

Wonderland Wizards Online Registration and Credit Card Payment System Users Guide

This User's Guide gives a high-level description on how to use the new Wonderland Wizards Online Registration and Credit Card Payment System.

There are four areas covered in this document:

1. Accessing the Online Registration System
2. Getting a password for this system
3. Registering your child/player
4. Using the credit card system

Accessing the Online Registration System:

You will only need to access the Online Registration system after receiving a telephone call or email from a coach or other Wizards representative informing you of the tryout results.

The Online Registration system can be accessed by selecting the Register Online option on the left menu bar (see figure 1).

Clicking this menu option will navigate you to the Online Registration System home screen (see figure 2).

Please read the instructions on this home screen carefully. It contains information on USA Hockey Registration, Wizards Payment schedule, and late fee penalties.

You need to have a USA Hockey Registration Number for the upcoming hockey season in order to complete registration. Acquiring a number is separate from using this online system. You need to go to: <https://www.usahockeyregistration.com/> and follow the instructions to register.

USA Hockey Registration starts on April 1st for the upcoming season.

On the top of the registration instructions there is a link for a video that will provide an overview the online registration process.



Figure 1

[Properties]

Online Registration System
[Click here for an overview of registering online](#)
WONDERLAND WIZARDS 2011 – 2012
TRAVEL HOCKEY ON-LINE REGISTRATION SYSTEM

The Wonderland Wizards has provided this on-line registration and payment system to make it easier to register and pay for our programs.

There are a few important points you need to be aware of:

- The On-line registration IS REQUIRED for all players who make and commit to a Travel team.
- Before you begin, you MUST have a valid 2011-2012 USA Hockey Registration Number. This information is REQUIRED to complete the registration process. Please go to the USA Hockey website (<https://www.usahockeyregistration.com/>) and follow the instructions.
IMPORTANT: Please input the player's legal name, not nickname, for both the USA Hockey registration and the on-line registration. The player's name in both systems MUST match.
- Payments for the Wizards registration can be made by cash/check or through a secure credit card system that is part of the on-line registration process. Only VISA, Mastercard, and Discover credit cards will be accepted.
- You will still need to register through the on-line system, EVEN if you decide not to pay with a credit card.
- There will be three (3) distributed payments for travel players. The first payment will be due at commitment (after tryouts/team selection); the second payment will be due on September 1; and the third payment will be due on November 1.
Additional information on the 2011-2012 Travel Fee Payment Schedule is available under the Documents tab on the Wizards website (<http://files.leagueathletics.com/Text/Documents/1727/26619.doc>)
- There will be a \$50.00 fee assessed for late payments.
- You will need to log into the registration system using an email address. This should be the same email address that you use to receive Wizards' schedule updates and other information. You will be given instructions on how to get a login password emailed to you prior to proceeding with the registration.
- After completion of final tryouts, players will be contacted to attend their team commitment meeting. At the designated commitment meeting, all players MUST bring a copy of their online registration confirmation (online registration located on Wizards website). If you decide to pay online this year with a credit card, this confirmation page will also show proof of payment. If you would like to pay with a check, you will still need to bring your online registration confirmation page but you will then make your payment at the commitment meeting.

Figure 2

Under the online registration instructions, there are individual registration areas for each Wizards Travel team. Based on the instructions from the coach or Wizards representative, find the team that your child/player made and press the Begin Registration button (see figure 3).

The figure shows three separate registration forms stacked vertically. Each form has a blue header with 'NEW' in a red box on the left and the team name in white text on a blue background. Below the header is a grey box with registration details. At the bottom of each form is a 'Begin Registration' button. The button for the '2011-2012 Wizards Squirt A1 Travel' team is circled in red.

Team	Header	Registration Info	Button
2011-2012 Wizards Squirt A Travel	NEW 2011-2012 Wizards Squirt A Travel	Register here for the 2011-2012 Squirt A travel hockey program. Opened: 04/10/2011 Late date & fee: 04/30/2011 \$50.00 Open to: born on or after: 01/01/2001	Begin Registration
2011-2012 Wizards Squirt A1 Travel	NEW 2011-2012 Wizards Squirt A1 Travel	Register here for the 2011-2012 Squirt A1 travel hockey program. Opened: 04/10/2011 Late date & fee: 04/30/2011 \$50.00 Open to: born on or after: 01/01/2001	Begin Registration
2011-2012 Wizards Squirt B Travel	NEW 2011-2012 Wizards Squirt B Travel	Register here for the 2011-2012 Squirt B travel hockey program. Opened: 04/10/2011 Late date & fee: 04/30/2011 \$50.00 Open to: born on or after: 01/01/2001	Begin Registration

Figure 3

After selecting Begin Registration, there will be a confirmation screen to verify you selected the correct team. Please confirm by pressing the Continue button.

