

Website Registration Process—Deadline July 1st

Returning Family Registration

New for 2016 Season--**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. Most families created a profile last season. We need you to follow the process below to confirm your information is accurate and up-to- date. This process is very intuitive; however we wanted to provide step-by-step directions for reference.

Note: if you are a returning family and have a new freshman player please follow this process to add your new freshman player information.

If you are creating an account for the first time and did not register last year, instructions are provided under HELP/DOCUMENTS on the left column on the website.

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 of the home page
3. On the next screen sign in using your Email and Password that you established last season and click the blue CONTINUE button
4. On the Register Family Members Screen click each Guardian/Parent's name and verify all profile information is current and accurate on the Guardian profile screen
5. 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
6. At the bottom of the Guardian profile 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
7. Return to the Register Family Members page and click on the GREEN register button next to the player's name to review each player's information is accurate (again, we will not be sending game and practice messages so do not click those boxes); make sure to select "Roster" on all drop down screens: For cell phone information please enter your cell provider under the drop down screen; make sure to verify the School Grade for the 2016-2017 school year

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8. Return to the Register Family Members page to add any additional players by clicking ADD CHILD
9. Once all player profiles are completed click on the blue SUBMIT button on the player profile creation page
10. 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).
11. Scroll down and click on the 2016 Membership drop down menu and make your selection
12. 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
13. If interested, you can donate to the annual Coach Kuz Scholarship fund
14. Click the blue SUBMIT button
15. From Registration Review screen you can review all the information provided and edit if necessary
16. 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
17. If you are paying by credit card (preferred) click on the green PAY NOW button to pay using VISA or MasterCard
18. Complete your payment information and click the blue SUBMIT PAYMENT button
19. 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