

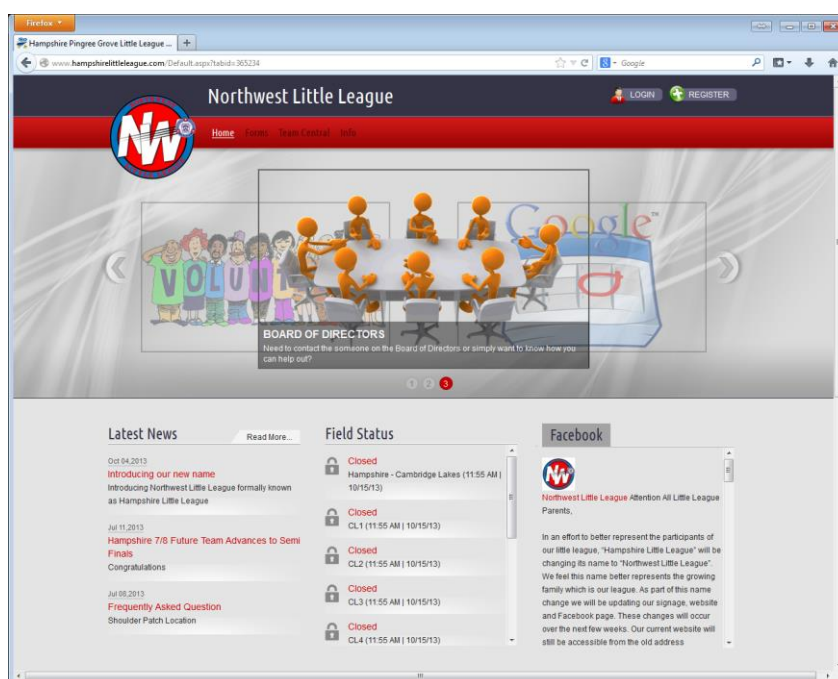


## Northwest Little League Registration Tutorial

Welcome to our new online registration system. This system will allow us to better serve our participants. Once you register online you will be able to add your child to your account, and based on their age each year the site will be able to show which programs they are eligible for. In addition if you move, or get new contact information you will be able to log in and update this yourself so that the league and your coaches always have the most up to date information. There are many more features we will be releasing as the site progresses to include scheduling and important notifications. We will also be looking into incorporating an online volunteer program that will allow you to sign up for concessions or other opportunities.

This guide will walk you thru the basics of the online registration process.

**Step 1)** open <http://www.northwest-ll.org>



**Step 2)** In the upper right corner of the page, click the green plus sign (+) to “Register” or “Login” if you have already registered on our site. If you have forgotten your password from the “Login” screen you can click “Forgot Username or Password?” and the system will assist you.



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**Step 3)** As a new user fill in the required fields marked with the red asterisk (\*) as shown below and then click "Create New Account."

The screenshot shows a web browser window displaying the Northwest Little League registration page. The page title is "Login/Register". A message at the top states: "This username is not available. Please choose a different username." The form is divided into two sections: "Returning Customer" and "New Customer Primary Contact". The "New Customer Primary Contact" section contains the following fields:

- \* First Name: Bob
- Middle Initial:
- \* Last Name: Smith
- Suffix:
- \* Email Address: bsmith@yahoo.com
- \* User Name: bsmith999
- \* Password: \*\*\*\*\*
- \* Reenter Password: \*\*\*\*\*

A "Create new account" button is located at the bottom right of the form. A "Need Help? Registration Help" link is visible at the bottom left.

**Step 4)** Enter the Primary Contact information and if applicable enter the Secondary Information. The Account Information is optional but will help use better inform our participants in the future.

The screenshot shows the same web browser window, but now the "Primary Contact Information" and "Secondary Parent / Guardian Information" sections are visible. A note at the top states: "Note: All fields marked with an asterisk (\*) are required." The "Primary Contact Information" section contains the following fields:

- \* Street: 560 Walnut
- Unit#:
- \* City: Pingree Grove
- \* State: Illinois
- \* Zip Code: 60140
- \* Country: United States
- \* Telephone: 847 123 4567
- Cell Phone:

The "Secondary Parent / Guardian Information" section contains the following fields:

- First Name:
- Last Name:
- Telephone:
- Cell Phone:
- Secondary Contact Email:

Below these sections is an "Account Information" section with a "How did you hear about us" field and a "Radio" button. "Cancel" and "Next" buttons are located at the bottom of the form. A "Need Help? Registration Help" link is visible at the bottom left.



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**Step 5)** Enter your child's information and click next or click the "Add Another Participant" button if you have multiple children in the program.

