

## KC 3&2 Baseball Player Registration Instructions for the <http://kc3and2.com> web site.

Please read all of these instructions prior to registering your Player.

### On Line Payment Note

Please remember that if you do not allow pop up windows when using your web browser you will need to allow popups for your Internet Browser when paying on-line.

### Registration Overview

On-line registration and payment are required.

This set of instructions details the process for registering Players on the KC 3&2 web site for the available baseball seasons for KC 3&2 Baseball. 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 KC 3&2 Baseball forms. This process will register the Players Parent, Legal guardians or persons 18 years of age or older. Through this process, other family members can be added as well.

When registering on the KC 3&2 web site as a Coach only, Referee only, Board Member only, or Committee Member only, see the instructions "Coach or Other Registration Instructions" in the "Documents" section of the left menu of this web site.

For the registration process you will need to have a valid email address.

Some example pictures show a 2008 date in the picture and this is ok as the process is the same as years past.

### Birth Date Notes -

Please make sure that you have verified your Player's birth date so that it qualifies for the League that you are registering your Player in PRIOR to starting the registration process! The KC 3&2 Baseball season eligibility dates are also displayed in the "General Information" section on the left menu of the KC 3&2 web site.

If your Player's birth date does not match the eligibility date for the League you wish to register for, you select the wrong League or mistype the birth date you will not be able to change the Player's birthdate after submitting your information. **The Player will have to be removed from the system by an administrator and entered again. The registration will show ineligible.** Use the "Feedback" section on the left menu of this web site to have a player removed if you have made a mistake due to birth date qualifications.

Registration Process continued on the next page

# KC 3&2 Baseball Player Registration Instructions for the <http://kc3and2.com> web site.

## Registration Process - Step 1

Go to the web site <http://kc3and2.com>, click on the "Register Online" selection of the left menu of the web site and the Registration page for all programs will be displayed. See the example below from the 2008 Season.

Eligibility of Players for 2008 Season		
League	Born After	Born Before
Rookie Ball - (8 & Under)	1-May-99	30-April-02
Midget "C" - (10 & Under)	1-May-97	N/A
Midget "B" - (12 & Under)	1-May-95	30-April-97
Midget "A" - (14 & Under)	1-May-93	30-April-95
Junior - (18 & Under)	1-May-91	30-April-93

The KC 3&2 Baseball season eligibility dates are also displayed in the "General Information" section on the left menu of this web site.

If you need help with the Online Registration process, go to the "Documents" selection of the left menu of this web site. See the document "[KC 3&2 Player Registration Instructions](#)". This set of instructions will guide the Parent or Guardian through the Player registration process.

Please make sure that you have verified your Player's birth date so that it qualifies for the League that you are registering your Player in PRIOR to starting the registration process!

If your Player's birth date does not match the eligibility date for the League you wish to register for, you select the wrong League or mistype the birth date you will not be able to change the Player's birthdate after submitting your information. The Player will have to be removed from the system by an administrator and entered again. The registration will show ineligible. Use the "Feedback" section on the left menu of this web site to have a player removed if you have made a mistake due to birth date qualifications.

## Step 2

Select the League Registration section you wish to enter your first Player in and click on "Register" (some examples are; "2009 Rookie League Registration" and "2009 Midget C League Registration"). See the example below.

**2008 Rookie League Registration** Register

The 2008 Rookie League Registration is for children 8 years old and younger. The KC 3&2 Baseball Club provides competitive Summer youth machine pitch baseball in Kansas City, Missouri.

Opened: 01/21/2008 Late date & fee: 04/15/2008 | \$25.00 Closes: 04/15/2008

Open to: Boys and Girls born between: 05/01/2000 and 04/30/2001

**2008 Midget C League Registration** Register

The 2008 Midget C League Registration is for children 10 years old and younger. The KC 3&2 Baseball Club provides competitive Summer youth baseball in Kansas City, Missouri.

Opened: 01/21/2008 Late date & fee: 04/15/2008 | \$25.00 Closes: 04/15/2008

Open to: Boys born after: 05/01/1999

## Step 3

Click on the "Continue" button for the section "**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.**" See the example below.

### 2008 Rookie League Registration

**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.

Continue

## KC 3&2 Baseball Player Registration Instructions for the <http://kc3and2.com> web site.

### Registration Process - Step 4

To continue with the registration process, you'll first need to sign in.

- **New Users** (to the system) - Enter your **EMAIL ONLY**. The website will then email you a temporary password to use for sign in. You can later change your password to anything you like.
- **Existing Users** - Enter your email and password.
- **Forgot your Password?** - Enter your **EMAIL ONLY** and your password will be emailed to that address.


See the example below.

**Sign In**

To continue with the registration process, you'll first need to sign in.

