



# SportzSoft Solutions

## Online Registration and Member Portal User Guide

### Welcome to SportzSoft!

The SportzSoft Member Portal is where club and association members can login to:

- Register online for programs
- Print off income tax receipts
- Manage contact information for all members of the family
- Manage their account
- View or manage their volunteer activities
- View their team information

\*\*Note – not all associations use all the features above

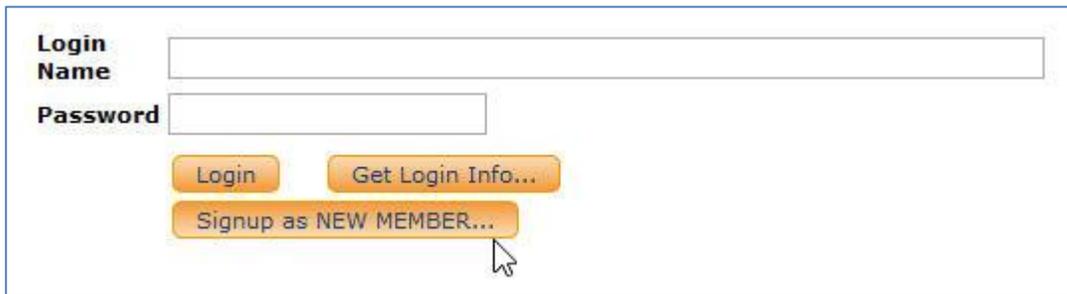
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## New Member Sign Up

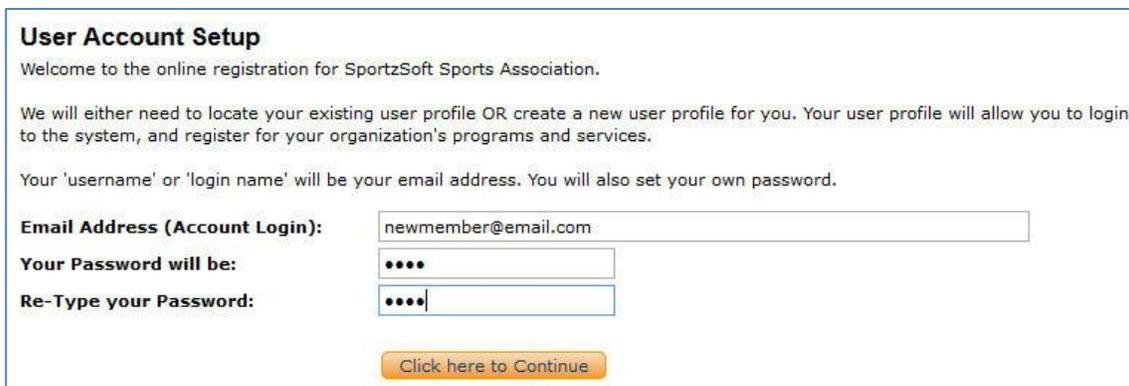
The first time you use the system, you will need to setup your new account. Keep in mind that some of the following screens may not appear as configurations can vary from association to association.

1. Click on the **SIGN UP AS NEW MEMBER** Button



A screenshot of a login and signup interface. It features two input fields: 'Login Name' and 'Password'. Below these fields are three buttons: 'Login', 'Get Login Info...', and 'Signup as NEW MEMBER...'. A mouse cursor is pointing at the 'Signup as NEW MEMBER...' button.

2. Enter your username and password. We recommend entering your email as your username.



A screenshot of the 'User Account Setup' screen. It includes a welcome message, instructions on how to create a profile, and a note that the username will be the email address. Below this, there are three input fields: 'Email Address (Account Login):' with the value 'newmember@email.com', 'Your Password will be:' with four dots, and 'Re-Type your Password:' with four dots. A 'Click here to Continue' button is at the bottom.

3. Select the type of account you want to create – FAMILY or ADULT. (*Note – this screen may not appear*).



A screenshot of the 'Choose an Account Type' screen. It displays the user's login as 'newmember@email.com' and asks to select one of two account types. The 'Family Account' option is highlighted in orange and includes the text 'To register your kids and/or yourself for programs.' The 'Adult Member Account (18 years and over)' option is also highlighted in orange and includes the text 'To register just yourself for programs.'

4. Enter in the required contact information.

### New Member/Account Registration

Please enter parent/guardian and child information below...

Parent/Guardian #1 (Primary)		Parent/Guardian #2 (Optional)	
First Name:	<input type="text" value="John"/>	First Name:	<input type="text" value="Mary"/>
Last Name:	<input type="text" value="Smith"/>	Last Name:	<input type="text" value="Smith"/>
Birth Date:	<input type="text" value="1/1/1960"/> <small>(mm/dd/yyyy)</small>	Birth Date:	<input type="text" value="1/2/1961"/> <small>(mm/dd/yyyy)</small>
Gender:	<input type="text" value="Male"/>	Gender:	<input type="text" value="Female"/>
		Relationship to Parent/Guardian #1:	
		<input type="text" value="Spouse"/>	
Home Addr:	<input type="text" value="123 Main Street"/>		
Address 2:	<input type="text"/>		
City:	<input type="text" value="Calgary"/>		
Prov/State:	<input type="text" value="Alberta"/>		
Postal Code:	<input type="text" value="T2M 1P3"/>		
Home Phone:	<input type="text" value="444-888-7777"/>		
Cell #:	<input type="text" value="555-777-9999"/>		
Work #:	<input type="text"/>		
Primary	<input type="text"/>		

Child / Registrant Information				
#	First Name	Last Name	Gender	Birth Date (mm/dd/yyyy)
1	<input type="text" value="Greg"/>	<input type="text" value="Smith"/>	<input type="text" value="Male"/>	<input type="text" value="1/4/1999"/>
2	<input type="text" value="Justine"/>	<input type="text" value="Smith"/>	<input type="text" value="Female"/>	<input type="text" value="1/5/2001"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

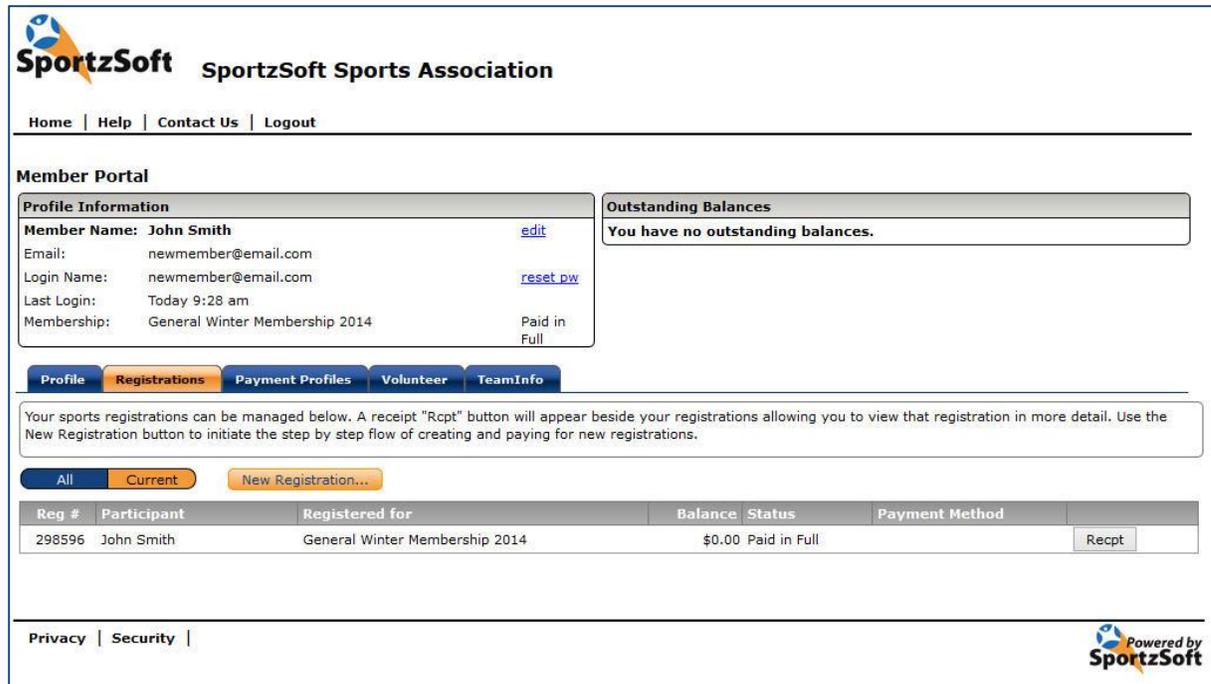
5. Select your membership type (this may or may not appear for you depending on your association's configuration). **(Note – this screen may not appear).**

### Member Registration for John Smith

Please select a membership from the dropdown menu below....

