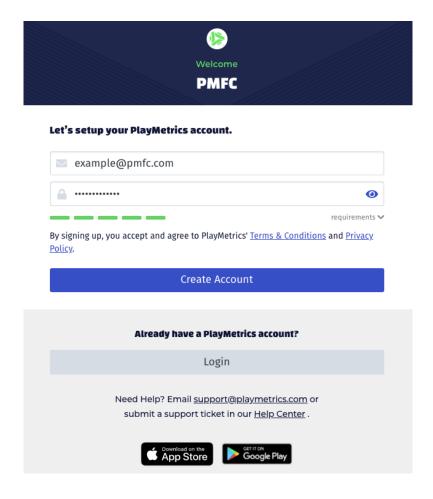
# STEP 1: REGISTER FOR A PLAYMETRICS ACCOUNT- INSTRUCTIONS BELOW

#### **CLICK HERE FOR REGISTRATION LINK**

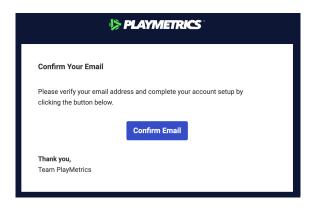
### **Registering Via Club Registration Link**

The steps below show how to create your PlayMetrics account through a registration URL provided by the Club.

1. Click or tap the registration URL link (or copy and paste it into your browser) and fill out the appropriate information. Enter the email address and password you would like to use for your account. Once you have done this, click or tap the "Create Account" button to create your account.



2. Our system will send a verification email to the email address you entered for you to confirm your email address. The email will come from noreply@reg.playmetrics.com with the subject line "Verify Your PlayMetrics Account". Click the "Confirm Email" button to verify your email address and complete your account setup. After verifying your email address, you will be prompted to enter your contact information to complete your Parent or Guardian account.



- 3. Add your player information for each child you plan to register.
- 4. Based on the player information provided, you will be shown a list of programs available to each player.

For more information on how you register a player for a Club Program, please see the article "Registering a player for a program".

For more information on setting up your Player Contact account, please see the article "Setting Up Your Account: Parents & Players"

If you are still having trouble registering, please contact support@playmetrics.com and provide the following information:

- The name of your Club
- Your name
- Your player's name (if applicable)
- Email address you supplied to the Club
- The email App or Service you are using
- Description of your issue
- Phone number where we can reach you

## STEP 2: REGISTER FOR A PROGRAM-

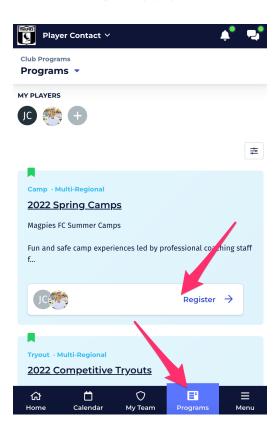
# (in this case: club tryouts)

#### **Registering for a Program**

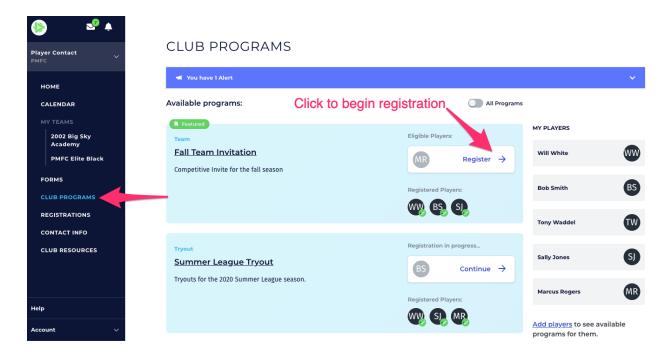
As a Player Contact, you will be able to see featured programs from your home screen or can navigate to CLUB PROGRAMS from the left-hand menu to view the list of programs that are available for your Player. If you are in the PlayMetrics mobile app tap "Programs" in the bottom menu to view the available programs. Only the programs that your current Players are eligible for will appear in the list of programs. Click on the appropriate program to begin the registration process.

Note: If the player to be registered does not appear in your account, use the "Add Players" link to add the necessary players.

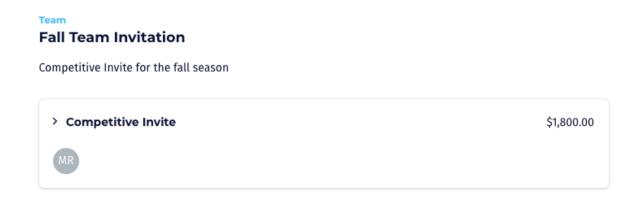
#### On Mobile:



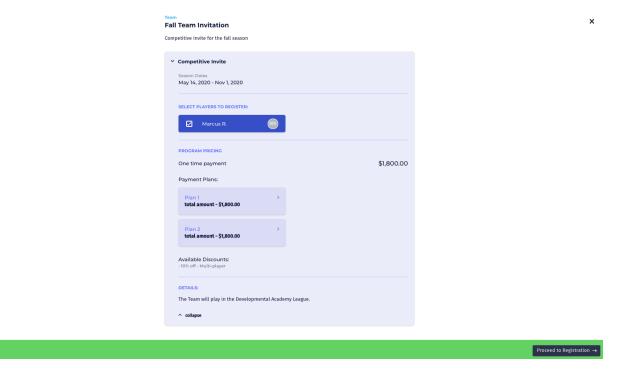
On Desktop:



Once the program has been selected, there may be one or more packages to choose from. In the example below, the Player Marcus Rogers has been selected to register for the Fall Team Invitation program with the Competitive Invite package.

