

BSC Online Registration Guide

The online registration pages are designed as a self-guided, self-explanatory set of forms, but if you encounter any issues during online registration or you are not sure about a specific item on a form, this guide will walk you through the process step-by-step and explain any 'tricky' spots in the process that we have encountered. Please note that this guide is not meant to replace the detailed instructions that are listed on each online form – please read all online instructions even while following the steps in this guide.

If you still have questions after reviewing this guide, please send an email to webmaster@brookfieldsoccer.org.

Step 1

Access the new BSC website at <http://www.brookfieldsoccer.org>. Click the **Register Online** menu item (on the left side) as shown here:



Step 2

The **Online Registration** page is displayed next. Click the **Register** button next to the program for which you would like to register:

Spring 2008 Travel Program Register

BSC forms Travel Teams for participation in the Northwest District soccer league. For the Spring 2008 season, Travel players must be born **before Aug. 1, 1999**.

Opened: Late date & fee: \$20.00 Closes:

Open to: born between: and

Residents of:

Spring 2008 F-Division Program Register

The F-Division program is designed to build on the basic soccer skills learned in Clinic and also start introducing players to more formal game play. For the Spring 2008 season, F-Division is open to players born between: **Aug. 1, 1999 and Dec. 31, 2001**.

Opened: Late date & fee: \$20.00 Closes:

Open to: born between: and

Residents of:

Spring 2008 Clinic Program Register

The Clinic program is for our youngest soccer players and is designed to introduce children to the game of soccer. For the Spring 2008 season, Clinic is open to players born between: **Jan. 1, 2002 and Dec. 31, 2003**

Opened: Late date & fee: \$20.00 Closes:

Step 3

The next page will display a reminder that a Parent or Guardian must register players if they are under the age of 18. Click the **Continue** button to begin registration.

Step 4

The **Sign In** page is displayed next.

If you have previously registered and know your password, enter your email address and password and click the **Submit** button. Skip to **Step 5**.

If this is your first time registering on the site, enter only your email address (no password) and click the **Submit** button.

*****Important:** If you are a returning player and this is your first time registering on the site, enter the e-mail address where you normally receive announcements from BSC. This is important because we have loaded all member information into the site and your email address is used to retrieve your information when you login.

Email:

Password:

A password will be sent to your email address within a few minutes. After receiving your password, return to the browser, enter your email address and password on the **Sign In** page and click the **Submit** button.

The image shows a sign-in form with a grey background. It has two input fields: 'Email:' containing 'vandalay@yahoo.com' and 'Password:' containing ten black dots. Below the fields is a blue 'Submit' button.

Step 5

If you are registering a new player to BSC and no other family members played on a BSC team last season, the **Guardian Information** page will be displayed next and **you can skip to Step 8.**

If you are registering a returning player, or if you have previously registered a player on the site, the **Family Entry & Participant Selection** page will be displayed next.

*****Note:** Some existing member information, especially at the F-Division and Clinic level, could not be successfully uploaded to the site. If you are an existing member and do not see your Family information, please skip to **Step 8** and enter your Guardian and Player information from scratch.

A list of your family members will be displayed. Please double check each Parent/Guardian's information by clicking on their name to bring up the **Guardian Information** form for review before you proceed with registration. See **Step 6** for an explanation of the **Guardian Information** form.

**Family Entry & Participant Selection
Spring 2008 Clinic Registration**

Use this page to add or edit family members. In order to proceed with registration for an individual, **click the button to the left of the person's name**. You will then need to fill in supplemental information for registration. **Note:** if the button is grey and reads "Ineligible", that individual does not qualify for registration. Click the button for an explanation of the reason for ineligibility.

If you're registering a child, we would like to also have information for both parents or guardians. Please also **double check** each member of your family by clicking on their name to bring up their information form for review before you proceed with registration.

Member(s)	Registered in Program	Date	Cost	Paid	Due
Ineligible Papa Bear					
Ineligible Mama Bear					
Children:	Registered in Program	Date	Cost	Paid	Due
Register Baby Bear					
Add a child					

Step 6

The **Guardian Information** page is displayed next.

This is where you will review the Guardian information that has been uploaded to the site based on past registration information. Please review all fields to make sure that all information is up to date.