Membership

5. You will be logged into your member portal.



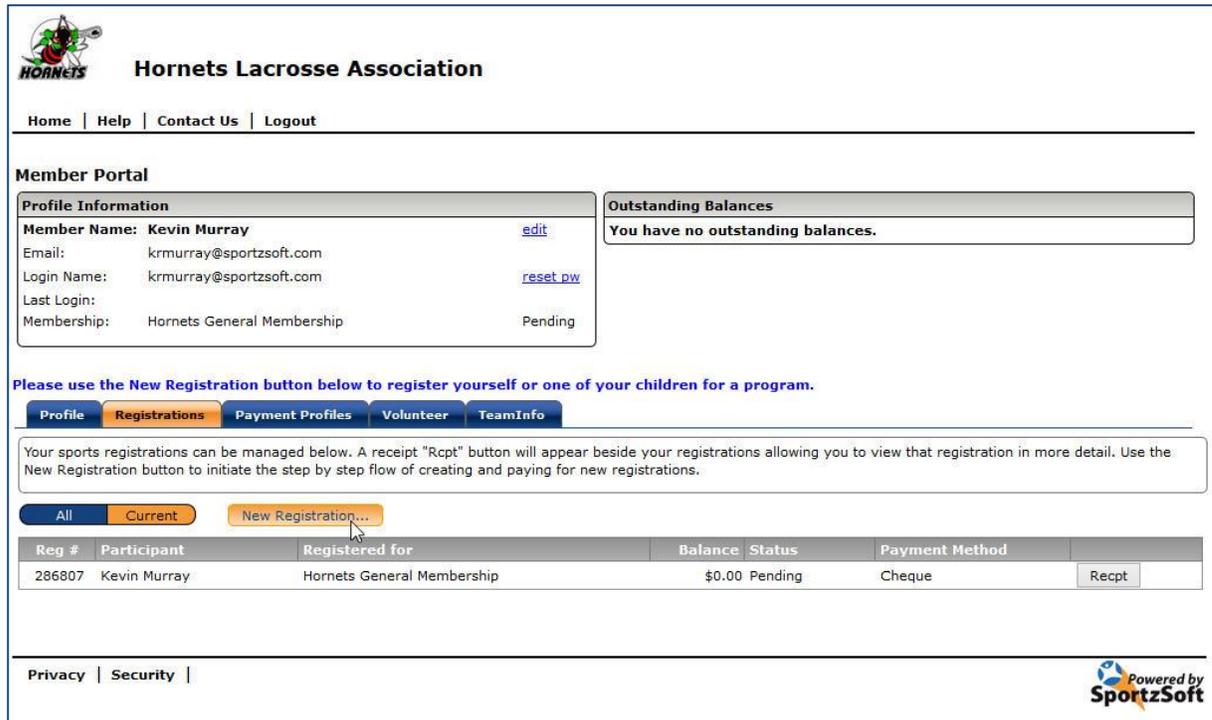
The screenshot shows the SportzSoft Member Portal for a user named John Smith. The page includes a navigation menu with links for Home, Help, Contact Us, and Logout. The main content area is titled "Member Portal" and is divided into two columns. The left column, "Profile Information", displays the member's name (John Smith), email (newmember@email.com), login name (newmember@email.com), last login time (Today 9:28 am), and membership details (General Winter Membership 2014, Paid in Full). The right column, "Outstanding Balances", shows "You have no outstanding balances." Below these sections are tabs for Profile, Registrations, Payment Profiles, Volunteer, and TeamInfo. A message box explains that sports registrations can be managed below and provides instructions on using the "New Registration" button. Below the message are buttons for "All", "Current", and "New Registration...". A table lists the member's registrations, with one entry for "General Winter Membership 2014" showing a balance of \$0.00 and a status of "Paid in Full". A "Recpt" button is visible next to the registration entry. At the bottom of the page, there are links for "Privacy" and "Security", and a "Powered by SportzSoft" logo.

6. You're done!

## Online Registration

Login to your Member Portal (or, if you have signed up as a new member, you will already be taken there).

1. Click on the **NEW REGISTRATION** button.



**Hornets Lacrosse Association**

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**Member Portal**

**Profile Information**

Member Name: Kevin Murray [edit](#)

Email: krmurray@sportzsoft.com

Login Name: krmurray@sportzsoft.com [reset pw](#)

Last Login:

Membership: Hornets General Membership Pending

**Outstanding Balances**

You have no outstanding balances.

Please use the New Registration button below to register yourself or one of your children for a program.

Profile | **Registrations** | Payment Profiles | Volunteer | TeamInfo

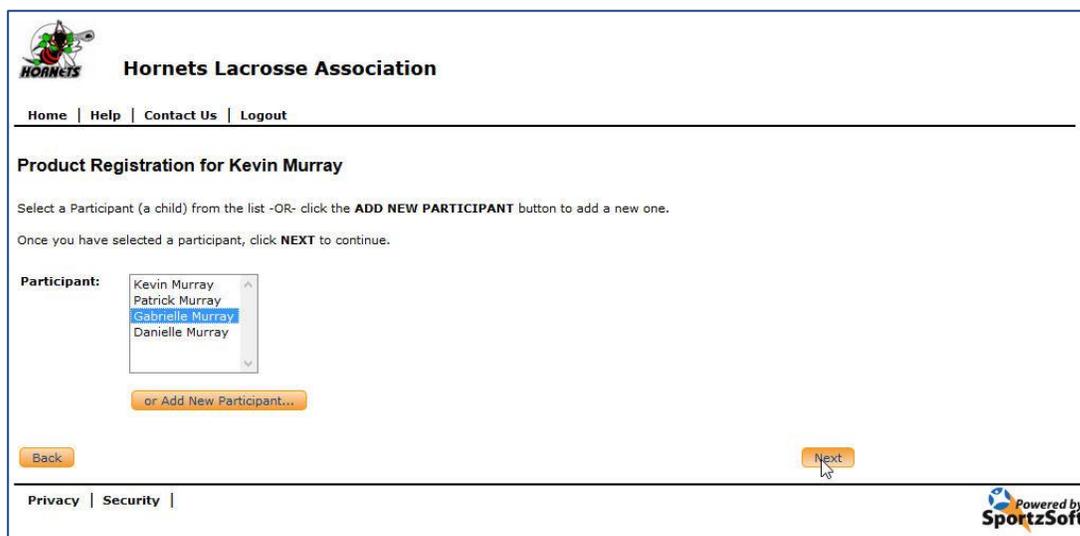
Your sports registrations can be managed below. A receipt "Rcpt" button will appear beside your registrations allowing you to view that registration in more detail. Use the New Registration button to initiate the step by step flow of creating and paying for new registrations.

All | Current | **New Registration...**

Reg #	Participant	Registered for	Balance	Status	Payment Method	Receipt
286807	Kevin Murray	Hornets General Membership	\$0.00	Pending	Cheque	<a href="#">Rcpt</a>

Privacy | Security | 

2. Select the person you want to register and then click NEXT.



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**Product Registration for Kevin Murray**

Select a Participant (a child) from the list -OR- click the **ADD NEW PARTICIPANT** button to add a new one.

