

# PWLL Online Registration

## Introduction

The Prince William Lassie League provides, starting with the 2015 season, an additional way for you to register your players for the league – online registration!

This has several benefits:

1. Reduction of data errors (i.e. our mistyping of information you provided us) because you will enter the information for your player(s).
2. Online payment will provide a fast and convenient online way for you to use your credit card when registering your player(s).
3. Simplicity – as you will see below, online registration is simple!

But what if you don't *want* to register your player(s) online? No problem! You can still come to one of our walk-in registrations (7 and 14 February from 10am – noon and 21 and 28 February from 10am – 2pm at the Hillendale Fire Department) or you can mail your player(s) registration to the address on the registration form. Visit [www.pwll.org](http://www.pwll.org) and look on our documents page for registration forms or visit our registration page (Look under the League Information menu item!)

## Instructions for Registering a Player

1. Go to the Prince William Lassie League website at <http://www.pwll.org> in your internet web browser.
2. If you haven't done so before, click on the Register button in the upper right corner of any page on our website and follow the instructions there to register yourself as a user.
  - a. You'll be asked to provide contact information (e.g. your address, phone and email) which will be tied to your player(s).
  - b. You're now ready to sign up players!
3. If you've already registered yourself on our website but aren't logged in, log into the website by clicking on the Login button up in the right corner of any page on our website and enter the userid and password you created when you registered.
4. Next, if it's not already highlighted, click on the "Register" tab on the *My Account* screen in figure 1:

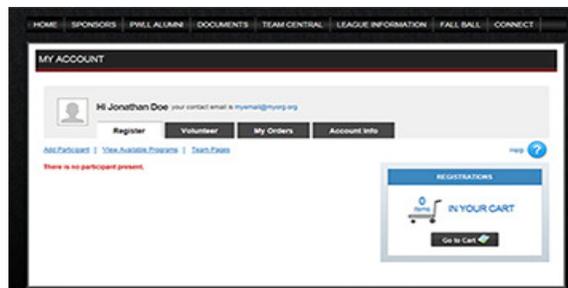


Figure 1

5. If you're registering your first player, click on "Add Participant" as shown on the preceding screen. You should now see the *Edit Players* screen in figure 2:

Figure 2

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Go ahead and enter your player's data that doesn't already appear here (you'll note that address information, etc., is captured from when you entered it when you registered on the site).

Note that any field marked with a red asterisk is a required field; you will not be able to proceed until you enter data for these fields.

6. If you want to add more players please click on the "Add Another Participant" button on the bottom of the screen and add the information for your next player, repeating this process until you've added all your players.
7. Otherwise, click on the "Next" button. You should now see the *Available Programs* screen in figure 3, showing your player(s) and division(s):

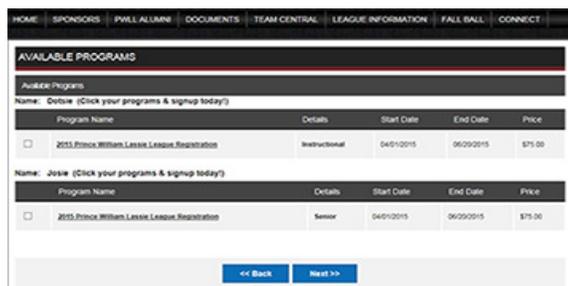


Figure 3

8. Click on the check-boxes to the left of your players' names in order to enroll them in their Divisions.
9. Click on the "Next" button.
10. You should now see the *Shopping Cart* screen in figure 4:

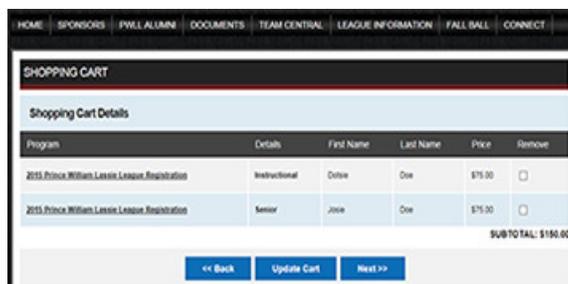


Figure 4

If you have more than one player registered, you will note that the multi-player discount doesn't appear anywhere. Don't worry! You'll see it before you complete check-out (or if you can't wait, look at item 17, below!)

11. You should now be on the *Additional Player Information* screen in figure 5, the top of which will look something like this:

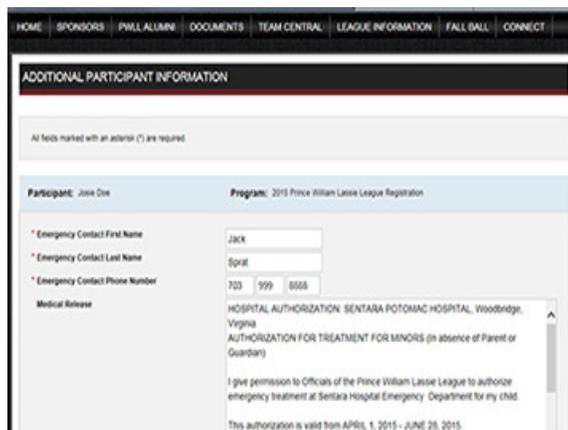


Figure 5

This screen contains additional questions (the same ones) for each of your players (You can't see it all here but on the real screen you can scroll down). Again, note that you must complete at least those questions with red asterisks.

