

# REGISTRATION HOW TO

## DO YOU ALREADY HAVE AN ACCOUNT?

To use the online registration system you need an account. If you are a returning customer there is no need to re-create your account season after season and you may sign in using the Log In tab.

If you have not used this online system before, you will need to create a new account for you and your family. Click the **SIGN UP** tab on the right hand side of the page to get started.

The screenshot displays the 'DYSC Member Zone' interface. On the left is a navigation menu with options like 'Login', 'Today's Events', 'Schedules', 'Standings', 'Results', 'Facilities', and 'Support'. The main content area is titled 'Welcome to the DYSC Member Zone!' and features a 'New Member?' section with a 'Sign Up' button and an 'Existing Member?' section with a 'Log In' button. On the right, the 'Sign Up' form is visible, with a red arrow pointing to the 'Sign Up' tab. The form includes fields for 'Email Address', 'Confirm Email Address', 'Home Phone with area code', 'Password', and 'Confirm Password', followed by a 'Continue' button.

Enter your email address, home phone number and select a password in the appropriate spaces. Re-enter your password for confirmation then click Continue.

## CUSTOMER/GUARDIAN PROFILE

On the next page you enter the information for the **Parent/Guardian**. Once the guardian profile is setup you can add family members (players) to the family profile. Family members can be added by clicking the Add another Player link at the bottom of the guardian profile or in the PROFILE section of the left side menu.

Once your family members are added you can register them by clicking on the Register Now Link on the left side menu. Please see page 4 for detailed registration instructions.

**Customer / Guardian Profile**

Bob Smith

Street:

Unit No.:

City/Town:

Province:

Postal Code:

Home Phone:

Business Phone:

Mobile Phone:

Email Address:

[Add another Player](#)

Dec. 10, 2014

Home

Today's Events

Family Calendar

Volunteer Now!

Register Now

Profile ▼

Profile Snapshot

Edit My Profile

Edit a Player

Add a Family Member

Change Password

Receipts



## Not sure you have an account?

To check to see if you have an existing account you can enter your email address in the FORGOT YOUR PASSWORD area. If the email you enter is already in the system, an email containing a new password will be sent to that address.

Still not sure? Contact your club office. They will check the system for you as you may be charged for creating a duplicate profile.

## I have an account.

Enter your email address and password in the space provided under the LOG IN tab.

## I have forgotten my password.

Enter your email address in the FORGOT YOUR PASSWORD area. If the email you enter is already in the system, an email containing a new password will be sent to that address.

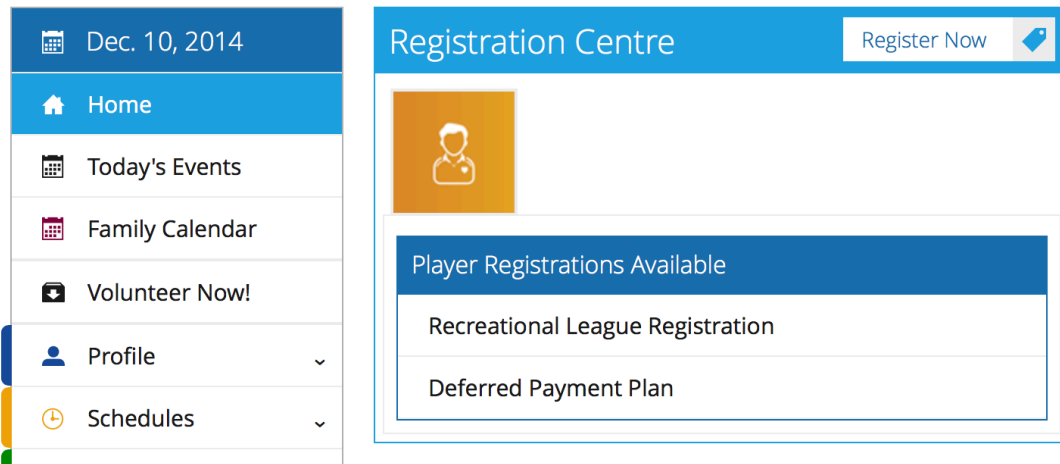
## I have changed my email address.