Once you have selected a participant, click **NEXT** to continue.

Participant:

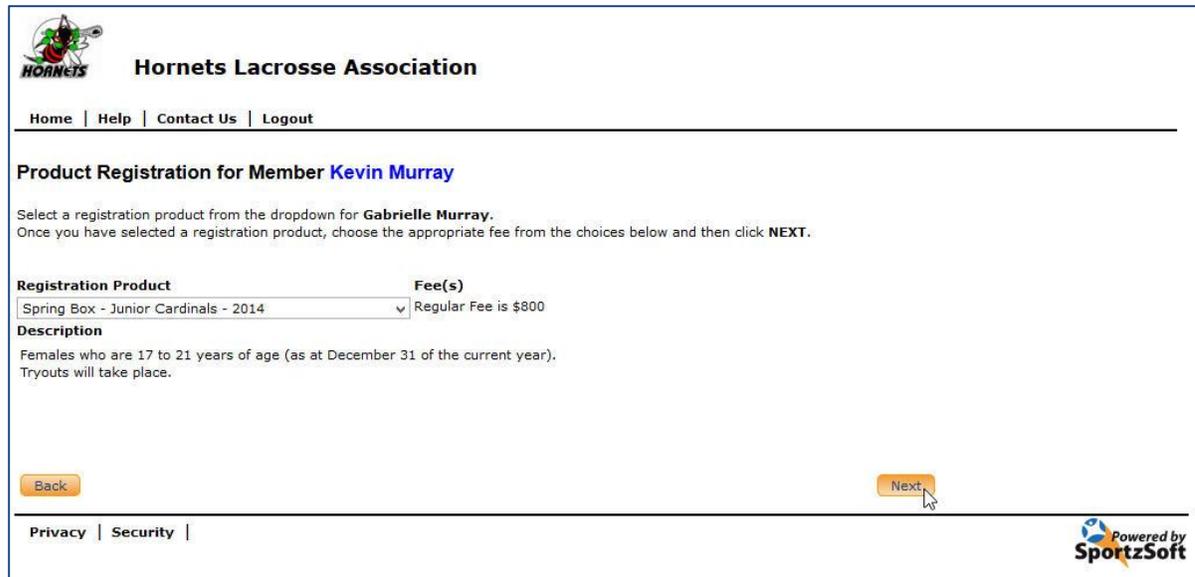
- Kevin Murray
- Patrick Murray
- Gabrielle Murray**
- Danielle Murray

[or Add New Participant...](#)

[Back](#) [Next](#)

Privacy | Security | 

3. Select the 'registration product' or program you want to sign up for.



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**Product Registration for Member Kevin Murray**

Select a registration product from the dropdown for **Gabrielle Murray**.  
Once you have selected a registration product, choose the appropriate fee from the choices below and then click **NEXT**.

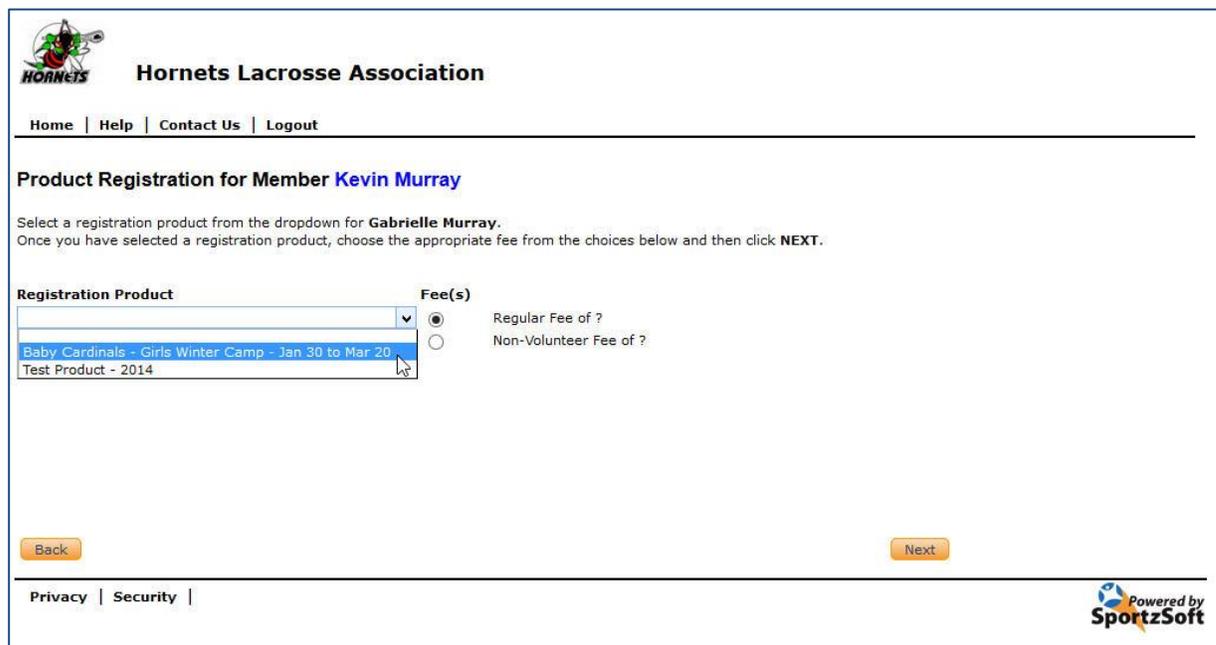
Registration Product	Fee(s)
Spring Box - Junior Cardinals - 2014	Regular Fee is \$800

**Description**  
Females who are 17 to 21 years of age (as at December 31 of the current year).  
Tryouts will take place.

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Privacy | Security | 

4. If you see more than one 'fee option', select the appropriate fee. The **Volunteer Fee** is a fee you pay if you are signing up for volunteering. The **Non-Volunteer fee** is a fee you pay if you do not wish to volunteer. You may or may not have these options depending on how your association has configured their fees. Click NEXT to proceed.



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**Product Registration for Member Kevin Murray**

Select a registration product from the dropdown for **Gabrielle Murray**.  
Once you have selected a registration product, choose the appropriate fee from the choices below and then click **NEXT**.

Registration Product	Fee(s)
Baby Cardinals - Girls Winter Camp - Jan 30 to Mar 20	<input checked="" type="radio"/> Regular Fee of ?
Test Product - 2014	<input type="radio"/> Non-Volunteer Fee of ?

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5. Enter emergency contact information. *(Note – this screen may not appear).*

**Member: Kevin Murray**

Registering **Gabrielle Murray** for **Spring Box - Junior Cardinals - 2014**

Please provide additional Contact Info and/or any Medical Conditions below...

**Health #:**

**Medical Conditions:**

**Emergency Contact (Name and Phone):**  
 Select existing:  or key in a new profile below...  
 First:  Last:  Phone:

**Doctor (Name and Phone):**  
 Select existing:  or key in a new profile below...  
 First:  Last:  Phone:

**Dentist (Name and Phone):**  
 Select existing:  or key in a new profile below...  
 First:  Last:  Phone:

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6. Agree to waiver and click NEXT. *(Note – this screen may not appear).*



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**Product Registration for Member Kevin Murray**

Registering **Gabrielle Murray** for **Spring Box - Junior Cardinals - 2014**.

Please click the **I Agree** box below and then click **NEXT** to continue.

**Amount Due: \$800.00**  
**Volunteer Points Required: 100**

**Waiver Form**

I / We the Parent(s) / Guardian(s) of the above registrant, or the above registrant, hereby give my / our approval of his / her participation in all activities under the jurisdiction of the Alberta Lacrosse Association, its members and lacrosse clubs during the current year.

I / We assume all risks and hazards to my / his / her participation in these activities as well as all risks and hazards incidental to the activities and transportation to and from the activities.