- **New Users** (to the system) - Enter your **EMAIL ONLY**. The website will then email you a temporary password to use for sign in. You can later change your password to anything you like.
- **Existing Users** - Enter your email and password.
- **Forgot your Password?** - Enter your **EMAIL ONLY** and your password will be emailed to that address.

Email:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Submit"/>	



Secured  
by  
Thawte  
2008-02-18

**STOP! Look back at your email address and proofread it.**  
If you do not type the correct address PERFECTLY, you will not receive an emailed password.

[Click here](#) if you have trouble logging in with the password that was emailed to you

**Note to HotMail, MSN Mail and Yahoo Mail users:**  
Please be sure to check your "Junk" or "Bulk" folder for the password email. The above email providers often incorrectly flag mail from this site as bulk email. If this happens to you, be sure to specify that future mail from this site be placed directly in your Inbox.

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# KC 3&2 Baseball Player Registration Instructions for the <http://kc3and2.com> web site.

## Registration Process - Step 5

First we'll need some basic information about you. If you have already registered a Player or a Parent, there will be a section to add a Second Adult or add a child. Even if you're registering a child for a program, we need to start with the guardian's (YOUR) information. You'll be able to enter your child next. See the example below. This is where you add a second Parent or Guardian. Complete the required fields and click the "Submit" button. See the example below.

### Guardian Information

First we'll need some basic information about you. Even if you're registering a child for a program, we need to start with the **guardian's (YOUR)** information. You'll be able to enter your child next.

**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"/>	Last: *	<input type="text"/>
Address: *	<input type="text"/>	Public <input type="button" value="v"/>	<input type="button" value="u"/>
City, State, Postal: *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country: *	UNITED STATES <input type="button" value="v"/>		
Home Phone: *	<input type="text"/>	Public <input type="button" value="v"/>	<input type="button" value="u"/>
Work Phone:	<input type="text"/>	Public <input type="button" value="v"/>	<input type="button" value="u"/>
Cell Phone:	<input type="text"/>	Public <input type="button" value="v"/>	Provider: No Text Messages <input type="button" value="v"/>
Email Address: *	<input type="text" value="john.e.rudis@sprint.com"/>	Public <input type="button" value="v"/>	<input type="button" value="u"/>
<small>(If more than one, separate each with a comma)</small>			
New Password: *	<input type="password"/>		
Enter it again: *	<input type="password"/>		

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.

ID:

Gender:  Male,  Female

Email reminders of: Games  Practices

if checked, you will receive a reminder email the day before each event you or your children's teams are involved in. 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 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.

2. You can optionally receive club news items and schedule change notifications via text messages to our cell phone. Use the dropdown list to choose your cell phone service

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# KC 3&2 Baseball Player Registration Instructions for the <http://kc3and2.com> web site.

## Registration Process - Step 6

Enter your child's information here.

If your Player's birth date does not match the eligibility date for the League you wish to register for, you select the wrong League or mistype the birth date you will not be able to change the Player's birthdate after submitting your information. **The Player will have to be removed from the system by an administrator and entered again. The registration will show ineligible.** Use the "Feedback" section on the left menu of this web site to have a player removed if you have made a mistake due to birth date qualifications.

Complete the required fields and click the "Submit" button. See the example below.

**Participant Information**

Enter your child's information here.

**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="BubbehJR"/>		Last: *	<input type="text" value="Rudis"/>
Address: *	<input type="text" value="16 West 69th Street"/>		Roster	<input type="button" value="↓"/>
City, State, Postal: *	<input type="text" value="Kansas City"/>	<input type="text" value="MO"/>	<input type="text" value="64113"/>	
Country: *	<input type="text" value="UNITED STATES"/>			
Home Phone: *	<input type="text" value="816-333-3465"/>	Roster	<input type="button" value="↓"/>	
Work Phone:	<input type="text"/>	Roster	<input type="button" value="↓"/>	
Cell Phone:	<input type="text"/>	Roster	provider:	<input type="text" value="No Text Messages"/>
Email Address:	<input type="text" value="john.e.rudis@sprint.com"/>			
	<small>(If more than one, separate each with a comma)</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.

ID:

Gender: \*  Male  Female

Date of Birth: \*  (MM/DD/YYYY)

Email reminders of: Games  Practices   
if checked, you will receive a reminder email the day before each event you or your children's teams are involved in. 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.

- 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.
- You can optionally receive club news items and schedule change notifications via text messages to our cell phone. Use the dropdown list to choose your cell phone service provider if you wish to receive text messages.

