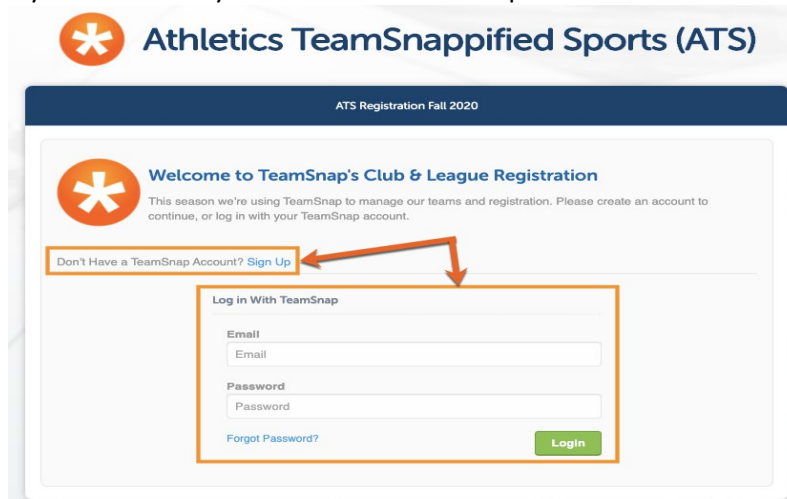


Registration Guide for Prospective Members

Welcome to TeamSnap! As a prospective member of a TeamSnap sports organization team, we've put

Sign In or Create Your Account

To get started with registration, you should have received or have access to a link to the registration form for the organization you intend to register with. This may be shared with you via email or on the organization's public website. When you click the link to begin the registration process, you will be asked to either sign in if you are already a TeamSnap user, or to create your account if you are new to TeamSnap.



Registration Checklist

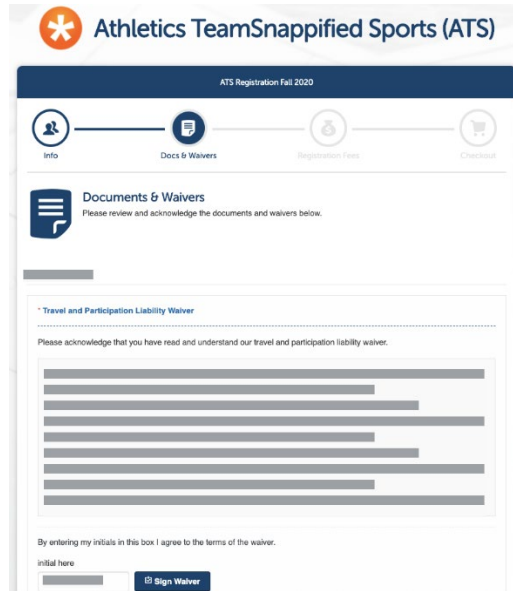
✓ Add Participants

Once you are signed in you will be taken to the first page of registration - the participant information form. This is where you will add the information for the participants being registered, as well as any parent/guardian information requested. Fields marked with a red asterisk * are required information. Example of registrant form view.

If you are registering multiple people, click the **Add Another Participant** button to generate an additional participant info section. You can add as many participants as needed.

✔ Complete the Documents and Waivers Acknowledgement

You will always be required to acknowledge any waiver information that the organization has provided to you in the waivers section. Depending upon how the organization has the form set up, you may be asked to acknowledge by checking a box, entering the registrant's initials, or entering the full name. There will be a hint above the acknowledgement field to let you know how to acknowledge the waiver.

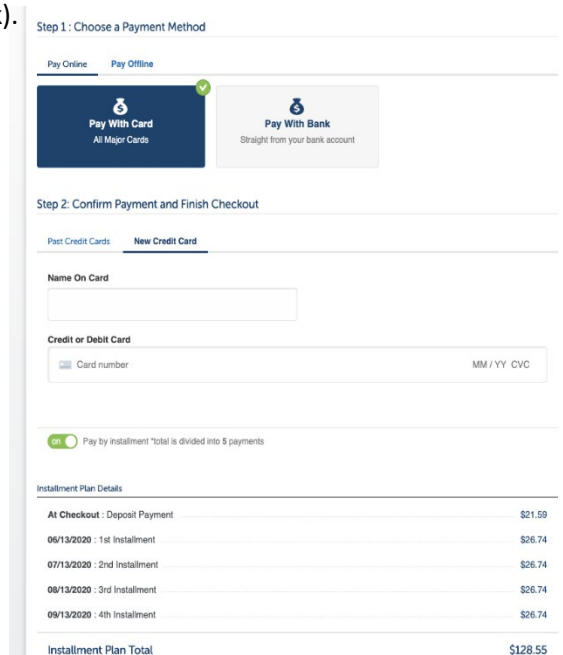


✔ Select Your Fees

When you get to the fees portion of your form you will see the available participant and/or form fees that the organization has made available to you. In some cases they have set up filters on various fees in order to serve up only those that are applicable to the participant being registered. For example, if the organization has divisions organized by age groups, they may set up a filter on their fees so that only the fees for the age group your participant is eligible for will be shown to you.

✔ Checkout

When you reach the checkout screen you'll be presented with a list of each fee included in your total and your options for payment. Online payment options may include paying using any major credit card or paying via ACH (Automated Clearing House aka electronic check).



Once you have selected your payment method and/or entered your payment info, you'll be taken to your receipt or payment voucher screen.