I / We hereby release, absolve, indemnify and hold harmless all organizers, coaches, managers and officials appointed by the organizations and Associations mentioned above.

I / We likewise release from responsibility any person transporting our child to and from the activities to the extent not covered by liability insurance.

I / We will furnish proof of birth date of the above registrant upon request of duly authorized officials.

Finally, I / We understand all of the above registration statements and agree to abide by all the rules and regulations as set forth by the Alberta Lacrosse Association.

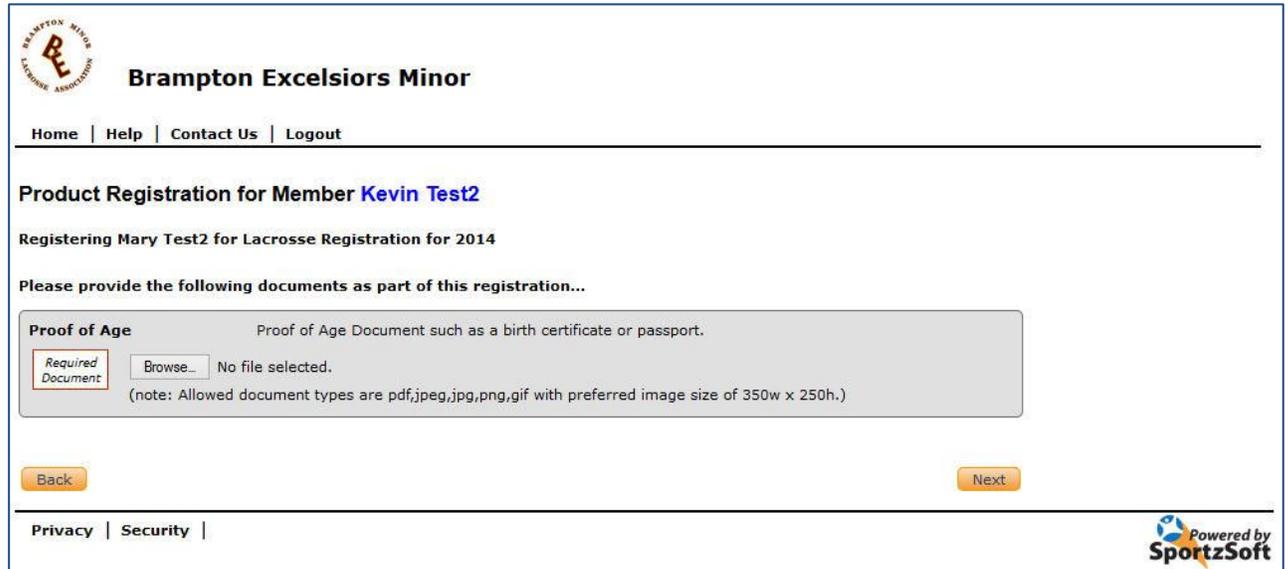
THIS CERTIFICATION MUST BE SIGNED BY A FULLY AUTHORIZED AND RESPONSIBLE PARENT OR GUARDIAN, IF UNDER 18 YEARS OF AGE .

**I Agree**

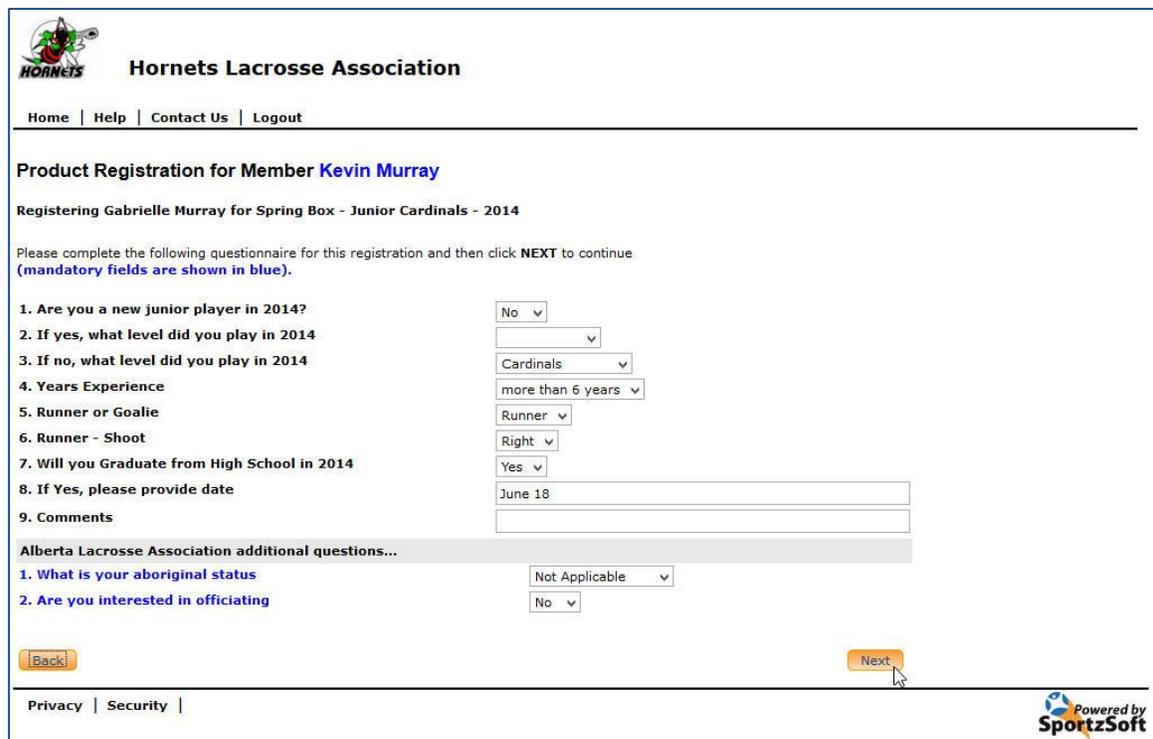
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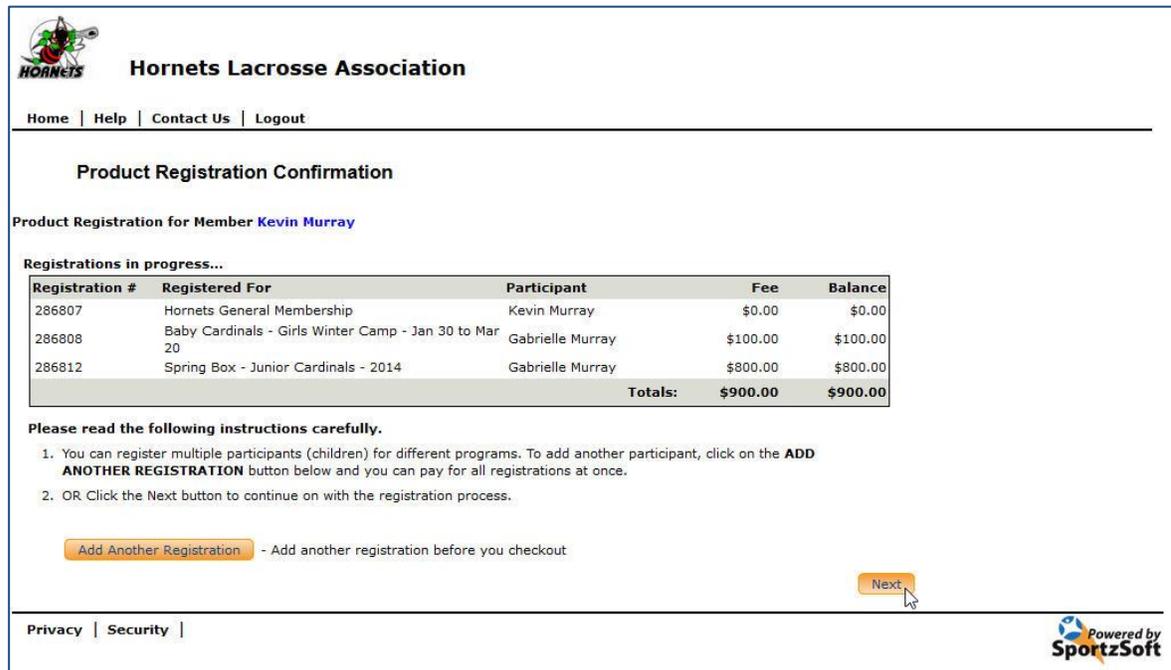
7. Document Upload – you may be prompted to upload scans or images of documents as part of your registration. Some of these documents may be ‘required’ meaning that you must upload the document prior to continuing with the registration. **(Note – this screen may not appear).**



8. Answer any questions your association is requesting. **(Note – this screen may not appear).**



9. Register another person so you can pay for everything at once. Click on **ADD ANOTHER REGISTRATION** button or click **NEXT** to proceed.



