

Website Registration Process—Deadline July 1st

New Family Registration

Every family needs to register on the website by July 1, 2016. The coaches are requiring **100% participation** in the website registration process so that they can easily communicate with players and parents via text and email. All communication will come through the website communication tools and the contact information that you provide during the registration process.

The profile creation and registration process is very intuitive; however we wanted to provide step-by-step directions for reference.

Registration Process:

1. Parent/Guardian- please to go to www.wildcatsfootball.org
2. Click on the orange REGISTER NOW button located in the upper right column on the home page
3. On the next screen click on the blue CONTINUE button
4. On the next screen click on the green CREATE ACCOUNT button
5. Enter PARENT email address and click on the blue CREATE MY ACCOUNT button
6. A message will be sent to that email address providing a link to create a password
7. Click on the link in the email you receive from wildcatsfootball.org and create a password following the instructions provided on the screen
8. Once your password is created, return to the Sign In screen and enter that new password
9. Complete the Guardian Information Form; make sure to select “Roster” on all drop down menus when completing this section; when completing cell phone information please enter your cell provider under the drop down menu
10. At the bottom of the screen you are given an option of receiving game messages and practice messages—WE WILL NOT BE USING THIS FUNCTIONALITY based on feedback from parents last year; do not check those boxes
11. Make sure to check the box to add a second parent/guardian at the bottom of the page before you click the blue SUBMIT button; Coaches would like all parents registered on the system
12. On the next screen complete the Guardian Information form for the second parent with their contact information (note: each parent will have their own unique password for logging into the system); click the blue SUBMIT button
13. Complete Participant (Player) Information form; make sure to select “Roster” on all drop down menus when completing this section; For cell phone information please enter your cell provider under the drop down menu; make sure to enter the School Grade for the 2016-2017 school year; click the blue SUBMIT button

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14. On the Supplemental Information screen please join WFPA and pay for your membership online; on the drop down menu at the top of the page select the team level of your oldest player (families with more than one player can join by paying for their oldest child only).
15. Scroll down and click on the 2016 Membership drop down menu and make your selection
16. Please complete a Spirit Greeting for your player which will be printed in the annual yearbook (available to the first 100 families who join WFPA); for two players type two greetings into the dialogue box—hit enter to create space between your entries
17. If interested, you can donate to the annual Coach Kuz Scholarship fund
18. Click the blue SUBMIT button
19. From Registration Review screen you can review all the information provided and edit if necessary
20. If you are paying by check, your process is complete; make checks payable to WFPA please mail to: WFPA c/o Lisa Jost, 1133 Jessica Lane, Libertyville, IL 60048
21. If you are paying by credit card (preferred) click on the green PAY NOW button to pay using VISA or MasterCard
22. Complete your payment information and click the blue SUBMIT PAYMENT button
23. You will be able to print a confirmation page for your records and you will receive an email confirming your registration and payment

**VOLUNTEER OPPORTUNITIES ARE AVAILABLE FOR SIGN UP ON THE WEBSITE!
CLICK ON THE ORANGE “VOLUNTEER” BUTTON ON THE HOME PAGE**

Questions? Contact Lisa Jost, WFPA 2016 Membership Director at ljost@comcast.net