

Registration Instructions

1. **PRINT THESE INSTRUCTIONS FOR REFERENCE WHILE REGISTERING**
2. Determine the Age Group which your child will play by using the chart at the top of the page.
3. Scroll to the bottom of the page, and click on the appropriate program (“recreational”, “recreational & travel” or “travel”).
4. Enter correct quantity, depending on the number of children you are registering, then click “Add to Cart”.
5. Select volunteer status.
6. Click the “Checkout” button.
7. If you have an existing user name and password, login and go to step 9 below. If you do not have an account, create an account by performing the following steps:
 - a) Complete all the fields on the “Create Account” screen (fields with asterisk are required fields) ****NOTE**** information entered here should be parent or guardian info, not the player’s information.
8. From “Checkout Detail” screen either select an existing player, or click “New Player” to create a player and follow steps below:
 - a) Complete all player info fields for a new player, then click “Create Person”.
9. Click “Continue Registration” once a player has been created and selected for each registration.
10. Complete the information on following screen for team placement by school / geography then on the same screen:
 - a) Select an appropriate age group.
 - b) Identify any additional areas of free training you may want more information.
 - c) READ and click the medical liability, noting any conditions.
 - d) READ and click the Parent Code of Conduct acknowledgement.
 - e) READ and click the Parking Rules acknowledgement.
11. Click “Continue”.
12. Purchase any BCSA logo fundraising merchandise you desire and click “Continue”.
13. Pay with a credit card by entering the credit card information and clicking “Charge my Credit Card” or pay by check by clicking “PAY BY CHECK” button. ****NOTE**** If you pay by check, be sure to follow the step below:
 - a) If paying by check, please PRINT THE INVOICE and mail with the check to:

BCSA
P.O. Box 2
Butler, PA 16003

We look forward to your participation in the 2008 season. LET'S PLAY BALL! Send questions to questions@bcsa.net