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12. When you've completed answering the Additional Player Information questions please click on the "Next" button.
13. You should now see the *Volunteer* screen in figure 6:

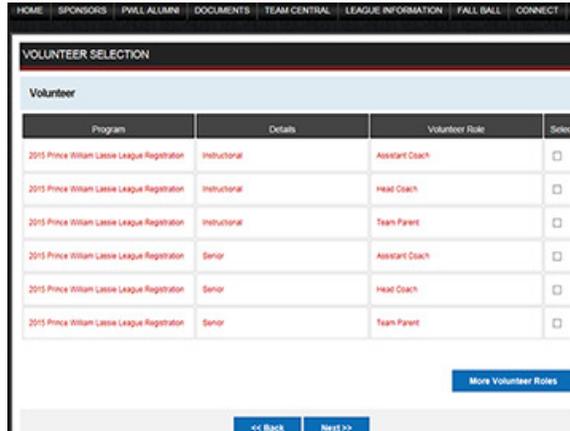


Figure 6

In this case it shows the volunteer positions open to somebody with players in the listed Divisions.

14. If you want to volunteer in a Division in which you have no registered players, click on the "More Volunteer Roles" button and you'll see the same screen but with the program "2015 Prince William Lassie League Registration" shown in figure 7:

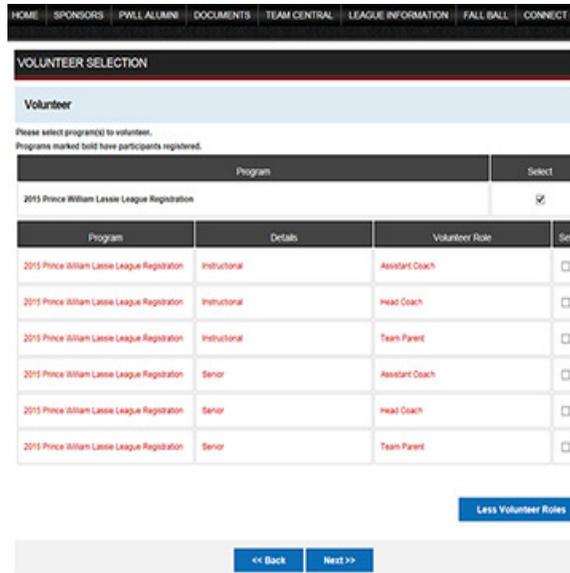


Figure 7

- a. Deselect the program by clicking on the check box to its right (unchecking the box).
- b. Reselect the program by clicking on the check box to its right (rechecking the box).
- c. When you recheck the box all of the possible volunteer positions should appear as shown in figure 8:

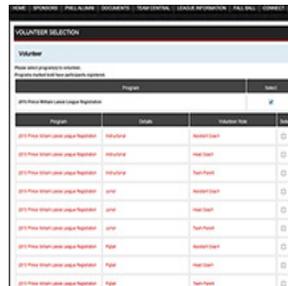


Figure 8

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- Once you see the volunteer roles for which you want to volunteer (from 12 or 13 above) simply click on the applicable check-boxes and then click on the “Next” button.
- You should now be on the *Additional Volunteer Information* screen in figure 9:

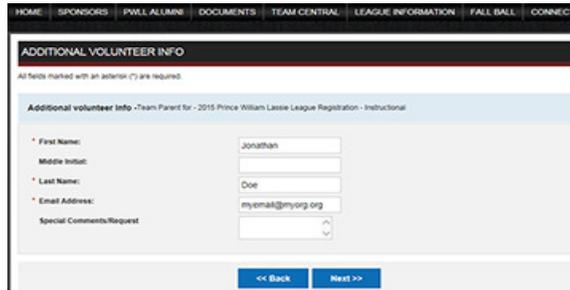
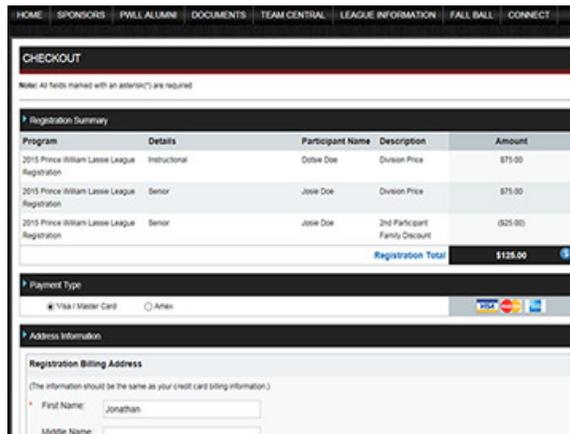


Figure 9

Enter any special request you may have and then click on the “Next” button. Note that red-asterisked fields must be filled in.

- When you’ve completed the *Additional Volunteer Information* screen please click on the “Next” button.
- You should now be on the *Checkout* screen in figure 10:



Program	Details	Participant Name	Description	Amount
2015 Prince William Lassie League Registration	Instructional	Dotse Doe	Durson Price	\$75.00
2015 Prince William Lassie League Registration	Senior	Josie Doe	Durson Price	\$75.00
2015 Prince William Lassie League Registration	Senior	Josie Doe	2nd Participant Family Discount	(\$25.00)
<b>Registration Total</b>				<b>\$125.00</b>

Figure 10

Note that you can now see the correct discount applied to your registrations!

Complete your payment information on this screen, check the “I agree...” check-box at the bottom of the screen, and click on the “Submit Order” button.

You have now registered your players!

If you have any questions about the process please don’t hesitate to call Bill Rutherford, our Registrar, at 703-878-1225, or email him at [pwllassieleague@comcast.net](mailto:pwllassieleague@comcast.net) for assistance.