You will now be able to log into the system.

Getting a Password for this System

If this is the first time you are registering your child/player, then you will need to get a password to log into the system.

On the login screen, simply enter the email address you normally use to get information from the Wonderland Wizards; then press the Submit button. Leave the password field blank. A password will be immediately emailed to you at this email address. Later, you will be given an opportunity to change this password.

You can follow the same process if you forget your password. A new password will be emailed to you (see Appendix A).

If you do not know the email address that you use for Wizards emails, then please contact: wizardswebsite@hotmail.com to request this information and allow 24 hours for a response.

Registering your Child/Player

You will see one of the following screens after logging into the Registration system:

1. A list containing your child(ren) that are eligible to register with this team. This will appear if your child/player has played on a Wizards team in the past year.
2. A blank registration form (see figure 4), if your child/player is not in the system yet.

For option 1, please press the Eligible button to continue to a pre-populated registration form.

The fields with the red asterisks (*) are required fields. You will not be able to complete registration if these fields are not filled in.

Please input the player's legal name, not nickname, for the registration. The player's name in the registration MUST match the name for the USA Hockey Registration.

The USA Hockey Confirmation # is also a required field. This number will be verified upon pressing the Select button. A valid confirmation for the upcoming season is required for you to complete registration.

The screenshot shows a web form titled "2011-2012 Wizards Squirt B Travel Guardian Information". The form contains the following fields and options:

- First Name:** * (text input)
- Last:** * (text input)
- Address:** * (text input) with a dropdown menu set to "Public" (marked with a "1").
- City, State, Postal:** * (text input)
- Country:** * (dropdown menu set to "UNITED STATES")
- Home Phone:** * (text input) with a dropdown menu set to "Public" (marked with a "1").
- Work Phone:** (text input) with a dropdown menu set to "Public" (marked with a "1").
- Cell Phone:** (text input) with a dropdown menu set to "Public" (marked with a "1") and a "Provider:" dropdown menu set to "No Text Messages" (marked with a "2").
- Email Address:** * (text input containing "matt.naclerio@hotmail.com") with a dropdown menu set to "Public" (marked with a "1"). Below it is a note: "(If more than one, separate each with a comma)".
- No Email:** (By checking this box, your email address will not be included in email blasts sent from this site which may include team correspondences and/or important messages)
- New Password:** * (text input)
- Enter it again:** * (text input)
- Gender:** Male, Female
- USA Hockey Confirmation #:** (text input) with a note: "Please enter this individual's current USA Hockey Registration Confirmation Number."
- Email reminders of:** Games Practices

At the bottom, there is a legend: "Fields marked with an (*) are required for registration." and two numbered footnotes: "1. The dropdown menu to the right of some fields 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." and "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."

Figure 4

After pressing the Submit button, there will be three (3) agreements that need to be acknowledged. They are (see figure 5):

1. Assumption of Risk and Indemnity Agreement
2. Letter of Commitment
3. Parent's Code of Conduct.

You will need to scroll through each agreement. Each of these should be carefully reviewed prior to acceptance. A printable copy of each is available through the available link.

Press the Submit Information button when you are ready to continue.

You will now see the Registration Review screen. You can review/change the registration information for your child/player; register another player for the same team; continue to the credit card payment system; or print out a hardcopy of the completed registration material.

Once completed, you can press the link to return to the Online Registration Main screen.

An email confirmation (see Appendix B) will be sent to you at the completion of the registration process.

The screenshot displays a web interface for the registration process, showing three sequential agreement screens. Each screen has a title, a sub-header for the 2011-2012 season, and a scrollable text area containing the agreement text. Below each text area is a link to a printable version of the agreement.

Assumption of Risk and Indemnity Agreement
2011-2012 Season

Read and scroll down to accept the following agreement:
fully advised of the potential dangers of ice hockey and understand these waivers and releases are necessary to allow amateur ice hockey to exist in its present form. Significant exclusions may apply to USA Hockey's insurance policies, which could affect any coverage. For example, there is no liability coverage for claims of one player against another player. Read your brochure carefully and, if you have any questions, contact USA Hockey or a District Risk Manager.

I accept the above agreement *

[Click here for a printable agreement](#)

Letter of Commitment
2011-2012 Season

Read and scroll down to accept the following agreement:
We, the player and parents/legal guardians of said player, by executing this Letter of Commitment, agree to the following terms and conditions of this commitment:
1. We agree to remain with the program for the duration of the 2011-2012 season.
2. We agree to pay the full season financial obligation as set forth by the above named Connecticut Hockey Conference member program.
3. We agree not to participate in any other member or non-member program for the 2011-2012 season.
4. We understand and accept that if the above named player refuses to participate with the above named program that he/she is ineligible to participate with any other Connecticut Hockey Conference member program and must sit out the remainder of the current season.