**Hornets Lacrosse Association**

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### Product Registration Confirmation

Product Registration for Member [Kevin Murray](#)

Registrations in progress...

Registration #	Registered For	Participant	Fee	Balance
286807	Hornets General Membership	Kevin Murray	\$0.00	\$0.00
286808	Baby Cardinals - Girls Winter Camp - Jan 30 to Mar 20	Gabrielle Murray	\$100.00	\$100.00
286812	Spring Box - Junior Cardinals - 2014	Gabrielle Murray	\$800.00	\$800.00
<b>Totals:</b>			<b>\$900.00</b>	<b>\$900.00</b>

Please read the following instructions carefully.

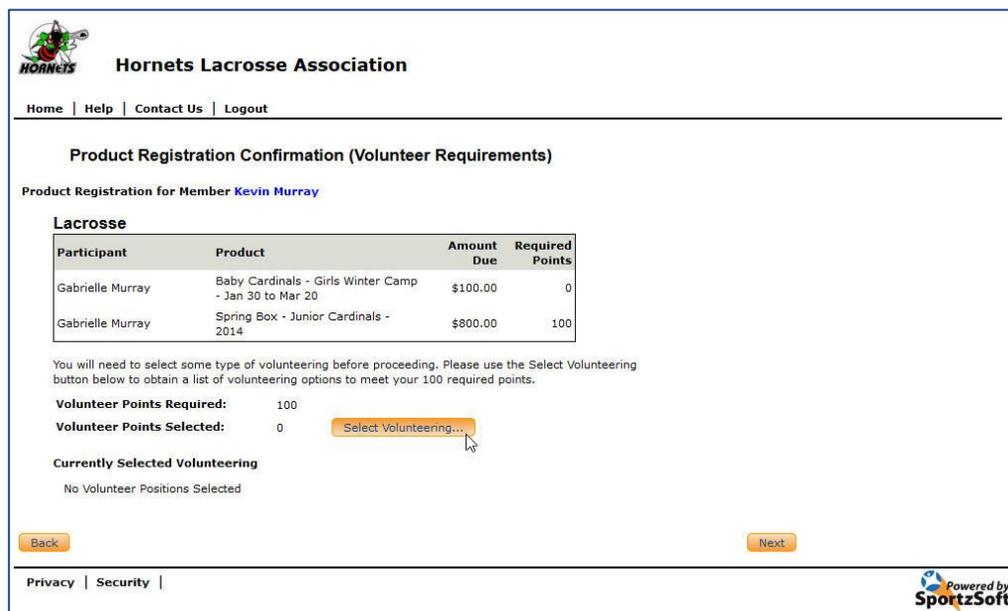
- You can register multiple participants (children) for different programs. To add another participant, click on the **ADD ANOTHER REGISTRATION** button below and you can pay for all registrations at once.
- OR Click the Next button to continue on with the registration process.

[Add Another Registration](#) - Add another registration before you checkout

[Next](#)

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10. Sign up for Volunteer Activities. If you selected the **Volunteer Fee**, you will be required to sign up for volunteer activities. Click the **SELECT VOLUNTEERING** button. *(Note – this screen may not appear).*



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### Product Registration Confirmation (Volunteer Requirements)

Product Registration for Member [Kevin Murray](#)

**Lacrosse**

Participant	Product	Amount Due	Required Points
Gabrielle Murray	Baby Cardinals - Girls Winter Camp - Jan 30 to Mar 20	\$100.00	0
Gabrielle Murray	Spring Box - Junior Cardinals - 2014	\$800.00	100

You will need to select some type of volunteering before proceeding. Please use the Select Volunteering button below to obtain a list of volunteering options to meet your 100 required points.

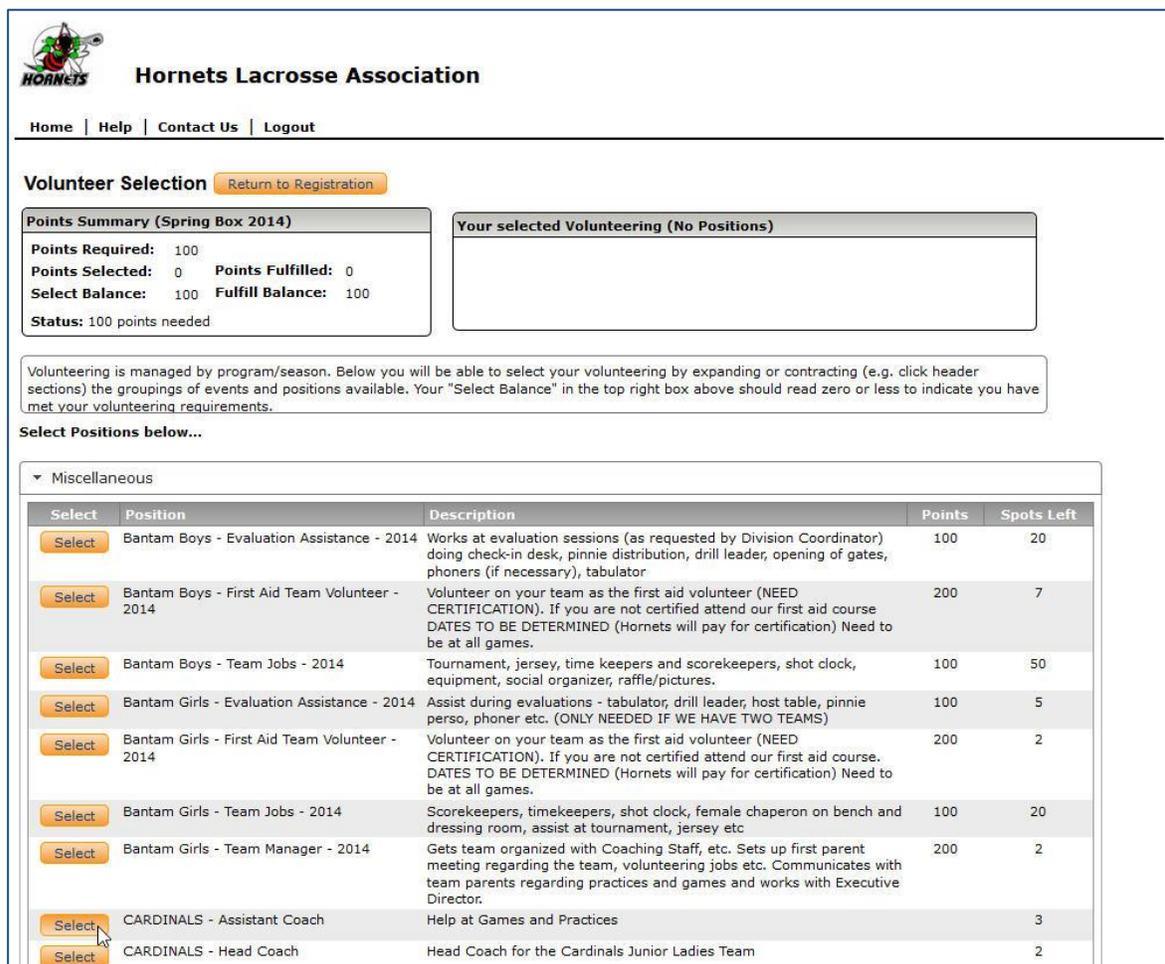
**Volunteer Points Required:** 100  
**Volunteer Points Selected:** 0 [Select Volunteering...](#)

