

South Burlington Little League - Registration Tutorial

Welcome to our online registration system. This system was implemented in 2014 to 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 show parents the programs their children are eligible for in the current season. In addition, if you move, or get new contact information you can log in and update this information yourself so that the league and your coaches always have the most up to date information.

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

STEP 1) Go online to www.sbybs.com which will take you to our new website.

STEP 2) In the upper right corner of the page, click on the word “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.

The screenshot shows a registration form with two main sections: 'Returning Customer' and 'New Customer Primary Contact'. The 'Returning Customer' section includes fields for 'User Name' and 'Password', a 'Sign In' button, and a checkbox for 'Stay Signed In' with a link for 'Forgot Username or Password?'. The 'New Customer Primary Contact' section includes fields for 'First Name' (filled with 'Bob'), 'Middle Initial', 'Last Name' (filled with 'Smith'), 'Suffix', 'Email Address' (filled with 'bsmith@yahoo.com'), 'User Name' (filled with 'bsmith999'), 'Password', and 'Reenter Password'. A note below the password fields states 'Only letters, numbers, @ dot (.) and underscore (_) are allowed'. A 'Create new account' button is located at the bottom of this section.

STEP 3) Create an Account: As a new user, fill in the required fields marked with the red asterisk (*) as shown below and then click “Create New Account.”

STEP 4) Parent/Guardian

Information: Enter the Primary Contact Information and enter the Secondary Parent/Guardian Information. When at all possible, please complete both in full for each parent/guardian. It is much more helpful to the league and your child’s coach to have contact information for both parents. When complete, click “Next.”

The screenshot shows the 'Login/Register' form. At the top, it says 'Login/Register' and includes a note: '*Note: All fields marked with an asterisk (*) are required.' The form is divided into two columns: 'Primary Contact Information' and 'Secondary Parent / Guardian Information'. The 'Primary Contact Information' section includes fields for 'Street' (filled with '560 Walnut'), 'Unit#', 'City' (filled with 'Pingree Grove'), 'State' (filled with 'Illinois'), 'Zip Code' (filled with '60140'), 'Country' (filled with 'United States'), 'Telephone' (filled with '847 123 4567'), and 'Cell Phone'. The 'Secondary Parent / Guardian Information' section includes fields for 'First Name', 'Last Name', 'Telephone', 'Cell Phone', and 'Secondary Contact Email'.

Step 5) Child (Player) Information: Enter your child's information and click "Next" or click the "Add Another Participant" button if you have multiple children in your family who will be registered for a Little League program. Please note, entering the child's birthday correctly is **imperative** to the correct programs being offered for your child.

If you place a checkmark in the "same as Primary Contact" box, all basic data from the primary contact will copy into these fields (including first name); you will need to change the first name then complete the other fields unique to the player.

The screenshot shows a web form titled "Add a New Participant". At the top, it states "All fields marked with an asterisk (*) are required." Below this is a checkbox labeled "Same as Primary Contact". The form contains the following fields: "Participant's First Name" (text input), "Participant's Middle Initial" (text input), "Participant's Last Name" (text input), "Participant's Gender" (dropdown menu), "Participant's Date of Birth" (calendar icon), "Participant's Email" (text input), "Street" (text input), "Unit" (text input), "City" (text input), "State" (dropdown menu), "Zip Code" (text input), "Country" (dropdown menu), "Telephone" (text input), and "Cellphone" (text input). At the bottom of the form are three buttons: "Cancel", "Add Another Participant", and "Next".

Step 6) Choosing Programs: The website will now show which programs your child is eligible to register for (each child will be listed in his/her own section with his/her own eligible programs listed). If multiple programs are listed, select the preferred program in which you would like your child to participate; **make sure you only choose one program per player**. Check the box next to the selected program for each child then click "next" to go to your shopping cart.

Step 7) Review Shopping Cart: Your shopping cart will appear listing each child with his/her selected program (division) as well as the costs associated with each child. Make changes if necessary, and then click "next" to proceed. If you remove an item from the cart, click "Update Cart" to refresh the cart.

Step 8) Registration Form: The next step is to complete the registration "form" for each child including the medical release waiver; additional questions on this page include (but are not limited to) emergency contact information, medical information, school, grade, notes to SBYBS, etc. The registration form section must be completed in full for each player.

Step 9) Volunteering: Please let us if any adults in the family would be able to help volunteer this year as a Manager, Head Coach, Assistant Coach, Umpire, Official Team Parent, with Facilities Maintenance, etc. Little League is run completely by volunteers so every year we need new volunteers to step up and help run our programs. Each program you have registered a child for will show multiple volunteer positions. Please let us know in which positions any adult may be interested in volunteering. Feel free to check them all if you do not have a preference but are interested in helping out. Once you select a volunteer position (or two, or three for your family's adults) click "next." The next screen allows you to specify which adult is interested in which volunteer position.

Step 10) Payment: Complete the Payment Processing screen. Payment is by credit card. This screen will also allow participants to make a donation to Little League. Four options will be available 1) Younger league scholarship \$55, 2) older league scholarship \$65, 3) \$20 flat donation, 4) \$10 flat donation or 5) no donation. Late fees will automatically be added after the last day of February.

Final Step) Confirmation Email: You will receive an email confirming all programs purchased along with attachments as applicable for medical release forms, parent code of conduct forms, etc. Review the email to ensure that you have properly registered your child(ren) for their preferred programs in SB Little League.