Guardian Information

How This Information Will Be Used: the information you provide on this web site will be kept on our secure servers and NEVER shared with any third party outside 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: *	<input type="text" value="Papa"/>		Last: *	<input type="text" value="Bear"/>
Address: *	<input type="text" value="1 Vandalay Drive"/>			<input type="text" value="Roster"/> <input type="button" value="1"/>
	<input type="text"/>			
City, State, Postal:*	<input type="text" value="Brookfield"/>	<input type="text" value="CT"/>		<input type="text" value="06804"/>
Country: *	<input type="text" value="UNITED STATES"/> <input type="button" value="v"/>			
Home Phone: *	<input type="text" value="203-999-3333"/>			<input type="text" value="Roster"/> <input type="button" value="1"/>
Work Phone:	<input type="text"/>			<input type="text" value="Roster"/> <input type="button" value="1"/>
Cell Phone:	<input type="text"/>			<input type="text" value="Roster"/> <input type="button" value="1"/> Provider: <input type="text" value="No Text Messages"/> <input type="button" value="1"/>
Email Address: *	<input type="text" value="mike@brookfieldsoccer.org"/>			<input type="text" value="Public"/> <input type="button" value="1"/>
	<small>(If more than one, separate each with a comma)</small>			
Password: *	<input type="password" value="•••••"/>			
Enter it again: *	<input type="password" value="•••••"/>			
<p>Some organizations issue unique identification numbers to their members in order to distinguish them state or nation wide. If you have ever been issued such a number, enter it below. If not, leave this field blank.</p>				
ID:	<input type="text"/>			
Gender:	<input type="radio"/> Male, <input type="radio"/> Female			

A few important items to note on this page:

- All required fields are marked with a red asterisk.
- There are drop-down fields following several fields on this page (next to Address, Phone Numbers and Email Address). These values determine if and when this information will be displayed on the website:
 - **"Private"** means that this information will never be displayed on the site. 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.
 - **"Public"** can be used for team managers, coaches and adult players that choose to make information available to the general public on rosters, team home page and the Team Contacts page.

- You can change your password here to something easy to remember.

Make any necessary changes, and press the **Submit** button.

Step 7

Once you have finished reviewing all Guardian and Player information, you will be returned to the **Family Entry & Participant Selection** page.

**Family Entry & Participant Selection
Spring 2008 Clinic Registration**

Use this page to add or edit family members. In order to proceed with registration for an individual, **click the button to the left of the person's name**. You will then need to fill in supplemental information for registration. **Note:** if the button is grey and reads "Ineligible", that individual does not qualify for registration. Click the button for an explanation of the reason for ineligibility.

If you're registering a child, we would like to also have information for both parents or guardians. Please also **double check** each member of your family by clicking on their name to bring up their information form for review before you proceed with registration.

Member(s)	Registered in Program	Date	Cost	Paid	Due
<input type="button" value="Ineligible"/> Papa Bear					
<input type="button" value="Ineligible"/> Mama Bear					
Children:	Registered in Program	Date	Cost	Paid	Due
<input type="button" value="Register"/> Baby Bear					
Add a child					

Click the **Register** button to the left of the Player's name that you would like to register.
Skip to Step 9.

Step 8

(continued from Step 5)

The **Guardian Information** page is displayed next.

This is where you will enter the Parent/Guardian information (YOUR information). Please enter information for at least one Parent/Guardian. Do not enter your child's information yet – that will come in the next step.

Guardian Information

How This Information Will Be Used: the information you provide on this web site will be kept on our secure servers and NEVER shared with any third party outside 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: *	<input type="text" value="Papa"/>	Last: *	<input type="text" value="Bear"/>
Address: *	<input type="text" value="1 Vandalay Drive"/>	<input type="text" value="Roster"/>	<input type="text" value="1"/>
City, State, Postal: *	<input type="text" value="Brookfield"/>	<input type="text" value="CT"/>	<input type="text" value="06804"/>
Country: *	<input type="text" value="UNITED STATES"/>		
Home Phone: *	<input type="text" value="203-999-3333"/>	<input type="text" value="Roster"/>	<input type="text" value="1"/>
Work Phone:	<input type="text"/>	<input type="text" value="Roster"/>	<input type="text" value="1"/>
Cell Phone:	<input type="text"/>	<input type="text" value="Roster"/>	<input type="text" value="1"/>
		Provider:	<input type="text" value="No Text Messages"/>
Email Address: *	<input type="text" value="mike@brookfieldsoccer.org"/>		<input type="text" value="Public"/>
	<small>(If more than one, separate each with a comma)</small>		
Password: *	<input type="password" value="••••••"/>		
Enter it again: *	<input type="password" value="••••••"/>		
ID:	<input type="text"/>		
Gender:	<input type="radio"/> Male, <input type="radio"/> Female		

A few important items to note on this page:

- All required fields are marked with a red asterisk.
- There are drop-down fields following several fields on this page (next to Address, Phone Numbers and Email Address). These values determine if and when this information will be displayed on the website:
 - "Private" means that this information will never be displayed on the site. 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.
 - "Public" can be used for team managers, coaches and adult players that choose to make information available to the general public on rosters, team home page and the Team Contacts page.
- You can change your password here to something easy to remember.

Enter all information and press the **Submit** button.