**Currently Selected Volunteering**  
 No Volunteer Positions Selected

[Back](#) [Next](#)

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11. Select your Volunteer Activities from the selections provided. Click on the SELECT button beside the volunteer activity you would like to do. Keep selecting volunteer activities until you have accumulated the required points you need (Points Required must equal Points Selected). **(Note – this screen may not appear).**



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**Volunteer Selection** [Return to Registration](#)

**Points Summary (Spring Box 2014)**

Points Required: 100  
 Points Selected: 0    Points Fulfilled: 0  
 Select Balance: 100    Fulfill Balance: 100  
 Status: 100 points needed

**Your selected Volunteering (No Positions)**

Volunteering is managed by program/season. Below you will be able to select your volunteering by expanding or contracting (e.g. click header sections) the groupings of events and positions available. Your "Select Balance" in the top right box above should read zero or less to indicate you have met your volunteering requirements.

Select Positions below...

▼ Miscellaneous

Select	Position	Description	Points	Spots Left
Select	Bantam Boys - Evaluation Assistance - 2014	Works at evaluation sessions (as requested by Division Coordinator) doing check-in desk, pinnie distribution, drill leader, opening of gates, phoners (if necessary), tabulator	100	20
Select	Bantam Boys - First Aid Team Volunteer - 2014	Volunteer on your team as the first aid volunteer (NEED CERTIFICATION). If you are not certified attend our first aid course DATES TO BE DETERMINED (Hornets will pay for certification) Need to be at all games.	200	7
Select	Bantam Boys - Team Jobs - 2014	Tournament, jersey, time keepers and scorekeepers, shot clock, equipment, social organizer, raffle/pictures.	100	50
Select	Bantam Girls - Evaluation Assistance - 2014	Assist during evaluations - tabulator, drill leader, host table, pinnie perso, phoner etc. (ONLY NEEDED IF WE HAVE TWO TEAMS)	100	5
Select	Bantam Girls - First Aid Team Volunteer - 2014	Volunteer on your team as the first aid volunteer (NEED CERTIFICATION). If you are not certified attend our first aid course. DATES TO BE DETERMINED (Hornets will pay for certification) Need to be at all games.	200	2
Select	Bantam Girls - Team Jobs - 2014	Scorekeepers, timekeepers, shot clock, female chaperon on bench and dressing room, assist at tournament, jersey etc	100	20
Select	Bantam Girls - Team Manager - 2014	Gets team organized with Coaching Staff, etc. Sets up first parent meeting regarding the team, volunteering jobs etc. Communicates with team parents regarding practices and games and works with Executive Director.	200	2
Select	CARDINALS - Assistant Coach	Help at Games and Practices		3
Select	CARDINALS - Head Coach	Head Coach for the Cardinals Junior Ladies Team		2

12. Once you have selected your volunteer activities to get the required points, click on the RETURN TO REGISTRATION button. **(Note – this screen may not appear).**



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**Volunteer Selection** [Return to Registration](#)

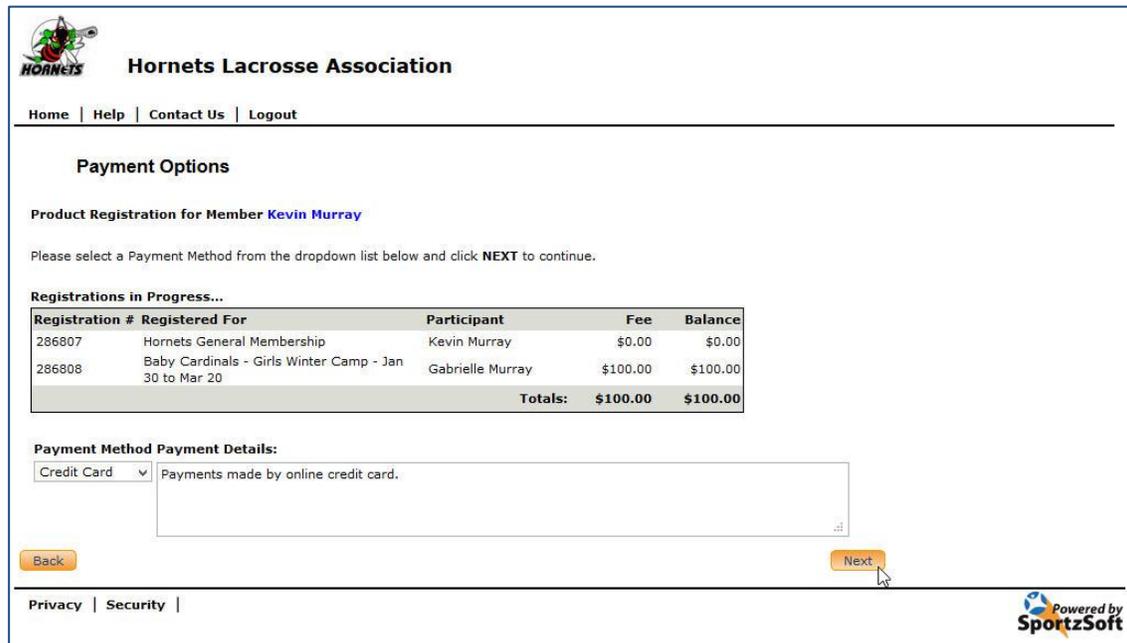
**Points Summary (Spring Box 2014)**

Points Required: 100  
 Points Selected: 0    Points Fulfilled: 0  
 Select Balance: 100    Fulfill Balance: 100  
 Status: 100 points needed

**Your selected Volunteering (1 Position)**

CARDINALS - Assistant Coach [CARDINALS - Assistant Coach \(Kevin Murray\)](#) ✖

13. Select your payment method from the dropdown and click NEXT. The payment methods available will depend on what your association has configured.



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### Payment Options

Product Registration for Member [Kevin Murray](#)

Please select a Payment Method from the dropdown list below and click **NEXT** to continue.

Registrations in Progress...

Registration #	Registered For	Participant	Fee	Balance
286807	Hornets General Membership	Kevin Murray	\$0.00	\$0.00
286808	Baby Cardinals - Girls Winter Camp - Jan 30 to Mar 20	Gabrielle Murray	\$100.00	\$100.00
<b>Totals:</b>			<b>\$100.00</b>	<b>\$100.00</b>

Payment Method Payment Details:

