

REGISTRATION SYSTEM FREQUENTLY ASKED QUESTIONS

To access the system after initial registration

- Go to the Home Menu tab, and click on Edit My Account.
- Login using your email ID and password.
 - If you have forgotten your password, enter your email ID only and the system will mail the password to that address.

To update an individual's personal/contact information

- Login to the system using the instructions listed above.
- Click on the person's name
- Update the appropriate fields. Verify the "Do Not Email" box is not checked. If it is, you will not receive important information from the Club.
- Press the "Submit" button.

To update player registration information for a specific season

- Login to the system using the instructions listed above.
- Under the player's name, click on the season under Registration History.
- Update the appropriate fields.
- Press the "Submit" button.

Please note that if there is not an entry under Registration History, then the player is not registered for that season.

To cancel a registration

- Please send an email to the contact person listed on the Club Info -> Contacts page.

To pay balance due via credit card

- Login to the system using the instructions listed above.
- Click on the Visa/Mastercard Pay Now icon and follow the instructions provided.

To pay balance due via check

Checks should be made payable to **Swarm Lacrosse Club** and sent to:

Swarm Lacrosse Club, Inc.
PO Box 2603
Winter Park, FL 32790