The scanned image file should be of type .JPG, .JPEG, .GIF, .PNG or .PDF

Choose a shirt size: \*

(Choose)

Did your child participate in Allendale Little League last year? \*

(Choose)

I would like to volunteer as:

(Choose)

Emergency Contact Name: \*

Emergency Phone: \*

Relationship to player: \*

Insurance carrier: \*

Read and scroll down to accept the following agreement:

1. I/We, the parents/guardians of the above-named candidate for a position on a Little League team, hereby give my/our approval to participate in any and all Little League activities, including transportation to and from the activities.  
2. I/We know that participation in baseball or softball may result in serious injuries and protective equipment does not prevent all injuries to players, and do hereby waive, release, absolve, indemnify, and agree to hold harmless the local Little League, Little League Baseball, Incorporated, the organizers, sponsors, supervisors, participants, and persons transporting my/our child to and from activities from any claim arising out of any injury to my/our child whether the result of negligence or for any other cause.  
3. I/We agree that my child (candidate) may be required to pay out

[Click here for a printable agreement](#)

Fields marked with an (\*) are required for registration.



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Verify all the information is correct. If it is not click the change button to modify it. If you would like to register another player click the Register Another Individual button. . To make the payment to Allendale Little League click the PayPal Icon or a check can be mailed to the address. The player will not be considered registered until payment is received. If you mail a check you will receive an email confirming the registration when the league receives the check. If paying by PayPal, the player will be registered once the payment is completed by PayPal

**Major Baseball**

**Guardian Information**

First we'll need some basic information about you. Even if you're registering a child for a program, we need to start with the **guardian's (YOUR)** information. You'll be able to enter your child next.

How This Information Will Be Used: The information you provide will be kept on our secure servers and NEVER shared with any third party outside of this organization and the company that hosts this website. Your personal information will only be viewed by members and technical personnel with the appropriate clearance and password. If you do NOT want certain personal information to be viewable online, choose the "Private" selection next to this information.

First Name: \*  Last: \*

Address: \*   Public

City, State, Postal: \*

Country: \*  UNITED STATES

**REGISTRATION REVIEW**

**ATYA - Major Baseball**

NOTE: REGISTRATION IS NOT COMPLETE OR VALID UNTIL WE RECEIVE YOUR PAYMENT. Please follow the payment instructions below once you've reviewed your entries.

The cost for this program is \$75.00. Your family's total amount outstanding for all registrations and purchases so far is \$75.00.

Please pay online in our secure credit card processing center. If you have more participants to register, you may continue by clicking the button below or the link at the bottom of this page and later pay for them all using the "Pay Now" button after you've completed the last one.

**PayPal** CLICK HERE TO PAY NOW!

MasterCard VISA American Express DISCOVER BANK

Or

**Register Another Individual**

Or, Make checks payable to:

**Allendale Little League  
P.O. Box 295  
Allendale, MI 49401**

The information you've provided is as follows:

Name: **Jim Doe**

Address: **123 Main St  
Allendale, MI 49401**

Home Phone: **555-555-5555**

Email Address: **jim.doe@allendalelll.com**

Birthday: **12/20/2000**



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If you have an existing PayPal account enter in your PayPal information. If you do not have an account you can sign up for a PayPal account for free, by using Create A PayPal account. This will allow you to make a payment on your credit or debit card. There is no cost to make a payment using PayPal.

[registration@allendalelitleague.com](mailto:registration@allendalelitleague.com)

**Your order summary**

Descriptions	Amount
ATYA Registration Item number: 1026911 Item price: \$75.00 Quantity: 1	\$75.00
<b>Item total</b>	<b>\$75.00</b>
<b>Total \$75.00 USD</b>	

### Choose a way to pay

PayPal securely processes payments for [registration@allendalelitleague.com](mailto:registration@allendalelitleague.com).

