

## Player Sign-up and Family Account Information



Please use the following steps to assist you in setting up your family's account and registering your child for the correct Summer Program.

Sign Up for a Baseball/Softball League

1) Click on the [Sign Up for a Baseball/Softball League](#)

LOG IN

2) click on the [Log In](#) tab

A. Parents registering children for the first time continue onto step 3

B. Returning Parents Log into your account and Skip to Step 6A

Create New Account

3) Click Create An Account tab.

4) Fill out Profile/General Information/Address/Email Address/Phone Numbers/Emergency Contact.

5) In the account set-up, parents need to make sure they click on the [ADD Household Members Link](#). This is where you will add your child/children's name(s) and this allows you to choose their name in the [Member Drop Box](#) when registering for a Program. **(Once Completed go to Step 6C)**

Add Household Member

**6A) Returning Parents:** Please check over your profile information and your child's profile information too (Email Address, Phone Numbers, Emergency Contact Information). **We did have some wrong email address and phone numbers last year. Please Check!**

**6B) Returning Parents:** Add any new children to your Family Household if needed

Add Household Member

PROGRAMS

6C) After adding child/children's name go to Programs tab (Top Left)

All

Cardinal Recreation Club 13

7) Then select Cardinal Recreation Club

8) Select the Program that is associated with the current grade level your child is in. (You can only register for ONE child at a time) Click on Register Tab (on the right hand side of the screen) \*\* Ignore the dates listed under each Program\*\*

Programs						
Category: <b>Baseball</b>						
<b>00- Recreational Program Boys and Girls Kindergart</b>						Youth
Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	Register
12/4/2018	Tue	-	-	n/a	n/a	
<b>01 First - Second Grade (Lob Ball) Boys</b>						Youth
Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	Register
12/3/2018	Mon	-	-	n/a	n/a	

9) Verify the Program and Select Child's Name under Member Drop Box

## Program Registration

Program \*

Member \*

10) Select the Fee Type, answer the registration questions, and click  when you are finished (The questions that have a asterisk you are required to answer)

11) This brings you to your Shopping Cart. (**you have two choices on this step**)

A. Select Go To Checkout (If ready select Go To Checkout and go to step 15)

B. Register another HOUSEHOLD MEMBER for this program to register another Child, (Refer to step 12)

[Register another HOUSEHOLD MEMBER for this program >](#)

12) Select Program and select Child's Name under Member Drop Box

**Program Registration**

Program \*

Member \*

13) Select the Fee Type and answer the registration questions, click  when you are finished (questions that have a asterisk you are required to answer)

14) Select Go To Checkout

15) **Read General Waiver of Participation** (Athlete/Parent Risk of Injury, Athlete/Parent Code of Conduct, Special Accommodations, Cancellation & Refund Policy, Photo and Website Permission)

\*\*\* By selecting "**I Accept Waiver**" you acknowledging that you have read and understand the terms of this waiver.

16) Fill out Required Lindsay's Law Form for each Program

17) Then Select Submit Form once all Forms are completed select I Have Completed All Forms

18) Fill out Payment Information and select Submit

19) You will receive a verification email once complete.

**Contact Kurt Albers (419) 733-4027 or [recreation@newbremen.com](mailto:recreation@newbremen.com) with any questions or concerns that you may have about the online registration.**