

## Intramural Registration Instructions

Boyertown Soccer Club has changed to a new registration company called Blue Sombrero. The system that Blue Sombrero provides will make it easier for our volunteers to assign children to teams and prepare rosters and schedules.

Follow the steps below for registering your children. First we will deal with logging in as a first time user and then as a returning user (refer to next page).

### First time user:

1. Click on the **Red** "Register Now!" button on the Boyertown Soccer Club (BSC) website at <http://www.boyertownsoccerclub.net>. This will take you to the BSC Login/Register page for Blue Sombrero.
2. On the Login/Register page for Blue Sombrero you will see some instructions and a box for login information for "Returning Customer" and a box for "New Customer Primary Contact". We will be using the box for "New Customer". Take a moment to read the instructions, especially the part about the "Non-resident Fee".
3. We will start by creating a family account. Each family creates an account and then adds one or more children to their account. Go to the "New Customer Primary Contact" box on the Login/Register page. Fill in your name and email address in the spaces provided.
4. Make up a User Name and enter it in the space provided. This can be anything you like. Enter a password in the space labeled "Password" and enter the same password in the space labeled "Reenter Password". Both entries must match or the system will ask you to correct them. You should use a combination of letters and numbers for security purposes. When you are finished, click on "Create New Account". If the system tells you that the User Name is not available, it means that someone else has already used this name. Make a change to the User Name you gave and try again. Make a note of this User Name and Password as you will want to use it again in subsequent registrations so you do not need to enter all this information again.
5. Now you will come to the page that shows two boxes labeled "Primary Contact Information" and "Secondary Parent/Guardian Information" as well as some waivers. Go to the Primary Contact Information box and enter your address and telephone number(s).
6. Now go to the Secondary Parent/Guardian Information box and enter the name and phone number of the child's other parent. (The system requires that you make an entry in this box. If you prefer not to provide this information then put a first name of "No" and a last name of "Entry" and make the telephone number 999-999-9999).
7. Below these two boxes there is a waiver you must agree to in order to proceed with setting up an account. This concerns the BSC registration terms and conditions. Take a moment to read the information, click "I accept the waiver" underneath the box and then click "Next" at the bottom of the page. If you have missed an entry, the system will flag it in red text. Fill-in the missing information and click "Next" again.
8. Skip to the "Continue Here" section below.

## For Returning Users:

1. Click on the Blue “Register Now!” button on the Boyertown Soccer Club (BSC) website at <http://www.boyertownsoccerclub.net>. This will take you to the BSC Login/Register page for Blue Sombrero.
2. On the Login/Register page for Blue Sombrero you will see some instructions and a box for login information for “Returning Customer” and a box for “New Customer Primary Contact”. We will be using the box for “Returning Customer”.
3. Enter the User Name and Password you created when you logged in as a first time user. Then click the Sign In button. If you have forgotten your User Name or Password you can click the “Forgot User Name or Password?” link to try and recover it.
4. The next page you will come to is labeled “My Account”. Your parent information is listed at the top of the page. There is then a “Product Shopping Cart” and a “Registration Shopping Cart”. Following that is a section titled “Participant Information” and the names of any children you have already registered. To add a new child, click the “Add Participant” box to the right of Participant Information.

## Continue Here:

1. Now you will come to a page labeled “Add a New Participant”. Add your child's information in the spaces provided. When you have finished with this page click “Next”. Again, if you have missed an entry, the system will flag it in red text. Correct the missing entry and then click “Next”.
2. Next you will come to a page labeled “Available Programs”. This page shows an area titled “Shopping Cart Details” and another titled “Available Programs”. Look at the Available Programs area. Depending on your child's age and gender you may see both intramural and travel programs listed. Click the checkbox by “2012 Spring Intramural Soccer”. The system will have selected the correct age group based on your child's date of birth.
3. If you would like to add another child at this time, you may do so by clicking “Update and Add Another Participant”. As you add children, you will see that your previously added children will appear in the shopping cart.
4. On the “Available Programs” page, click next. The next page is labeled “Shopping Cart”. Click next.
5. The next page you will come to is labeled “Additional Participant Information”. You will need to fill in all of the required information on this page.
6. Select a weekday preference for your child. Then take a moment to read through the Code of Conduct and accept the waiver. Next indicate if you would be interested in sponsoring an intramural team.
7. The next area on the page concerns your child's medical information. List any allergies you think your child's coach should know about, fill in information for an emergency contact in case either parent could not be reached (such as a grandparent), list any other conditions like asthma and agree to the medical waiver.
8. The last section on this page is about special requests. Fill in any special requests you have. There is a final checkbox telling you about clicking “Submit Order” at the bottom of the checkout page to complete your registration. Click this checkbox and then click “Next”.
9. Steps 1 through 4 above will be repeated for each child you have entered.
10. Now you will come to a page labeled “Volunteer Selection”. If you would like to volunteer for an intramural position, click the checkbox to the right of “2011 Fall Intramural Soccer” and you will see a list of available positions. Select one that interests you and click “Next”.
11. After the Volunteer Selection page you will come to a page offering various soccer supplies for purchase. A portion of the proceeds of any purchases made does come back to the

Boyertown Soccer Club. However, you are not required to purchase anything - this is totally up to you. Make to appropriate choices on this page and continue.

12. Lastly, you will arrive at the page labeled "Checkout". You are just about done. You will see the charges for your child(ren). Pick your option for a donation. Check the billing address information that has been filled in and make any necessary corrections. Below that you will see an area for Credit Card information. Please fill in the required information.
13. Now **SCROLL** all the way to the bottom of the page. Blue Sombrero's standard credit card terms and conditions are shown. Click the checkbox where it says "I agree to the above terms and conditions".
14. Finally click the "Submit Order" box at the bottom of the page. This submits and completes your registration. If you do not click the "Submit Order" box your child(ren) will not be registered for the Fall Season.