



## **Youth Recreational Soccer – Online registration Walk-Through**

1. Go to [www.gjsoccer.org](http://www.gjsoccer.org)
2. On the left hand side of the page select “Online Registration”
3. Select “Rec Soccer” from the link on the left side of the page
4. Select “Continue to Account Login and Registration”, either login in as a returning user, or create a new account.
  - **Please note:** if you have played with our league anytime between now and fall of 2009 and including fall of 2009, you more than likely already have an account set up. All you have to do is have the system e-mail you your pass code or call the office.
  - Pass codes ARE case sensitive.

\*\*\*Save this page- The office staff can also lookup your password and login name. Please call 242-4550 for assistance.

**5. Existing users-** login then select “Register” icon

### **6. Account information**

-Add/Update the account information, click save

\*\*\*Note: Setting up your account does NOT register you. Once you have your account created, you must still go through the registration process.

### **7. Participant information** (Participants are anyone under your account that will be participating in programs with this organization.

You must be listed as a participant in order to register for programs.) This will be the male or female player who will be playing soccer in the fall/Spring 20\_\_\_\_)

-Click Save

-You may add another participant or Click “Register”. Please add ALL of your participants before registering so they will be available for selection. Even if they are not registering at this time, they can still be set up for future use.

- Complete all areas

- Click “register” once all players have been saved

### **8. Registration Information- Step 1**

-Choose the participant from the dropdown menu

-Choose your program (select Youth Recreational Soccer)

-Choose your league (when registering for fall, your son or daughter will move up one year older than spring soccer)

-Age & date of birth are available in the drop down menu)

### **9. Registration Details- -Step 2 and Step 3**

-Complete all areas with a red asterisk

-If you are interested in coaching, or volunteering, please select that here

-Team Selection- If your child is a returning player, and would like to play on the same team as he/she did in the spring/fall season, select team from the dropdown menu.

-Select “I agree” from the dropdown menu for “I understand that the registration fee does not include cleats, shin guards, or uniforms”

### **10. Registration- Step 4**

-Terms and conditions, click the box “I accept the terms and conditions stated below”

### **11. Next Steps**

If you have another child to register, click on enter another registration, then follow previous steps

-Once you are complete, select “Proceed To Payment”

### **12. Payment and Confirmation**

-Enter credit or debit card information and select “Process Registration & Payment”

- A minimum of 50% of the registration cost is due in order to complete the online registration.

**13. Registration is complete.** You may print a copy of your receipt by selecting the “receipt icon”