The screenshot shows a web browser window displaying the Northwest Little League registration page. The page title is "Add a New Participant". It contains a form with the following fields:

- Participant's First Name: Joe
- Participant's Middle Initial: [empty]
- Participant's Last Name: Smith
- Participant's Gender: Male
- Participant's Date of Birth: Nov 10, 2000
- Participant's Email: [empty]
- Street: 560 Walnut
- Unit#: [empty]
- City: Pingree Grove
- State: Illinois
- Zip Code: 60140
- Country: United States
- Telephone: 847 123 4567
- Cellphone: [empty]

At the bottom of the form, there are three buttons: "Cancel", "Add Another Participant", and "Next". A Norton Secured logo is visible at the bottom left of the page.

**Step 6)** The website will now show which programs your child is eligible to register for. If multiple programs are listed it is recommend that you select the preferred program you would like your child to participate in. **This selection does not guarantee that they will be placed in that program as all placements are based on evaluation scores. The only exception to this will be the Tball programs, or the Softball Minor B program which have no evaluation requirements.**

The screenshot shows the Northwest Little League registration page displaying a table of available programs. The table has the following columns: Program Name, Details, Start Date, End Date, and Price. The programs listed are:

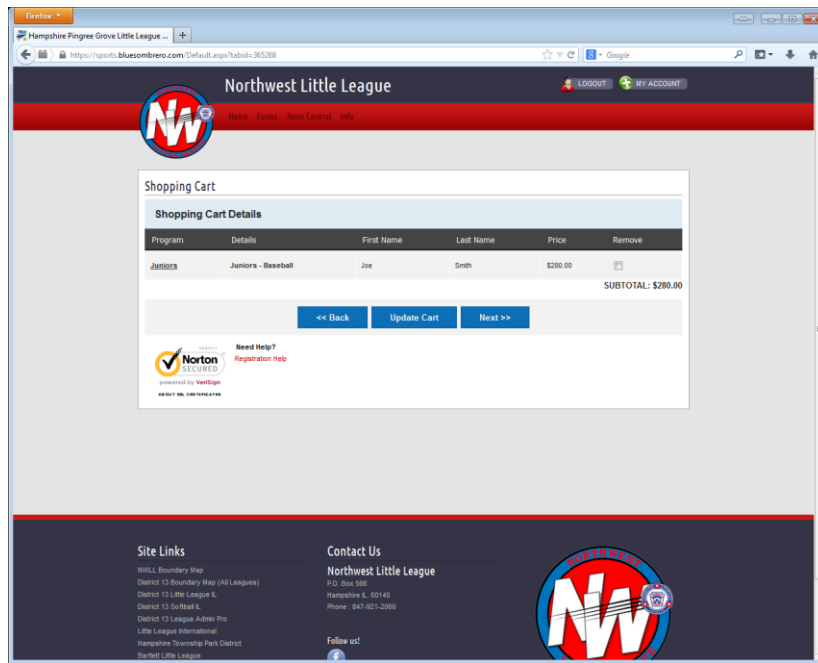
Program Name	Details	Start Date	End Date	Price
<input type="checkbox"/> Intermediate (56/78)	Intermediate (56/78) - Baseball	05/03/2014	06/30/2014	\$250.00
<input type="checkbox"/> Juniors	Juniors - Baseball	05/03/2014	06/30/2014	\$380.00

At the bottom of the table, there are two buttons: "<< Back" and "Next >>". A Norton Secured logo is visible at the bottom left of the page. The footer of the page contains site links and contact information for Northwest Little League.

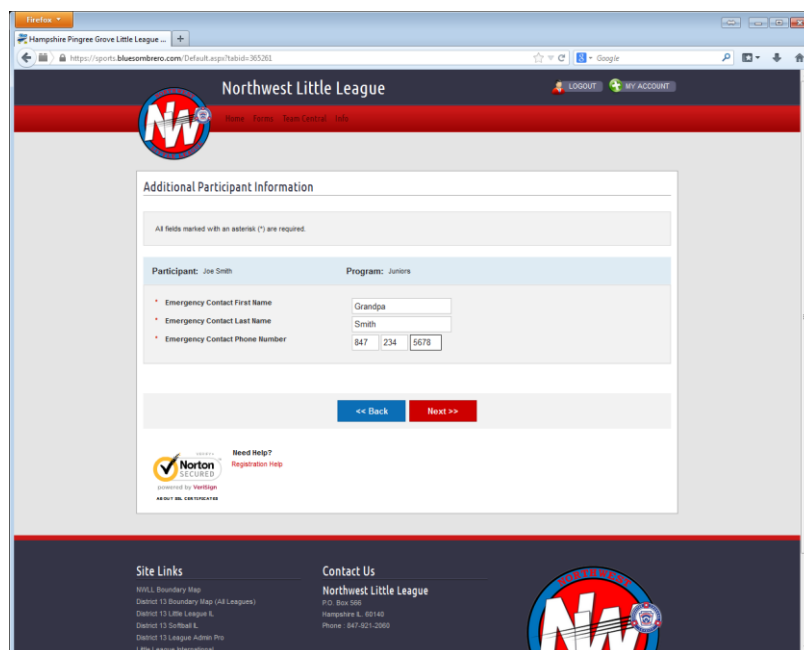
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**Step 7)** Review your shopping cart and proceed. If you remove an item from the cart, click “Update Cart” to refresh the cart.