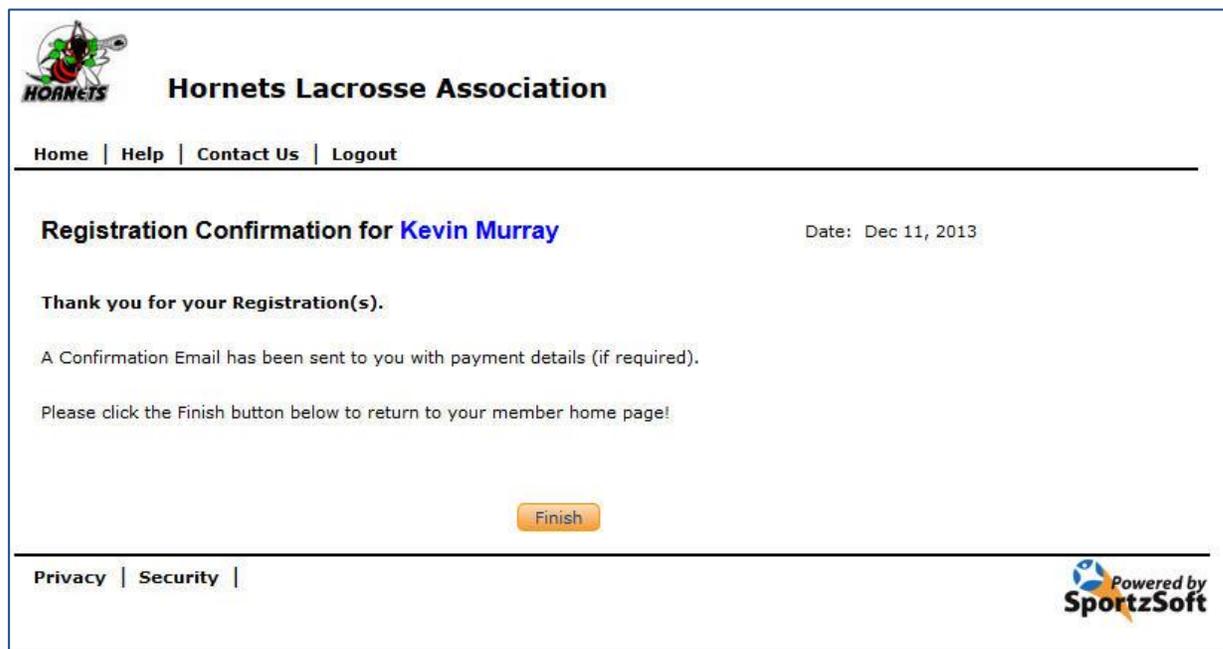
Credit Card | Payments made by online credit card.

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14. Process your payment as per the instructions provided. Remember, not all of the payment methods above are necessarily configured by your association.

15. You will be taken to a payment confirmation screen. Click the **FINISH** button.



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### Registration Confirmation for [Kevin Murray](#)

Date: Dec 11, 2013

**Thank you for your Registration(s).**

A Confirmation Email has been sent to you with payment details (if required).

Please click the Finish button below to return to your member home page!

Finish

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16. You will be taken back to your member portal page where you will see your new registration listed.



## Hornets Lacrosse Association

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### Member Portal

**Profile Information**

**Member Name:** Kevin Murray [edit](#)

Email: krmurray@sportzsoft.com

**Login Name:** krmurray@sportzsoft.com [reset pw](#)

Last Login:

Membership: Hornets General Membership Pending

**Outstanding Balances**

Gabrielle Murray	Spring Box - Junior Cardinals - 2014	\$800.00
Gabrielle Murray	Baby Cardinals - Girls Winter Camp - Jan 30 to Mar 20	\$100.00

[Pay Now](#)

[Profile](#)
[Registrations](#)
[Payment Profiles](#)
[Volunteer](#)
[TeamInfo](#)

Your sports registrations can be managed below. A receipt "Rcpt" button will appear beside your registrations allowing you to view that registration in more detail. Use the New Registration button to initiate the step by step flow of creating and paying for new registrations.

[All](#)
[Current](#)
[New Registration...](#)

Reg #	Participant	Registered for	Balance	Status	Payment Method	
286807	Kevin Murray	Hornets General Membership	\$0.00	Pending	Cheque	<a href="#">Rcpt</a>
286808	Gabrielle Murray	Baby Cardinals - Girls Winter Camp - Jan 30 to Mar 20	\$100.00	Pending	Cheque	<a href="#">Rcpt</a>
286812	Gabrielle Murray	Spring Box - Junior Cardinals - 2014	\$800.00	Pending	Cheque	<a href="#">Rcpt</a>

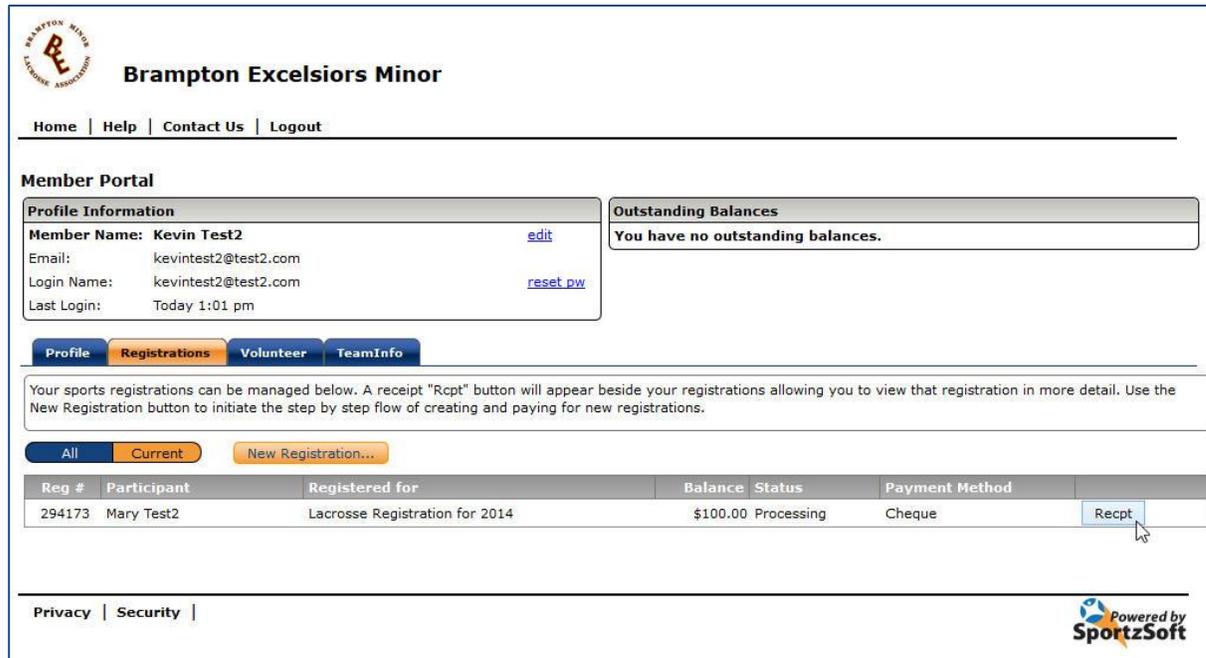
[Privacy](#)
[Security](#)



17. You're Done!

## Tax Receipts and Editing Online Registrations

1. Login to Member Portal . Click on the RECPT button beside the registration product you want a receipt for.



**Brampton Excelsiors Minor**

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**Member Portal**

**Profile Information**

Member Name: Kevin Test2 [edit](#)  
 Email: kevinest2@test2.com  
 Login Name: kevinest2@test2.com [reset pw](#)  
 Last Login: Today 1:01 pm

**Outstanding Balances**

You have no outstanding balances.