#### ▼ Have a PayPal account?



Log in to your account to pay

Email

PayPal password

[Log In](#)

[Forgot your email address or password?](#)

#### ► Create a PayPal account

And pay with your debit or credit card

[Cancel and return to \[registration@allendalelitleague.com\]\(mailto:registration@allendalelitleague.com\).](#)

[Site Feedback](#) [+]

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

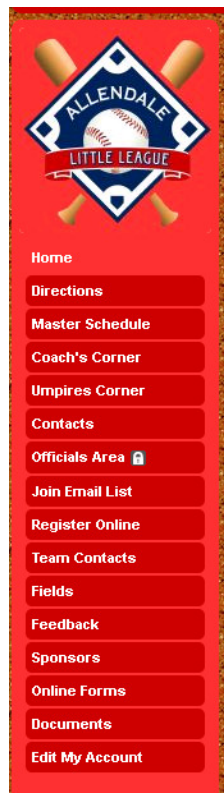


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If something happens and you have not completed the registration for any reason, it can still be modified by going to the Allendale Little League home page and clicking on the Edit My Account on the left menu.



Enter your email and password

### Sign in

Email:

Password:   
(Case sensitive)

[Click Here](#) for help.



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The screen will show Registration History and if the registrations are paid. To register a player, click on the highlighted icon. The site will take you to the Online Registration System. Click on the program you would like to register a player for.

## Family Members



Member(s):	Registration History	Date	Cost	Paid	Due
John Doe					
Children:	Registration History	Date	Cost	Paid	Due
Jill Doe					

The registration system has the Children's information already and will show if they are eligible to register in the program that was selected. To register them click on the Green Register button in front of their name

## Register Family Members



in: "Major Baseball"

Member(s):

INELIGIBLE

- John Doe

ADD ADULT

Children:

ELIGIBLE - REGISTER

- Jill Doe

ADD CHILD

### Instructions:

To register an eligible individual for the Major Baseball program, click **ELIGIBLE - REGISTER** left of their name and complete registration information .

**INELIGIBLE** = Member does not qualify for the program. Place your mouse over the button to view the cause. Click to edit the member record, if necessary.



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Fill out the information and continue on with the registration.

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**First Name: \***  \* **Last: \***

**Address: \***   <sup>1.</sup>

**City, State, Postal: \***

**Country: \***

**Home Phone: \***   <sup>1.</sup>

**Work Phone:**   <sup>1.</sup>

**Cell Phone:**   <sup>1.</sup> **Provider:**  <sup>2.</sup>

**Email Address:**   <sup>1.</sup>  
(Separate multiple email addresses with a comma)

**Do Not Email:**   
**(If checked, you will not be included in any email sent from this site which may include reminders, game change notifications and other important or urgent messages)**

**Gender: \***  Male,  Female

**Date of Birth: \***  (MM/DD/YYYY)

**School Grade:**   
(number only, -1=Pre-K, 0=Kindergarten)  
Enter school grade during the 2012-13 school year.

If you have ever been issued a unique identification number by your organization, enter it below. If not, leave this field blank.

**ID:**

**Remind me of:** **Games**  **Practices**

If checked, you will receive a reminder email the day before each event your teams are involved. Grayed options indicate that it is club policy that all members receive reminders for that event type.

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2. You can optionally receive club news items and schedule change notifications via text messages to your cell phone. Use the dropdown list to choose your cell phone service provider if you wish to receive text messages.



Filename: 202 Online Registration Tutorial.doc  
Directory: E:\2013 Little League Web\training docs  
Template: C:\WINDOWS\Temp\wz5c04\01183270.dot  
Title:  
Subject:  
Author: rapsoncr  
Keywords:  
Comments:  
Creation Date: 11/27/2012 7:18:00 PM  
Change Number: 5  
Last Saved On: 11/28/2012 8:48:00 AM  
Last Saved By: rapsoncr  
Total Editing Time: 12 Minutes  
Last Printed On: 12/5/2012 6:18:00 PM  
As of Last Complete Printing  
Number of Pages: 16  
Number of Words: 1,045 (approx.)  
Number of Characters: 5,957 (approx.)