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 21and 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 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!
- 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:

DT PLAYERS	
ldd e New Participant	
N helts marked with an asterior () are required. Name an Primary Contact Participant's Frankame.	0
Participant's Widdy Initial	
Participant's Law Name	
Participant's Gender:	*
Participant's Date of Beth:	Marth W Day W Year W
Participant's Ernalt	
Real	123 Ary Street
Deal March 1	
City	VisioBelge
Rater	Vipna 👻
Ze Color	22/00
Country	United States 💌
Telephone	203 103 9676
Cellphone	
_	

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):



- 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:

HOPPING CART					
Shopping Cart Details					
Pogan	Details	First Name	Last Name	Pike	Renove
2015 Prince William Lessie League Registration	Instructional	Datave	Doe	\$75.00	0
1915 Prince William Lansie League Registration	Senior	2010	One	\$75.00	0
				su	TOTAL: \$150.

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:

ME SPONSORS PWILLALIMN	DOCUMENTS TEAM CENTRAL LEAGUE INFORMATION FALLBALL CONNECT
DOITIONAL PARTICIPANT INFORM	MATION
Al fields marked with an asterisk (*) are required	
Participant: Jose Dos	Program: 2018 Price William Lasse League Registration
* Emergency Contact First Name	Jack
* Emergency Contact Last Name	Sprat
* Emergency Contact Phone Number	703 999 6555
Medical Referen	HOSPITAL AUTHORIZATION SENTAVA POTGAMO HOSPITAL Weedings, Vegina AuthoRizZATION FOR TREATMENT FOR IMMORE (in advance of Parent or Guardian) Fgue permission to Officials of the Prince William Lassie League to authorize
	energency treatment at Sentara Hospital Emergency. Department for my child. This authorization is valid from APRIL 1, 2015 - JUNE 28, 2015.
	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.

- 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:

Program	Details	Volunteer Role	50
2015 Prince William Lassie League Registration	Instructional	Assestant Coach	0
2015 Prince William Lassie League Registration	Instructional	Head Coach	0
2015 Prince William Lassie League Registration	Inductorial	Team Parent	0
2015 Prince William Cassie League Registration	Senor	Ausstant Osach	0
2015 Prince William Lassie League Registration	Senor	Head Coach	0
2015 Prince William Lassie League Reportation	Senor	Team Parent	0

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:

Volunteer			
case select program(x) to volunteer, ograms marked bold have participants register	ed.		
-	Program		Select
2015 Prince William Lassie League Registration			8
Program	Details	Volunteer Role	80
2015 Prince William Lassie League Registration	Instructional	Assistant Coach	0
2015 Prince William Lassie League Registration	Instructional	Head Coach	0
2015 Prince William Lassie League Registration	Petrotonal	Team Parent	0
2015 Prince William Lassie League Registration	Senor	Assistant Coach	0
2015 Prince William Lassie League Registration	Server	Head Coach	0
2015 Prince William Laesie League Registration	Senor	Team Parent	0

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:

And the beaution			
Volumber			
kana sahari programpy ta antartisan. Ingrafia mankati kati Tean performania mgater			
	Propus		Sect
arti-hava Mitan (Jasa (Jaga Tapitata			
Pagan	0.0m	VAUNU RU	
211 Free Stationers your Reputation	NUMBER OF STREET, STRE	Austral Dan't	1
211 Personal state under Republik	market a	mar ben	1
211 Proce State under Sugardare	market a	Sectored	1
211 Providencia State and Application	-	Autor Dan	4
(1) free little uses used beyond		mar bach	1
211 Procedure and angle Reputation	-	Service of	1
21) Prop State years regard Reported	*ex	Assessed Track	1
211 Procedure and and Approxi-	nee .	100.001	4
and from hitself start starts from the	-	Test Seat	

- 15. 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.
- 16. You should now be on the Additional Volunteer Information screen in figure 9:

HOME SPONSORS PWLLAUM	NI DOCUMENTS	TEAM CENTRAL	LEAGUE INFORMATION	FALL BALL	CONNECT
ADDITIONAL VOLUNTEER INF	o				
All fields marked with an asterisk (*) are require	65.				
Additional volunteer Info -Team Par	ert for - 2015 Prince William	Lassie League Registr	ation - Instructional		
* First Name: Mode Instat: * Last Name:	Jona Doe	han			
Special Comments/Request	myer	alignyorg org			
	<	Cack Ne	t»		
		Fiau	re 9		

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

- 17. When you've completed the Additional Volunteer Information screen please click on the "Next" button.
- 18. You should now be on the Checkout screen in figure 10:

and a second second				
CHECKOUT				
ste: All fields manual with an asterio	Nitron we (")			
Registration Summary				
Program	Details	Participant Name	Description	Amount
2015 Prince Milliam Lassie League Registration	Instructional	Dotsie Doe	Ovision Price	\$75.00
2015 Prince INItiam Lassie League Registration	Senor	Josie Doe	Division Price	875.00
2015 Prince illiam Lasse League Registration	Senor	Josie Doe	2nd Participant Family Decount	(525.00)
			Registration Total	\$125.00
Payment Type			-	
CVsa / Master Card	() Ames			- 1
Address information				
Registration Billing Address				
(The information should be the sam	w as your credit card billing information.)			
First Name: Jonathan				

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 pwlassieleague@comcast.net for assistance.