Profile | **Registrations** | Volunteer | TeamInfo

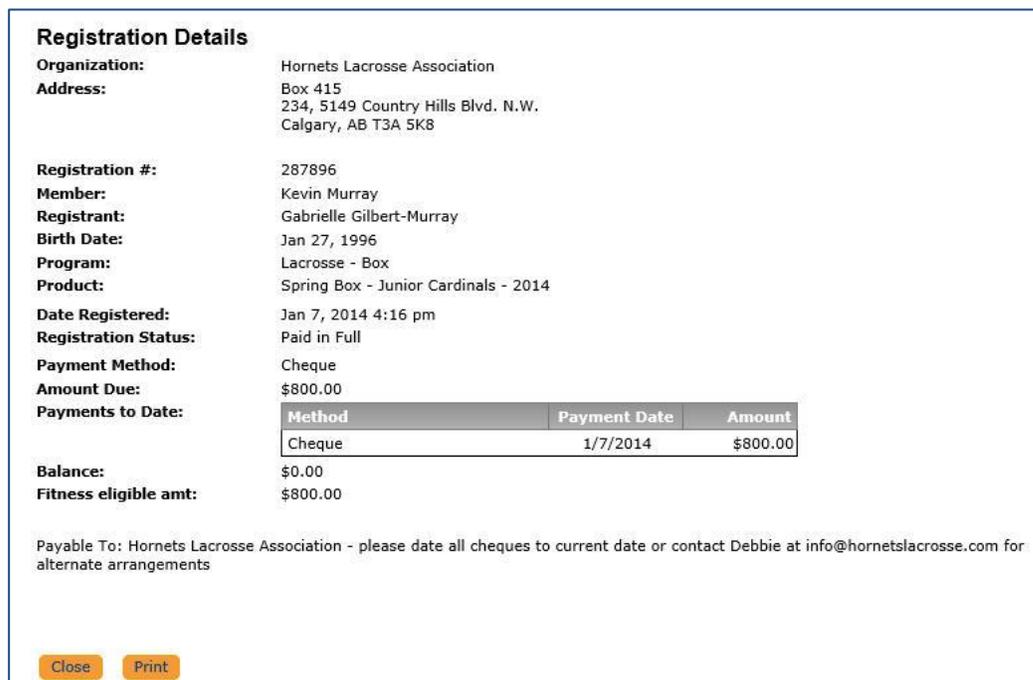
Your sports registrations can be managed below. A receipt "Rcpt" button will appear beside your registrations allowing you to view that registration in more detail. Use the New Registration button to initiate the step by step flow of creating and paying for new registrations.

All | Current | New Registration...

Reg #	Participant	Registered for	Balance	Status	Payment Method	
294173	Mary Test2	Lacrosse Registration for 2014	\$100.00	Processing	Cheque	<a href="#">Recpt</a>

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2. Click the PRINT button to print out your receipt.



**Registration Details**

**Organization:** Hornets Lacrosse Association  
**Address:** Box 415  
 234, 5149 Country Hills Blvd. N.W.  
 Calgary, AB T3A 5K8

**Registration #:** 287896  
**Member:** Kevin Murray  
**Registrant:** Gabrielle Gilbert-Murray  
**Birth Date:** Jan 27, 1996  
**Program:** Lacrosse - Box  
**Product:** Spring Box - Junior Cardinals - 2014  
**Date Registered:** Jan 7, 2014 4:16 pm  
**Registration Status:** Paid in Full  
**Payment Method:** Cheque  
**Amount Due:** \$800.00

**Payments to Date:**

Method	Payment Date	Amount
Cheque	1/7/2014	\$800.00

**Balance:** \$0.00  
**Fitness eligible amt:** \$800.00

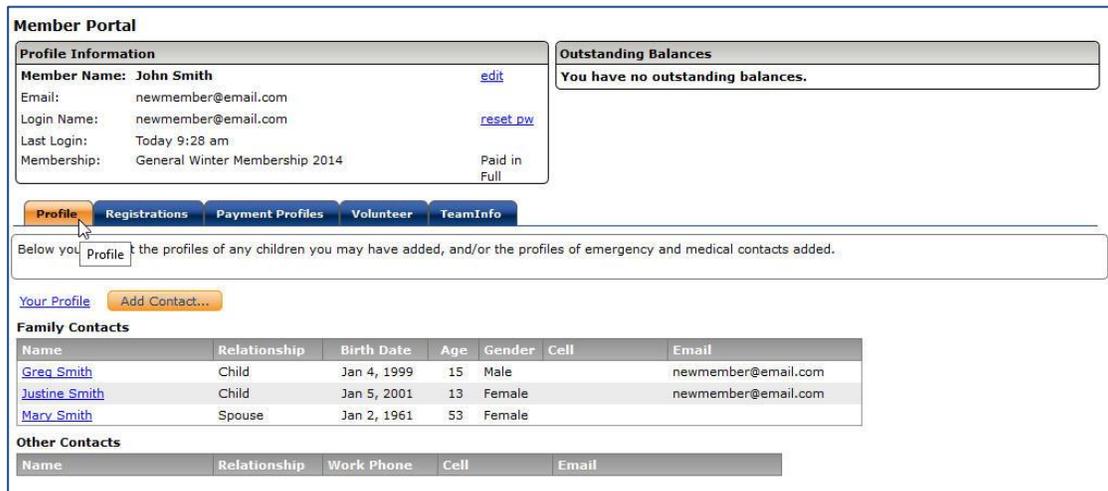
Payable To: Hornets Lacrosse Association - please date all cheques to current date or contact Debbie at info@hornetslacrosse.com for alternate arrangements

[Close](#) [Print](#)

## Managing Profile / Contact Information

If you need to change your contact information, or the contact information for any member of your family, you can login to your member portal and update this information.

1. Login to your member portal and click on the PROFILE tab.



**Member Portal**

**Profile Information**

Member Name: **John Smith** [edit](#)  
 Email: newmember@email.com  
 Login Name: newmember@email.com [reset pw](#)  
 Last Login: Today 9:28 am  
 Membership: General Winter Membership 2014 Paid in Full

**Outstanding Balances**  
 You have no outstanding balances.

**Profile** | Registrations | Payment Profiles | Volunteer | TeamInfo

Below you will find the profiles of any children you may have added, and/or the profiles of emergency and medical contacts added.

[Your Profile](#) [Add Contact...](#)

**Family Contacts**

Name	Relationship	Birth Date	Age	Gender	Cell	Email
<a href="#">Greg Smith</a>	Child	Jan 4, 1999	15	Male		newmember@email.com
<a href="#">Justine Smith</a>	Child	Jan 5, 2001	13	Female		newmember@email.com
<a href="#">Mary Smith</a>	Spouse	Jan 2, 1961	53	Female		

**Other Contacts**

Name	Relationship	Work Phone	Cell	Email

2. Click on the name of the contact you need to update. Make any required changes and click **SAVE** and then **CLOSE.....**



**Personal Profile John Smith**

**General** | Address | Relationships | Medical

Member #: **GWM59957**

Designation:

First:

Last:

Birth Date:  (mm/dd/yyyy) Age: Over 22

Gender:  Male  Female

Home Phone:

Work Phone:

Cell Phone:

Primary Email:

Secondary Email:

[Save](#) [Close](#)

3. The information will now be updated for future use.

## Managing Your Account

You can change your login and password from the main screen of the member portal.

**Member Portal**

**Profile Information**

Member Name: **John Smith** [edit](#)

Email: newmember@email.com

Login Name: newmember@email.com [reset pw](#)

Last Login: Today 9:28 am

Membership: General Winter Membership 2014 Paid in Full

## Volunteer Activities

All the volunteer activities that you have signed up for, and the status of each, appear under the VOLUNTEER tab. If your association has it configured to do so, you may be able to change some of your volunteer activities as well.

Profile Registrations Payment Profiles **Volunteer** TeamInfo

Volunteering is managed by program/season. When registering for sports programs and paying the lower volunteer fee, your volunteer required points will increase meaning you will be prompted to select some type of volunteering. Volunteering for positions and/or events earns you points, and must match or exceed your required points. You will be prompted to do volunteering as you initiate the registration process.

All Current

**Volunteering for Winter Lacrosse 2013-14** [Adjust Volunteering](#)

Points Summary (Winter Lacrosse 2013-14)	Your selected Volunteering (No Positions, No Events)
Points Required: Points Selected:      Points Fulfilled: Select Balance:      Fulfill Balance: Status: No additional points needed	

## Team Information

If your association is using the Team Roster module, as you are placed on a team, your team information will appear in the TEAM INFO tab. This section provides you with a link to a secure, private team website where you can see the team roster and the contact information of the other players.

Profile Registrations Payment Profiles Volunteer <b>TeamInfo</b>					
Name	Role	Season	Age Group	Division	Team
Greg Smith		Spring Lacrosse 2014	PeeWee	PeeWee B	<a href="#">PeeWee 1</a>

## Conclusion

We hope you enjoy using the SportzSoft Online Registration and Member Portal system.

SportzSoft Solutions Inc  
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