



ON LINE REGISTRATION – HELP GUIDE

The link to online registration is the following:

<http://www.itsportsnet.com/league.php?scriptName=MEMBERLOGIN&leagueID=18006#>

Once you are there you will see the following page and will need to **“Launch Member Area”**

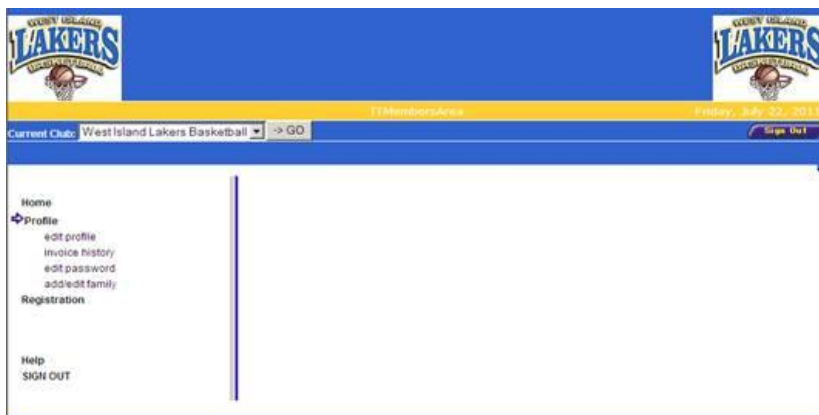


It will then take you to a secure site, as a first time registrant you will need to go to **“Don’t have a login (Setup Login)”** on the left hand side. (If you decide to return after, you can use your sign in)



Note that this is with your information (the parent), once you’ve created a login, you will access the site and be able to add all other pertinent information (i.e. spouse and children).

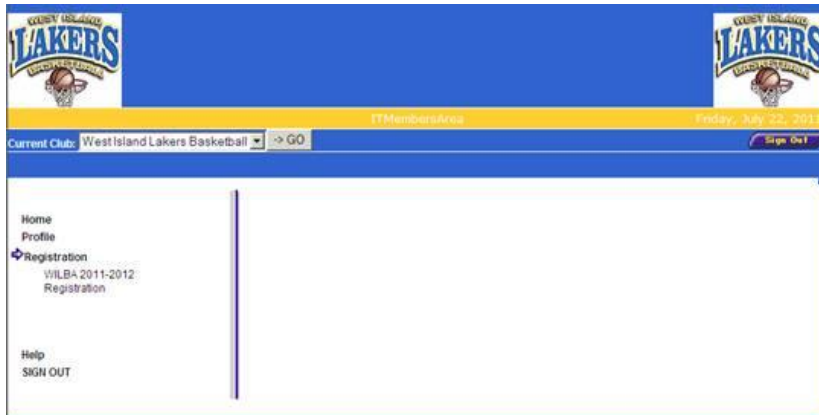
After logging in, you will need to go to profile and use the **“add/edit family”**. You will be asked for basic information about the family member. First and Last name as well as date of birth and whether the family member is a youth or adult.



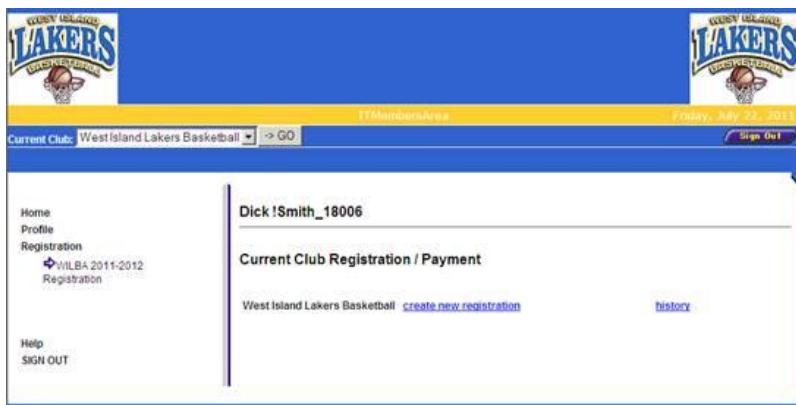


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You are the ready to REGISTER by clicking on the registration link on the left to see available registration option (there will be only one, “**Wilba 2011-2012 registration**”)



Select “**Create New Registration**”



You will then go though 6 steps to complete registration:

- Step 1: Waiver
 - First page with all the legal stuff and some basic Information
- Step 2: Parent/ Guardian Info
 - Where you'll be able to add / complete info regarding the adults
- Step 3: Volunteer
 - Based on the parents selected in step 2, you'll be able to volunteer for various league activity or position, you cannot skip this but there's a no thank you option
- Step 4: Player Information
 - You've added them to your family, if you have more then one select one and you'll be able to cycle through this step to add others, again you'll need to provide additional info, make sure all the *required filed are filled in.
 - This is where you would indicate interest in IC or for Referee or Scorekeeper (if applicable)



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- Step 5: Registration
 - Based on Gender and DOB, the system will return the division the player will be registered in.
 - Note that if you are interested in IC, only the base fee (HL) is collected at this time and the remainder of the IC fee will be collected (by cheque) once the player has been selected. (Total IC fee is 450\$)
 - If you are only registering 1 child, press DONE, or Register another child, that option will return you to step 4.

- Step 6: Payment
 - You can elect to pay by credit card (recommended) or make an off-line payment (by cheque)
 - A credit card payment will complete the registration process while a payment by cheque will only be complete once the cheque is received
 - If you pay by credit card, you will receive a paid invoice, this invoice will also serve (if applicable) as your Child Fitness Tax credit.
 - If you pay by cheque, an invoice will be sent to you by email. Once the payment is received a paid invoice will be sent to you also serving as your Child Fitness Tax credit.

Please make sure you read Introduction to all steps as it contains information on what you are about to do.

If you have any feedback or questions, please send them to registration@wilba.net we monitor regularly during the registration period and you should get an answer fairly quickly.