**Step 8)** Please provide the Emergency contact information if the we are unable to reach either the Primary or secondary Parent/Guardian.





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**Step 9)** Please let us know if you will be able to help volunteer this year as a Manager or Coach. Little league is run completely by volunteers so every year we need new volunteers to step up and help run our programs. If you are a returning volunteer or a new one please let us know so that we may contact you about training opportunities we will be offering before the season begin. Each program you have registered a child for will list three volunteer positions. Please let us know which positions you are interested in. Feel free to check them all if you do not have a preference but are interested in helping out.

Program	Details	Volunteer Role	Select
Juniors	Juniors - Baseball	Assistant Coach	<input type="checkbox"/>
Juniors	Juniors - Baseball	Head Coach	<input type="checkbox"/>
Juniors	Juniors - Baseball	Team Manager	<input type="checkbox"/>

Navigation: << Back, Next >>

More Volunteer Roles

Norton SECURED logo and Need Help? Registration help link.

Site Links: NWLL Boundary Map, District 13 Boundary Map (All Leagues), District 13 Little League LL, District 13 Softball LL, District 13 League Admin Pro

Contact Us: Northwest Little League, P.O. Box 566, Hampshire, IL 60140, Phone: 847-821-2060



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**Step 10)** Complete the Payment Processing screen. You may pay by Credit card or by Check. Early bird discounts or late fees will automatically be added based on the date you process your payment.

Program	Details	Participant Name	Description	Amount
Juniors	Juniors - Baseball	Joe Smith	Division Price	\$230.00
Juniors	Juniors - Baseball	Joe Smith	Early Bird Discount	(\$50.00)
<b>Registration Total</b>				<b>\$230.00</b>

**Payment Type**  
View / Master Card    Mail in check

**Address Information**  
**Registration Billing Address**  
(The information should be the same as your credit card billing information.)

\* First Name: Bob  
Middle Name:  
\* Last Name: Smith  
\* Billing Address: 560 Walnut  
Address Line 2:  
\* City: Pingree Grove  
\* State: Illinois    \* Zip Code: 60140  
\* Country: United States

**Payment Information**  
**Registration Payment**  
Registration Total: \$230  
Payment Amount: \$0.00  
**Total Payment: 0.00**  
Open Balance: \$230

While we are transitioning to our new league name. Please make checks payable to "Hampshire Little League". Mail checks with a copy of your registration form from the forms menu to PO BOX 566 Hampshire IL 60140

**Note:** If you select to make payment by check the following window will appear. It will show you are being billed \$0.00 dollars. This simply means that you have not been billed by the online system but you must mail you payment. Please follow the instruction on the screen for mailing in your payment.

**Payment Confirmation**    Return to checkout page

You will be billed  
**\$0.00**

While we are transitioning to our new league name. Please make checks payable to "Hampshire Little League". Mail checks with a copy of your registration form from the forms menu to PO BOX 566 Hampshire IL 60140

**Complete Payment**



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**Step 11)** The order confirmation screen will appear. Please follow the instruction in the Order Confirmation area and again please not the Payment Note at the bottom of the screen.

The screenshot shows a web browser window displaying the 'Order Confirmation' page. The page title is 'Order Confirmation' and the URL is 'https://sports.bluesombbrero.com/Default.aspx?tabid=365265&&OrderId=181546&&NoRegistrationOrders=False'. The main content area is titled 'Registration Order Summary' and contains a table with the following data:

Program	Details	Participant Name	Description	Price	Balance Amount
Juniors	Juniors - Baseball	Joe Smith	Division Price	\$200.00	\$230.00
Juniors	Juniors - Baseball	Joe Smith	Early Bird Discount	(\$50.00)	
<b>Order Total</b>					<b>\$230.00</b>
<b>Payment Amount</b>					<b>\$0.00</b>
<b>Open Balance</b>					<b>\$230.00</b>

Below the table, the order details are listed:

Order Number: 2013181546  
Name: Bob Smith  
Address: 560 Walnut  
City/State/Zip: Pingree Grove IL 60140

The page also includes an 'Order Confirmation Message for: Juniors' section with instructions to return to the home page and complete forms (Little League Waiver, Medical Form, Player Code of Conduct, and Volunteer and Field Usage forms). A 'Payment Note' section at the bottom states that checks should be payable to 'Hampshire Little League' and mailed to PO BOX 568 Hampshire IL 60140. A 'My Account' button is located at the bottom of the page.

**Step 12)** You will now be returned to your account where you can now manage your information. You can adjust your volunteer information, edit participant info, view your orders and once on a team view team information as well. If you have any additional questions please contact [playeragent@northwest-ll.org](mailto:playeragent@northwest-ll.org)