



STEP-BY-STEP GUIDE ON REGISTERING FOR THE FALL 2013 RECREATION SOCCER SEASON

1. Go to www.lawrencehamnett.com and click on the big, orange "REGISTER NOW" button on the right side of the screen.



2. This will take you to the following screen. Click the green "Begin Registration" button.

Online Registration System

NEW 2013 Fall Recreation Program

Base Cost:

Opened: Closes:

Open to: born between: and

In Grades: to for 2013-14 School year

Status: 17 registrations.

3. The following screen will appear. Click Continue

2013 Fall Recreation Program

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 participants born on or after 08/01/1999 and on or before 09/30/2008 and within grades K to 8.

Continue

4. The following screen will appear. Click the "Create account" button on the right side of the screen.

Sign in

Email

Password

[forgot?](#)

Continue

Not a member?

Create account

If you have never registered before you'll need to create an account. If you have registered for programs in the past, sign in to the left.

Creating an account establishes a record with your organization. Once created, you'll be able to login to your account at any time to change contact information, manage communication preferences, or even make payments for online registrations.

The information you enter on this website is always secure. Under no circumstances will your information be shared with any third-parties.

5. Type in your email address and then click "Create my account"

Enter your email address and click Create my Account to get started.

Email

Create my account

Already a member?

Sign in

6. Go to your email account and look for an email from *lawrencehamnett <Notification@leagueathletics.com>*. Open up this email and click on the link that is provided in the email. *Be sure to check your Spam Folder if you don't see this email.*

We received a request to reset the password associated with this e-mail address. If you made this request, please follow the instructions below.

Click the link below to reset your password using our secure server:

<https://LeagueAthletics.com/PasswordReset/?m=VPy503q&e=hamnett%2Esoccer%40gmail%2Ecom&org=lawrencehamnett>

If you did not request to have your password reset you can safely ignore this email. Rest assured your customer account is safe.

If clicking the link doesn't seem to work, you can copy and paste the entire address above into your browser's address window, or retype it there. Once you have been directed to the password reset page, it will show instructions for resetting or creating a password.

Note: This email address cannot accept replies.

7. By clicking the link in your email, the following window will appear. This is where you will select what you want your password to be and then click Submit. Passwords must be at least 6 characters in length and are case sensitive.

Lawrence Hamnett Soccer Association

Enter Your New Password:

New password:

Enter it again:

Note: passwords must be at least 6 characters in length and are case sensitive. We recommend using mixed case characters with at least one number. Easily guessed English words are not recommended.

8. After you have successfully created a password the following window will appear.

Lawrence Hamnett Soccer Association

Password Reset

Your password has been successfully reset. Close this window and return to the sign-in form to enter your email address and new password to complete your login.

9. Now you can return to the Sign In page window and enter in the password that you just established and then click Continue.

Sign in

Email

Password

[forgot?](#)

Continue

10. Now you have entered into the registration module. First, you will need to fill in information about the player's guardian(s). We encourage you to fill out information for a second parent/guardian, too. Fields with a red asterisk are required.

- If you would like to enter more than 1 email address for yourself (work and personal) then separate them by a comma. For example, lawrencehamnettsoccer@gmail.com, joesmith@company.org
- To ensure emails from our league do not wind up in your spam folder, read and follow the information listed in the link next to the email address line that says [Add us as a safe sender](#)
- Feel free to set the drop-down to Private for your address, phone number, and email; however, even if you do choose Roster or Public, your information will not be seen by anyone.



Private ▼
Private
Roster
Public

- Leave the ID field blank
- Be careful with entering in your Password. If this does not match what you previously chose as your password this will become your new password for your account. If entering for a second parent/guardian, make sure their password is different if they have a different email address listed.

*New Password

*Enter it again

- We encourage you to add information for a second parent/guardian as the more information (phone number, email addresses, etc.) that we have on file for your player, the more places you'll be able to be contacted for weather cancellations, notices, etc.

Add a second parent or guardian?

Submit

- Please leave both check boxes blank below

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.

2013 Fall Recreation Program

Guardian Information

First we'll need some basic information about you, the Parent/Guardian. Even if you're registering a child for a program, we need to start with the your information. You'll be able to enter the child next.

*First Name *Last

*Address Roster 1.

*City, ST, Postal (zip code)

*Country

*Home Phone Public 1.

Work Phone Public 1.

Cell Phone Public 1. Provider 2.

*Email Address Public 1. Add us as a safe sender
 Do not email

*New Password

*Enter it again

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 a second parent or guardian?

Submit

11. After you have finished entering in the Guardian Information, you now will move to a screen to enter your Player's Information.

- Reminder: Player's must be born between 8/1/99 and 9/30/08 to play in our league
- Reminder to enter school grade for the 2013-14 school year
- For School Grade, please enter 0 if your player is entering kindergarten.
- Please leave the ID field blank
- Work Phone, Cell Phone, and Email Address can all be left blank for the Player.
- Please leave both check boxes blank for the Remind me of games and practices buttons

2013 Fall Recreation Program

Participant Information

Enter the child's information here.

*First Name *Last

*Address Roster 1.

*City, ST, Postal (zip code)

*Country UNITED STATES

*Home Phone Roster 1.

Work Phone Roster 1.

