

## **PREVIOUS USERS ONLY**

AdminSports FOBF Registration Instructions:

If your family has used this registration site before (even if for another child) for BYBA (basketball), Belmont Soccer Association, or Belmont 2<sup>nd</sup> Soccer, follow the instructions below. If you have not, please return to the previous page and select NEW USERS ONLY.

### **[CLICK HERE TO ACCESS THE ADMINSPORTS REGISTRATION SITE.](#)**

- 1) PARENTS ONLY -- NOT STUDENTS -- Click the login button in the "ALREADY HAVE AN ACCOUNT" box from the AdminSports on-line registration page.
- 2) BE SURE TO USE THE SAME EMAIL ADDRESS FOR LOGIN THAT WAS USED IN THE PAST, EVEN IF IT IS NO LONGER CORRECT. Once you have supplied your email address, if you have forgotten your password it will be emailed to your login email. (if you forget your password AND the email address is no longer valid, you will have to create a new login.)
- 3) Once you have logged in, you can click the "Modify Family Info" button to correct any family information, INCLUDING THE PRIMARY EMAIL ADDRESS THAT IS USED FOR LOGIN PURPOSES. We can only send group emails to the primary email address, so be sure it is one that is checked frequently, and preferably the parent who will be volunteering for ease of contact. If changing family info, check the "I Agree" box at the bottom of the page and then the "Modify Information" button, otherwise "Cancel".
- 4) From the main page, if your son has been previously registered on this site, his name should appear under "Player Information". You may modify his info (select the button to the left of his name first), or click "Add New Player" if he is not listed & enter his information. The medical & emergency contact info is not really needed by us, though it may be by other Belmont organizations using the reg. site.
- 5) To the right of your son's name, you should see Fall 2011 under Season and then a "Registration" button that you should click. If you do not see these, check his gender & date of birth information under "Modify Player Info".
- 6) Be sure to select the correct grade for the 2011-2012 school year, Belmont High School for the school, and click continue.
- 7) Under Program Selection, you should only see and should select one option, either Freshmen or Varsity & JV, depending on his grade. Then click "submit" to continue or "cancel" to start over from Step 5 above.
- 8) Please check one or both parents' names & select one of the volunteer committees. We do not need your birth date, but the system requires gender & birth date fields be completed. Please be sure contact information is correct. Click submit to continue.

- 9) The on-line Liability & Medical Waivers are not relevant to our organization, but must be agreed to in order to continue. They are covered by the paper Participation Form that the school requires. After selecting “yes” for both, click “continue”.
- 10) You will now see a summary of the registration information for that child. If any information is not correct, clicking cancel and/or the “back” button on your browser will allow you to start over. If it all correct, click “continue to check out” unless you have another child to register.
- 11) Select Credit Card as your payment method & click the “payment” button.
- 12) Provide the credit card information & click “submit credit card information”.

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