



## **SSU's New Online Registration System Instructions**

SSU is excited to offer a new and innovative online registration system. If at any time you are having issues navigating through the system please either call (705-250-9222) or email ([admin@southsimcoeunited.ca](mailto:admin@southsimcoeunited.ca)) the office for help troubleshooting.

### **Instructions for Use:**

- 1) Link to the registration system through SSU's website.
- 2) If you did not sign a player up for SSU's 2015/2016 Outdoor or Indoor programs, you will need to set up a new profile in our system. To do so click the "Sign Up" button at the top right hand corner of the page.
- 3) If you signed up a player already through our new system for SSU's 2015/2016 Outdoor or Indoor programs, please use the username and password you set up during this sign up process to sign in by clicking the "Sign In" button at the top right hand corner of the page. If you forget your password, please use the "Forget your Password" feature at the middle right hand corner of the page and continue to step #8 if all your family members are set up under you profile you'd like to register. If you need to add more family members continue to step #6.
- 4) Put in your email address and phone number you'd like the club to use to contact you and make up a password of your choice (no restrictions) and confirm that password, then click "Continue".
- 5) Fill out your own personal info as the parent/guardian. Add a supplementary guardian or your spouse's info if you'd like two email addresses/contacts on file. Click "Save" at the bottom of the page.
- 6) Now add your children to your profile. Under the "Profile" drop down on the left hand side of the page, click on "Add Family Member". Choose the number of family members you'd like to add from the drop down and click "Continue".
- 7) Put in the child's/player's information and click "Save".
- 8) Click the "Register Now" button on the left hand side to register your child.
- 9) Check off the program you wish your child to sign up for and click "Add to Basket" at the bottom of the page. Please note only the programs offered for your child's age group will show up as an option to choose under their name.
- 10) If the "Basket" looks correct, click on "Check Out". Please note purchases and player registrations are NOT confirmed until you have completed Step 5 (Payment) and are provided a receipt, which will be sent to your email account after processing.
- 11) Fill out the "Additional Info" and read and check off the waivers. Click "Submit" at the bottom of the page once completed.

- 12) Click your "Method of Payment". You can choose to pay by Visa or MasterCard online, or bring a cheque or cash to the office by clicking "Office Payment". By clicking "Office Payment" you can also mail a cheque to the office. Please note purchases and player registrations are NOT confirmed until you have submitted payment and are provided a receipt, which will be sent to your email account after processing.
- 13) Please keep your email (Username) and password on hand, as you will continue to use this sign in information for all your registrations with SSU in the near future.