Cell Phone Roster 1. Provider No Text Messages 2.

Email Address Private 1. Add us as a safe sender
 Do not email

*Gender Male Female

*Date of Birth MM/DD/YYYY

*School Grade (number only, -1=Pre-K, 0=Kindergarten)
Enter school grade during the 2013-14 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.

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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.

12. Almost done...now you need to fill out the Supplemental Information page

- All information provided is entirely confidential and collected only to help our club better understand and serve our population.
- This is where you can fill in if you'd like to coach and/or volunteer in general with our club. We always need volunteers so don't be shy!
- Don't forget to scroll down on the Code of Conduct agreement and click the check box

2013 Fall Recreation Program

Supplemental Information

Clint Dempsey ()

Please indicate the school you attend: *
(Choose) ▼

Ethnicity: *
(Choose) ▼

BEST LANGUAGE (Select your best language of communication): *
(Choose) ▼

UNIFORM SIZE (Please select the size for your player): *
(Choose) ▼

Lawrence Hamnett Soccer Association is dependent on help from volunteer coaches.
Please select the box if interested in being a volunteer coach:

I would like to coach.

VOLUNTEER HELPER
Want to help our club but not interested in coaching? There are plenty of different ways you can still assist the club. We always welcome help and our club depends entirely on volunteers so your help is needed and appreciated.

Please enter your name to be a general volunteer:

Read and scroll down to accept the following agreement:

from the participation, (4) certify that I understand it is my obligation to ensure that the player is in proper physical condition to participate, and (5) consent to emergency first aid and or medical treatment for the player if I am not present or can't be contacted in a reasonable time under the circumstances.

I have read and agree to abide by the Lawrence Hamnett Soccer Association's Code of Conduct. *

[Click here for a printable agreement](#)

All information provided is entirely confidential and collected only to help our club better understand and serve our population.

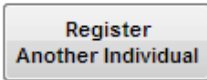
Fields marked with an (*) are required for registration.

13. Final page...your registration review page comes up. Review your information.

- If you want to print this page for your records, click the print button in the upper right hand corner



- You can change any of your information by clicking the Change... button. Do not use the Back button as this will register the same player multiple times.
- If you have other players you'd like to register, click the Register Another Individual button and this will take you back into the registration page.



- You must register and pay by these dates to receive these prices:

If You Register and Pay...	Cost Per Player
Before July 1 st (<i>Early Reg</i>)	\$60
Between July 1 st & Aug. 15 th	\$80
After Aug. 15 th (<i>Late Reg</i>)	\$100

- Information about our club's Financial Assistance policy and application can be found by clicking either of the two documents on the Registration Review page

[Click here for Financial Assistance Application](#)

[Click here for Financial Assistance Policy](#)

14. From this same Registration Review page, you can either pay now online or write and mail your check to:

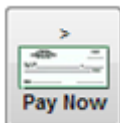
Lawrence Hamnett Soccer Assoc
PO Box 6844
Lawrenceville, NJ 08648

Please include the player's name(s) on the memo line when writing a check.

If you elect to pay now online there are 2 possible options you can choose between:

Option 1: If you want to pay by an e-check, click on the Pay Now button and follow the instructions. You will need your Bank Routing Number and Bank Account Number.

Important Note: If you change your mind and wish to pay through another method, click the Back button on your internet browser until you return to the Registration Review window again.



Option 2: If you want to pay by Credit Card or Debit Card, click on the PayPal icon



Important Note: If you change your mind and wish to pay through another method, click the Back button on your internet browser until you return to the Registration Review window again. **DO NOT** click the "Cancel and return to Lawrence Hamnett Soccer Assoc. House League" link since this will exit you completely from the registration window.

ONCE FINISHED REGISTERING ALL OF YOUR PLAYERS, YOU ARE DONE WITH THE REGISTRATION PROCESS AND CAN CLOSE OUT OF THIS WINDOW

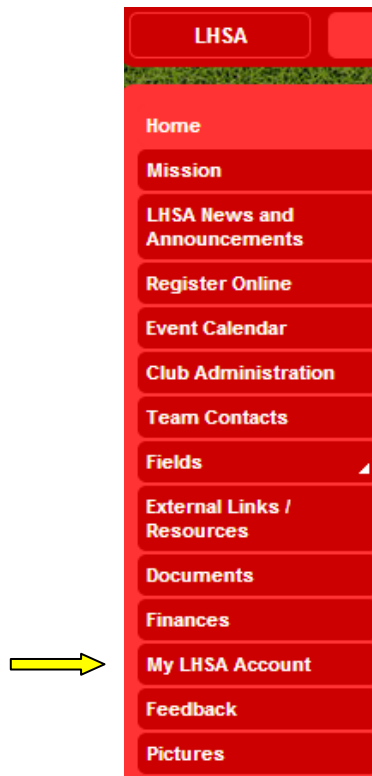
OOPS!

Didn't mean to exit out of the Registration window???

Want to see your Registration information again???

You are always able to log-in to your account and update and/or review your information as well as see your family balance. You can do so by:

- ❖ *Clicking on the "My LHS Account" button on the left side of the home page. Then, enter your email address and password and click Continue.*



QUESTIONS?

Email recinfo@lawrencehamnett.com