

## Total Global Sports

# Parent Portal Guide to Registration

These instructions outline the process to make a new parent account in order to access the TGS Parent Portal.

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### IMPORTANT BEFORE YOU BEGIN:

A parent can NOT share the same email as a player in the TGS system. This is due to the college recruiting connection and how the messaging works.

If your child is currently using your email address we recommend that you log in to your player's account and change their email address to their own personal email address or use an alternative email address for yourself. To log into your child's account [please use this link](#).

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## STEP 1 - Create a TGS Parent Account

1. [Start at this link](#).
2. Fill out all required information using a separate email than the player's account and click **Create Account**. If you have an existing TGS account, see below.

You are brought to the TGS login screen. Login to the account you just created and select **Parent Portal**.

### Existing TGS Account Holder:

If you already have a TGS Team Admin, Head Coach, Assistant Coach or any Club Level Access start at the link provided by your organization or [use this link](#).

Fill in your SAME information from your existing account.

Once you click Save, the system will find you and create a Parent role for you.

You will be instructed to [log in to your TGS account at this link](#).

When you login select Parent Portal.

## STEP 2 – Add Your Player to Your Parent Account

3. [Login to your Parent Portal here.](#)
4. On the left-hand navigation select **My Children**.
5. Select **Add Player**. Fill in the required information.
  - Player First, Middle and Last name
  - Player Date of Birth
  - Player Gender
  - Player email (Required only if the player is 13 years or older)
4. When complete, click the blue **Next** button.

The system will automatically look to see if your child is in the TGS system.

**If the player matches an account in the TGS system** they will appear on the next screen. You are asked to select the player. Once you select them they will be added to your account.

**If your player is NOT in the TGS system**, the player's account will be created and they will be added to your account.

## STEP 3 – Register Your Player to a Program

You will need the registration code from the Club's invitation to register email.

5. [Log in to the parent account here.](#)
6. Select **My Children** on the left.
7. Select the **player's name**.
8. Select **Registration**.
9. Enter the **Registration Code 3440**. Answer any required **Questions**.
10. Choose a **Payment Plan** and click **Next**.
11. On the Check Out Screen, if applicable, enter your **Discount Code** and click **Apply**. Then click **Check Out**.
12. Add a credit or debit card or choose an existing card. When complete, click the **Agreement** box and click **Process Payment**.

## Support

[Access TGS Parent Help Here](#)

If you need any additional help TGS has a support team standing by. Please email [help@totalglobalsports.com](mailto:help@totalglobalsports.com) and someone will help you right away. Be sure to include your name, club, and league name in the subject of the email.