



# Wintersburg Sports Ministry

## Returning Player Registration Process

### SEYO Basketball: 2020 SEYO 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. Enter **ALL** Account and Child(ren) Information on the following screens:
  - Parent1/Guardian1 Screen & then click “Next” at the bottom of the Screen
  - Parent2/Guardian2 Screen & then click “Next” at the bottom of the Screen
  - 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 enter your child’s grade & t-shirt size.*
  - Medical Info Screen & then click “Next” at the bottom of the Screen
  - Additional Info Screen & then click “Next” at the bottom of the Screen
8. E-Signature Section – Waivers & Agreements:
  - **A.** WPC Release of Liability, **B.** WPC Consent to Treatment, **C.** WPC Media Authorization, **D.** SEYO Member Agreement, **E.** SEYO Code of Conduct, **F.** WPC Sports Ministry Participation Record Agreement & **G.** WPC & SEYO Concussion Agreement: Read the Agreements and then click on the circle to the left of “I/We have reviewed, read and accept” and then click “Next” at the bottom of the Screens
    - Account Signup Summary Screen: **A.** Click the “Sign Here” button, **B.** Enter your electronic signature in the box, **C.** Click the “Save” button **D.** Select the designated parent/guardian who signed the e-signature box at the bottom and then **E.** Click the “Submit” button
9. You will now be on the Activity SignUp Screen. Click on “2020 SEYO Spring Basketball” under New Activity Signups.

- **First Player:** If you are paying for the First Player in your family, **A.** Select the child from the dropdown menu, **B.** Select the “*WSM Registration Fee for First Player*” Slider by clicking on the slider and move it to the right until it turns blue. **C.** If you are ordering a WSM Uniform, click the “*WSM Uniform Top and Bottom*” Slider and move it to the right until it turns blue. **D.** Click the “*Next*” Button. **E.** You are now on the Activity Payment Screen. Click the “*Payment*” Button. **F.** You are now in Paypal. You can either pay through Paypal or pay with a Debit or a Credit Card. *You will receive a confirmation email from Paypal once you have completed the payment process.*
- **Additional Player(s):** If you are playing for an Additional Player in your family, **A.** Select the child from the dropdown menu, **B.** Select the “*WSM Registration Fee for Additional Player*” Slider by clicking on the slider and move it to the right until it turns blue. **C.** If you are ordering a WSM Uniform, click the “*WSM Uniform Top and Bottom*” Slider and move it to the right until it turns blue. **D.** Click the “*Next*” Button. **E.** You are now on the Activity Payment Screen. Click the “*Payment*” Button. **F.** You are now in Paypal. You can either pay through Paypal or pay with a Debit or a Credit Card. *You will receive a confirmation email from Paypal once you have completed the payment process*

10. If you are purchasing a uniform for your child, please fill out the *WSM Uniform Order Form*.

**11. Fees for 2020:**

**\$200** for 1<sup>st</sup> child; **\$175** for each additional sibling (or for 8<sup>th</sup> grade player who played in the *SEYO Winter Season*); **\$55** for Uniform (*Top & Bottom*)

If you have any problems or questions, please contact us at:  
[registration@wpcsportsministry.org](mailto:registration@wpcsportsministry.org)