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**KC 3&2 Baseball Player Registration Instructions for the <http://kc3and2.com> web site.**

**Registration Process -  
Step 7 Team Selection and Rule Compliance**

**Part 1:**

Please indicate the Team you are registering your Player for. If you do not see the team name you expect, please contact the Manager of the team your son is playing for. The Team Rosters will be compiled after Registration is complete. If you know the Team you are registering for and the Team is not listed, check with the Manager of the new Team. They should have submitted the information so the Team can be listed on the KC 3&2 website.

**Part 2:**

Please indicate your compliance with the KC 3&2 Rules and Regulations by selecting the check box in the agreement below. This will serve as your electronic signature for rule compliance.

To complete this section, click on the "Submit Information" button. See the example below.

The screenshot shows a web page titled "Registration Information" for the "2008 Rookie League Registration". The page is divided into two main sections: "Part 1" and "Part 2".

**Part 1:** "Please indicate the Team you are registerin your Player for. The Team Rosters will be compiled after Registration is complete." Below this text is a dropdown menu with "(Choose)" selected.

**Part 2:** "Please indicate your compliance with the KC 3&2 Rules and Regulations by selecting the check box in the agreement below." Below this text is a box containing the following text: "Read and scroll down to accept the following agreement: Players and responsible parties agree to comply with the rules and regulations of the KC 3&2 Baseball Club set forth by the KC 3&2 Board of Directors. These rules and regulations are made available to the Team Managers prior to the start of each Baseball season. These rules are subject to change." Below this text is a checkbox labeled "I accept the above" with an asterisk next to it.

Below the checkbox is a link: "Click here for a printable agreement".

Below the link is a note: "Fields marked with an (\*) are required for registration." Below this note is a button labeled "Submit Information".

At the bottom of the page, there is a small red text: "A Submit the form to test field checking and validation. Nothing will actually be saved".

Registration Process continued on the next page

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## Registration Process - Step 8 Registration Review and Payment. See the example below.

Verify your information, register another player or make your payment for the selected program. See the example below. For 2009 on-line payment is required.

### KC 3&2 Baseball - 2009 Midget A League Registration

#### 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 **\$245.00**. Your family's total amount outstanding for all registrations and purchases is **\$245.00**.

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



The information you've given us is as follows:

Name: **Eric Rudis**  
Address: **16 West 69th Street  
Kansas City, MO 64113**  
Home Phone: **816-333-3465**  
Work Phone: **913-794-4922**  
Email Address: **jrudis@everestkc.net**  
Birthday: **11/20/1995**

Team Selection: **Midget A - Scorpions**  
Rule Compliance: **Agree**

# KC 3&2 Baseball Player Registration Instructions for the <http://kc3and2.com> web site.

## Registration Process - Step 9 Make your payment

Based on the selection on the previous screen, you will be able to enter your payment information and complete your transaction. See the example below



### Payment Information

Billing Address:			
First Name:	Jennifer	Last:	Rudis
Address:	16 West 69th Street		
	(optional)		
City, St, Postal:	Kansas City	MO	64113
Country:	UNITED STATES		
Phone:	816-333-3465		
Email Address:	jrudis@everestkc.net		

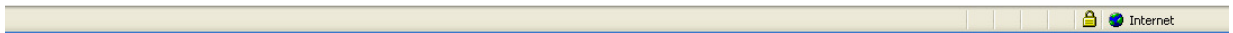
Items		Unit \$	Total
Qty.	Description		
1	Eric Rudis - 2008 Midget B League Registration	\$185.00	\$185.00
<b>Total to Charge:</b>			<b>\$185.00</b>

Payment Information:	
Payment Type:	Select
Credit Card Number:	Expiration Date:
	Mo Year



Submit Payment Cancel

**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.





**KC 3&2 Baseball Player Registration Instructions for the <http://kc3and2.com> web site.**

**Registration Process -  
Step 10 Payment confirmation and receipt**

You will have a chance to print your registration confirmation and will also receive an email for the registration and another email for the payment receipt.

The Online registration process is complete.

Since 1943 the KC 3 & 2 Baseball Club has been providing competitive youth baseball in Kansas City, Missouri.

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

Your web invoice number is **30216**

**The 3 & 2 Baseball Club of Kansas City, Missouri**

12523 Summit  
Kansas City, MO 64131  
Merchant ID: 953107135774

Date / Time: 2/28/2008 1:42:39 AM

**Billing Address:**  
Jennifer Rudis  
16 West 69th Street  
Kansas City, MO 64113  
  
816-333-3465  
jrudis@everestkc.net

Items			
Qty.	Description	Unit \$	Total
1	Eric Rudis - 2008 Midget B League Registration	\$185.00	\$185.00
<b>Total to Charge:</b>			<b>\$185.00</b>

**Method of Payment:**  
MasterCard: XXXXXXXXXXXX6129  
Expires 06/2010

Sage Bankcard Transaction ID: **A2S82gMde0**  
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 jrudis@everestkc.net