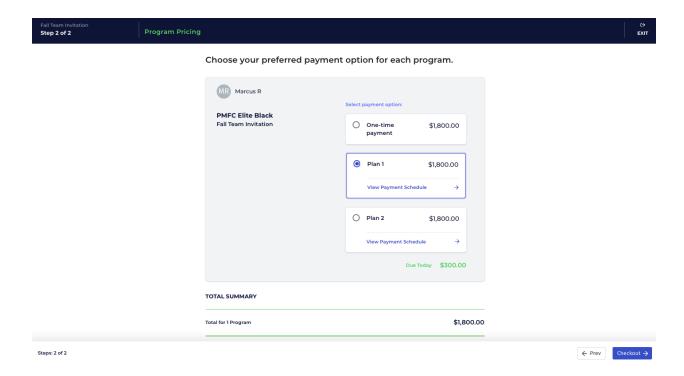


Selecting a package will display the package details, and the pricing information (including payment plans) if it is a paid program. Once the appropriate package has been selected for your Player(s) click the "Proceed to Registration" button.



Program registration will differ for each club, but expect player and program questions, and volunteer sign-ups to be collected at this phase. If volunteer sign-ups are collected, marking yes will require you to enter contact information for the selected volunteer role.

Next, you will be asked to select your payment option for the program if it is a paid program. In the example below, there is the one-time payment option, and two payment plans to pick from. Click "View Payment Schedule" to see any acceptance fees, and the billing dates and amounts for the payment plan.

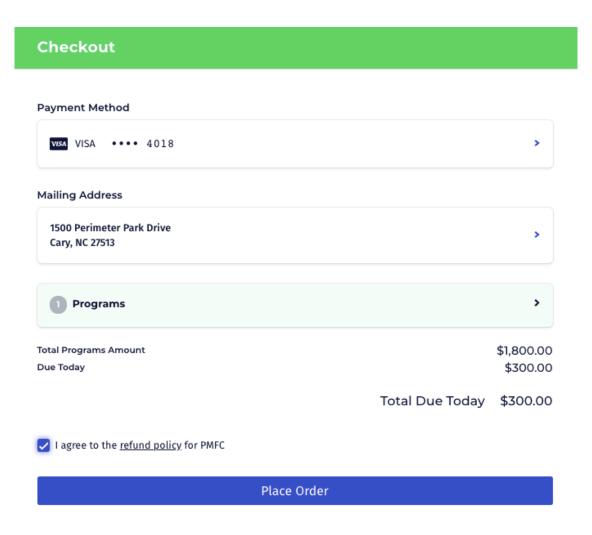


Note: If any discount options (Early Bird, Multi-player) or custom discounts were assigned, they can/will be applied at this point in the registration. For example, if a 50% financial aid discount was assigned to the Player Marcus Rogers, the total amount would appear as \$900.

Click the "Checkout" button to finalize the payment details.

At checkout, enter your preferred payment method, and enter your mailing address (your mailing address is needed in case the club needs to mail you a refund check).

Note: If you plan to pay with cash or check in lieu of a credit card payment, complete the registration to the point of checkout then contact the club to coordinate the manual payment.



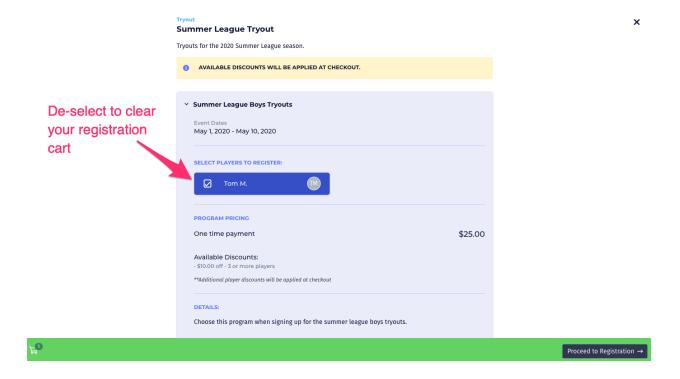
Finally, read and agree to the club's refund policy, and click the "Place Order" button to complete the program registration. You will receive a registration confirmation email as well as a receipt for any payments that were made.

Note: If you are registering for a program, exiting the program registration will save any information that has been entered in the registration.

For more information on viewing and managing your current registrations, please see the article "Managing Registrations as a Parent".

### **How to Clear Your Program Registration Cart**

If you select the wrong program during registration (or select the wrong player to register), you can clear your cart by exiting the program registration, re-entering the program, and de-selecting the player to clear your registration cart.



### **Helpful Notes**

- -Please note that the cost of tryouts is \$0
- -If you need additional support with Playmetrics please reference the help articles <u>HERE</u>
- -Email follow up with additional tryout information pertaining to field schedule, check in process, etc will be sent through your playmetrics account in the days prior to tryout week- please be sure it is a valid email.