You can still log in using your previous email address if you remember your password. If you no longer remember your password and do not have access to your emails at your previous email address you will need to contact your club administrator to update your profile for you. Once updated you will be able to reset your password and log in.

The screenshot shows a user interface for logging in or signing up. At the top, there are two tabs: 'Log In' (selected) and 'Sign Up'. Below the tabs are two input fields: 'Email Address' with a red 'X' icon indicating an error, and 'Password'. A green 'Log In' button is positioned below the password field. A horizontal line separates the login section from the password reset section. The password reset section contains the text 'Forgot your password?' followed by 'Please submit your email address to have a new password sent to you.' Below this text is an 'Email Address' input field and a red 'Reset Password' button.

# REGISTERING

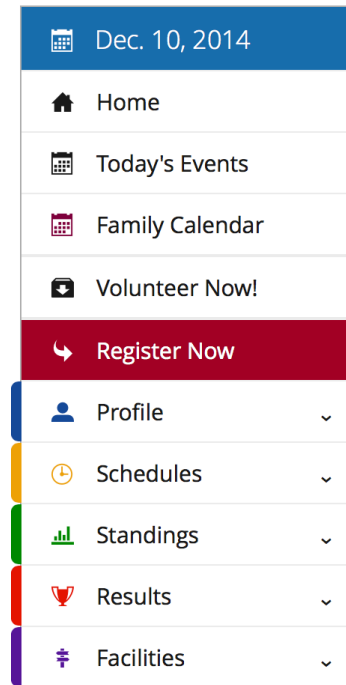
From the Member Zone Home Page, look for the REGISTRATION CENTRE. Clicking **Register Now** or the player icon will take you to the player registration selection page. You can also see a preview of what's available for registrations in the Player Registrations Available box.



From any other page look for the red Register Now box which is on the left hand side menu. Clicking on this will also take you to the player registration selection page.

From there you will need to make your player selections and follow through with checkout.

More detailed registration steps follow on the next page.



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## Step 1 - Choose Programs

Once you have clicked on the register button, the program(s) that are available for your family members will be shown. Select the program by clicking on the box provided beside it.

When you are finished making all of your selections, click Add to Basket.

If you find that there are no selections available for you it may be that you or your family members do not meet the age or gender requirement for the available programs.

## Step 2 - Review your Basket

The programs that you chose will appear along with the price in your shopping basket. If you are satisfied with the information, click the Check Out button.

If you need to add more registrations, you can click the Register Now button. This returns you to Step 1 - Choose Programs.

When you have items in your basket, you can return to it at any time by clicking the basket link located in the upper right of your screen.



## Step 3 - Questionnaire/Additional Info

Complete the questionnaire as directed. This information is typically required for each player or family member registered.

## Step 4 - Volunteer Application

Your club may offer you the opportunity to volunteer specifically for certain registrations, such as coaching your child. Complete this form. Once you click Submit, you will proceed with the checkout process.

## Step 5 - Payment Method

Choose from the available payment methods, and then click Continue.

## Step 6 - Payment

Review all the contents of your order. To complete the purchase you will also need to:

- Certify that all dates of birth are correct by placing a check mark in the box
- Enter Credit Card Information - for Credit Card Payments Only
- Click Submit

## Step 7 - Confirmation

If your transaction was successful you will see a screen similar to this one:


To view or print your receipt, click on the order number. You will also automatically be emailed a copy of your receipt.

If you do not see this screen or receive an email confirming your purchase, you may wish contact your club to ensure your order was received.

### Confirmation

Thank You!

Your order transaction was successful and will be processed during our regular office hours.

Your **ORDER NUMBER** is: [12](#) 

Click the order number above to view the details and print a copy of the order.

An email of the Order information has been sent to your email account on file. Please ensure that in your email account settings, **registration@powerupsports.com** is added to your Safe List.

## Receipts and Purchase History

You can review your purchase history and print receipts at any time by returning to the MEMBER ZONE. On the side menu under Profile you will find the Receipts menu item.

From the receipts menu you can also pay any outstanding invoices online via credit card - where applicable.

