



# Wintersburg Sports Ministry

## Returning/Existing Player Registration Process

### SEYO Basketball: 2018 Spring Season

#### Steps for Returning Player Registration:

1. Log on to <http://wpcsports.stage.signupsnap.com/#/home> (link will also be available on our WPC Sports Ministry website at <http://wpcsportsministry.org/wpc-basketball/>)
2. Click on the Wintersburg Sports Ministry Logo
3. Enter your Email Address or Username in the “Email/Username” box.
4. Enter your Password in the “Password” box.
5. Click the “Log In” button.
6. If you forgot your password:
  - Click on “Forgot Your Password?”
  - Enter your email address in the “Email” box and click the “Submit” button
  - You will see a popup box on your screen which indicates, “Reset password link has been sent to your registered email.”
  - You will receive an email from **SignUp Snap** with a link to set up a new password
  - If you still have problems, please contact us at [registration@wpcsportsministry.org](mailto:registration@wpcsportsministry.org)
7. Update **ALL** Account and Child(ren) Information:
  - Update Parent1/Guardian1 Screen & then click “Next” at the bottom of the Screen
  - Update Parent2/Guardian2 Screen & then click “Next” at the bottom of the Screen
  - Update Child Info Screen, then *if necessary*, add another child by clicking on the “Add Another Child” at the bottom of the Screen. When finished, click “Next” at the bottom of the Screen. *Please make sure to update your child’s grade, t-shirt size & high school basketball level played (none, freshman, sophomore, JV, Varsity).*
  - Update Medical Info Screen & then click “Next” at the bottom of the Screen
  - Update Additional Info Screen & then click “Next” at the bottom of the Screen
8. E-Signature Section – Waivers & Agreements:
  - **A.** SEYO Member Agreement, **B.** Consent to Treatment, **C.** Release of Liability, **D.** Media Authorization & **E.** SEYO Code of Conduct Screens: Read the Agreements and then click on the circle to the left of “I/We have reviewed...on MM/DD/YYYY” and then click “Next” at the bottom of the Screens
  - **F.** Sports Ministry Participation Record Screen: Read the Agreement and then click on the circle to the left of “I/We have reviewed, read and accept these agreements on MM/DD/YYYY” and then click “Next” at the bottom of the Screen. *You will submit a Sports Ministry Participation Record Form that lists the 3 events/activities your child participated in last year to your team rep.*
  - Account Signup Summary Screen: Click on the circle to the left of “I/We have reviewed, read and agree with this Agreement by electronic signature acceptance on

MM/DD/YYYY". An Electronic Signature box will pop up. Enter your electronic signature in the box and click the "Save" box and then click the "Submit" button

- You will then see a popup box indicating "Account details successfully updated."
- Click **OK**

9. You will now be on the Activity SignUp Screen. Click on **2018 SEYO Spring Basketball** under New Activity Signups.

- Select your child that you are registering for Spring Basketball
- Select the requisite slider which pertains to your child by clicking on the slider and moving it to the right until it turns blue (*i.e. WSM Registration Fee for First Player or WSM Registration Fee for addl. sibling or addl. season*). *Please note that if your child played in the Winter/Junior Season and he/she will be playing in the Spring/Senior Season also, please select the "WSM Registration Fee for addl. sibling or addl. season" Slider.*
- Select any additional children who will be registering for Spring Basketball
- Select the "WSM Registration Fee for addl. sibling or addl. season" Slider and move it to the right until it turns blue
- Click the "Next" Button

10. You are now on the Activity Payment Screen. Click the "Payment" Button.

11. You are now in **Paypal**. *You can either pay through Paypal or pay with a Debit or Credit Card*. You will receive a confirmation email from Paypal once you have completed the Payment process.

12. Fill out the attached Sports Ministry Participation Record Form by listing the 3 events/activities that your child participated in this past season (*September 1, 2016 – August 31, 2017*) and submit the completed form to your team rep. *This does not apply to 8<sup>th</sup> Grade players who will playing in the Spring/Senior Season.*

13. If you are purchasing a new uniform for your child, please fill out the attached "Uniform Order" Form and send a check made payable to "**Wintersburg Sports Ministry**" for **\$62** for new uniform (*jersey & shorts*); Jersey only (**\$35**); Shorts only (**\$27**) to the following address:

**Wintersburg Sports Ministry**

**Attn: Sue Masamitsu**

**2000 N. Fairview Street**

**Garden Grove, CA 92706**

*\* Players will be able to try on uniforms in the Wintersburg Church Social Hall on Sports Ministry Sunday on September 10<sup>th</sup>.*

14. You have completed the registration process...

15. **Fees for 2018:**

**\$190** for 1<sup>st</sup> child; **\$165** for each additional sibling or 2<sup>nd</sup> Season (*i.e. played Winter Season*)

If you have any problems or questions, please contact us at:

[registration@wpcsportsministry.org](mailto:registration@wpcsportsministry.org)