[Click here for a printable agreement](#)

Parent's Code of Conduct
2011-2012 Season

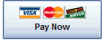
Read and scroll down to accept the following agreement:
As a parent of a Wonderland Wizard player, I agree to:
1. Emphasize fun: I will promote the playing of hockey as a positive and fun experience for my child.
2. Not pressure my child to participate: I will help my child develop internal motivation and love the game. I will not pressure my child into participating.
3. Encourage learning and development: I will strive to educate my child and myself regarding the game of hockey so my child can get the best exposure to the sport.
4. Emphasize fair play by the rules: I will always insist that my child plays fairly and by the rules.
5. Encourage the achievement of team goals: I will strive to help my child develop an appreciation for team contributions and the importance of reaching the goals and objectives, which have been defined for the team.
6. Let the coach control the game: I will not yell.

[Click here for a printable agreement](#)

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

Figure 5

Using the Credit Card System

Selecting the Pay Now button () on the Registration Review page will allow you to pay the first installment of the Wizards fees. The Payment Information screen will appear which will allow you to complete this transaction (see figure 6).

Payment Information

Billing Address:

First Name: Last:

Address: (optional)

City, St, Postal:

Country: UNITED STATES

Phone:

Email Address:


The address entered above is the same as that on file with the credit card company or bank

Items		Unit \$	Total
Qty.	Description		
1	2011-2012 Wizards Squirt B Travel	\$1,000.00 <input type="button" value="v"/>	\$1,000.00
		Total to Charge:	\$1,000.00

Payment Information:

Payment Type:

Credit Card Number: Expiration Date: Mo Year


Click to Validate
ABOUT SSL CERTIFICATES

Note: After submitting this form, you will be directed to an order confirmation page which you can print for your records. In addition, you will receive a confirmation email detailing the transaction.

Figure 6

A confirmation (see Appendix C) will be available to you at the completion of the payment process.

Appendix A – New Password email

From: **Wonderlandwizards.org** (Notification@LeagueAthletics.com)

Sent: Sun 3/27/11 10:41 AM

To: xyz123@hotmail.com

Your password for account sign-in at wonderlandwizards.org is:

xxxxxx

After sign in, you'll be able to change your password to anything you like.

Appendix B – Registration Confirmation email

From: **Wonderland Wizards** (Notification@LeagueAthletics.com)
Sent: Sun 3/27/11 11:20 AM
To: xyz123@hotmail.com

Thank you for registering with Wonderland Wizards Youth Hockey Association for the 2011-2012 Wizards Squirt B Travel program. This is a confirmation email indicating that Mst N has been successfully processed.

Payment Schedule

Payment	Due Date	Amount
First Payment	04/16/2011	\$1,000.00
Second Payment	09/01/2011	\$1,000.00
Third Payment	11/01/2011	\$875.00

Amount Outstanding: **\$2,875.00**

Next payment due **04/16/2011** for amount **\$1,000.00**.

You can pay online in our secure credit card processing center by [clicking here](#).

If you've already paid online, you should receive a separate confirmation of your payment.

If paying by check, checks should be made payable to:
Wonderland Wizards Youth Hockey

Please make a printout of this email and bring it with you to the Team Commitment Meeting.

Wonderland Wizards ImPACT Test Concussion Management Program

The Wonderland Wizards encourage that all skaters participate in the ImPACT test for concussion management. Please take the time to access our online tool to establish a baseline for your child (player): <http://www.impacttestonline.com/impactteams> (Customer Code ID: F8P9JFYUFB)

Additional information on this program is available on the Wizards Website.

Thank you for registering with our program.

To view or revise your registration information, [click here](#) to log back into the registration system where you will be able to view all your current data.

Thank you,
Wonderland Wizards Youth Hockey Association

Appendix C – Credit Card Payment Confirmation

**Transaction Approved.
Thank You for Your Payment!**

Your web invoice number is **XXXXXXXX**

Wonderland Wizards Youth Hockey Association

P.O. Box 55348
Bridgeport, CT 06610

Date / Time: 3/27/2011 5:14:29 PM

Billing Address:

Wizards Mom
123 Anywhere St
Bridgeport, CT 06610

203-555-5555

Items

Qty.	Description	Unit \$	Total
1	Registration Payment	\$xxxx.xx	\$xxxx.xx
Total to Charge:			\$xxxx.xx

Method of Payment:

Credit Card: xxxxxxxxxxxxxxxxxxxxxxxx
Expires xx/xxxx
Sage Bankcard Transaction ID: xxxxxxxxxxxx
Result: **ACCEPTED**

Print this page if you wish to have a copy of your order for your records. Note that a receipt email has also been sent to wizards.treasurer@gmail.com.