*****Note:** If no family information had been retrieved for your email address in Step 5, you can also select the checkbox next to the Submit button to enter a second Parent or Guardian.

Step 9

The **Participant Information** (player information) page will be displayed next. The same rules apply here for entering data as for the Guardian Information page above.

Participant Information

How This Information Will Be Used: the information you provide on this web site will be kept on our secure servers and NEVER shared with any third party outside 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: *	<input type="text" value="Baby"/>		Last: *	<input type="text" value="Bear"/>
Address: *	<input type="text" value="1 Vandalay Drive"/>		Roster	<input type="button" value="1"/>
	<input type="text"/>			
City, State, Postal: *	<input type="text" value="Brookfield"/>	<input type="text" value="CT"/>	<input type="text" value="06804"/>	
Country: *	<input type="text" value="UNITED STATES"/>			
Home Phone: *	<input type="text" value="203-775-0608"/>	Roster	<input type="button" value="1"/>	
Work Phone:	<input type="text"/>	Roster	<input type="button" value="1"/>	
Cell Phone:	<input type="text"/>	Roster	<input type="button" value="1"/>	Provider: <input type="text" value="No Text Messages"/>
Email Address:	<input type="text" value="mike@brookfieldsoccer.org"/>		Public	<input type="button" value="1"/>
	<small>(If more than one, separate each with a comma)</small>			
<small>Some organizations issue unique identification numbers to their members in order to distinguish them state or nation wide. If you have ever been issued such a number, enter it below. If not, leave this field blank.</small>				
ID:	<input type="text" value="300060717"/>	Do NOT enter or change this value!		
Gender: *	<input checked="" type="radio"/> Male, <input type="radio"/> Female			
Date of Birth: *	<input type="text" value="03/03/2003"/>			

*****Important Note:** Please DO NOT enter or change the value in the ID field. This value is used to identify all players, coaches, etc. with the Connecticut Junior Soccer Association (CJSA) and must not change once it has been assigned.

Fill in all required information, or make any required changes, and press the **Submit** button.

Step 10

Next you will be presented with an online form specific to the program for which you are registering.

Registration Information Spring 2008 Clinic Registration

Baby Bear ()

Emergency Contact Information:

Emergency Contact Name: *

Emergency Contact Phone: *

Emergency Contact Relation: *

Medical Information:

Doctor Name: *

Doctor Phone: *

Known Medical Problems or Allergies (Enter "None" if none exist): *

School Information:

Grade (2007-2008 school year): *

Please fill in all required information and then click the **Submit** button at the bottom of the page.

Step 11

Next you will be presented with a **Registration Review** page.

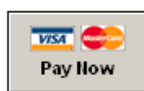
REGISTRATION REVIEW

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 is **\$75.00**.

Please pay online by credit card in our secure credit card processing center. If you have more players 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.



Or

**Register
Another Individual**

Or, Make checks payable to:

Brookfield Soccer Club
P.O. BOX 5177
BROOKFIELD, CT 06804-5177

Please note that you can check the status of your payment and overall registration status on the BSC website by clicking on the [Edit My Account](#) link at the bottom of the menu.

Here, you can review all registration information that you entered on the previous pages. Please note that there is a link at the bottom of this page to print your registration information.

If you have additional children to register in a BSC program, please click the **Register Another Individual** button.

*****Note:** Please register all children before making payment. This will ensure that the Family Maximum Amount will be considered correctly when calculating the total amount due.

If you are finished registering all children, please choose one of the following payment methods on this page (**Please note: Registration is not complete or valid until we receive your payment**):


- To pay by credit card, click on the **Pay Now** button to pay with Visa or Mastercard.
- To pay by check, please print a registration confirmation page or your registration confirmation email, and mail with your check made payable to Brookfield Soccer Club to the address on the confirmation page.

To check on the status of your registration and payments:

You can return to the site at any time to view the status of your registrations and payments. Click on the '**Edit My Account**' menu item on the left side, login with your email address and password, and you will be presented with a list of family members and the registration and payment status for each member:

Family Entry & Participant Selection

Use this page to edit family members.

Member(s)	Registered in Program	Date	Cost	Paid	Due	
Papa Bear						
Mama Bear						
Children:	Registered in Program	Date	Cost	Paid	Due	
Baby Bear	Spring 2008 Clinic Registration	01/17/2008	\$50.00	\$0.00	\$50.00	
					Family Total:	\$50.00

Tip: to change your password, click your (adult's) name in the listing above to bring up your contact information form. Toward the bottom are two fields for entering and confirming your password.

If you have any questions about the online registration process or face any technical issues during online registration, please send an email to webmaster@brookfieldsoccer.org.

For questions regarding registration policies, please send an email to registrar@brookfieldsoccer.org.