



How to Register

Our website is <http://sports.bluesombrero.com/risingstarstrack>. We invite you to look over our site and make yourself familiar with the information on it. You should refer to this site frequently for updates and information throughout the season.

To register you will click the “*REGISTER*” button at the top right corner of our website. You will be directed to login/register.

If this is the first time for you to use this system, you will complete “*New Customer Primary Contact*” to create a User Name and Password that you will retain for future registrations. After completing this information, you select “Create New Account.”

You will complete the steps that follow which will include providing residence information, contact numbers, etc. Once you have set up your user profile, you will add your child as a participant within your profile by selecting “*Add Participant*”. Please be sure that you provide all information requested. If you have multiple children, you will repeat the process once for each participating athlete.

Once you have created a participant record for your child/athlete. You will notice that a “*Register Now*” button appears in the lower right for each participant. You will select “*Register Now*” to begin the registration process. You will find a Program available for selection, 2016 Registration. The Details note the appropriate division by age based on the information provided in the participant’s profile. This is the age your child will be as of December 31, 2016. To continue, you mark the check box and select “*Next*.”

Now the program selection, 2016 Registration, appears for the selected participant in a shopping cart. To proceed, you will select “*Next*.” You will complete the remaining registration questions and acknowledge the waivers therein and again select “*Next*.” You will arrive at the “*Volunteer Selection*” page where you can select a role to help support our club.

Supporting Coach – All current coaches should make this selection and verify the information listed. Those wishing to contribute their services to our coaching team please complete this section and meet with Coach Ivory Kimble to discuss the how you can support to our coaches and athletic program.

Tent Setup and Removal – RSTC has four team tents that will be setup at most track meets. We need volunteers to help with setting the tents up prior to the meet and

after it concludes. Typically, we ask that volunteers to cover one scheduled setup and take down.

Time Keeping at Track Meets - RSTC records athlete times and distances from each meet. A timekeeper would note each athlete's time/distance for events and return timesheet to a RSTC board member or Coach Ivory Kimble before leaving the track meet.

We do rely on parent volunteers and involvement. Please consider volunteering. To advance, you will select “*Next*.”

You have arrived at “*CheckOut*” where you will complete the registration process and submit payment. Here is some information about what appears:

Coupon Discount – This feature is for multi-athlete families that will be registering this season. If you are registering three (3) or more athletes, please email RSTCSecretary@GMail.com and list the athlete names you are registering and you will receive a coupon code or the discount will be applied accordingly.

Payment Type – You can elect to pay the registration fee online using Visa, MasterCard, or Amex. You may also choose to pay by check or cash by selecting “Mail in check.” If you choose to pay by CASH or check you will need to submit your payment to our treasurer, Leslie Devereaux, or alternate board member if needed.

Please note that there is a payment plan available. If you select the payment plan (*Two Payment Split*), you will need to submit \$100 of the fee that day and the remaining balance is due on or before February 28, 2016. **If you pay by credit card, the final payment will be automatically debited.

The registration fee is due to be paid in full on or before February 28, 2016. If full payment is not received timely, a \$25.00 late fee will be added raising the total registration fee to \$225.00 per athlete.

After you verify the information, you will “*Submit Order*.” Then, “*Complete Payment*.” You will receive an Order Confirmation, which should also be delivered to you by email.

*****You will need to furnish a birth certificate and photo of the participating athlete to RSTC Secretary and may do so by email RSTCSecretary@GMail.com or in person.**

If you participated with RSTC last season, RSTC should have your athlete's birth certificate on file, please verify with a board member when you submit your athlete's photo.