# Welcome to Online Registration and Payments for Shaker Robotics

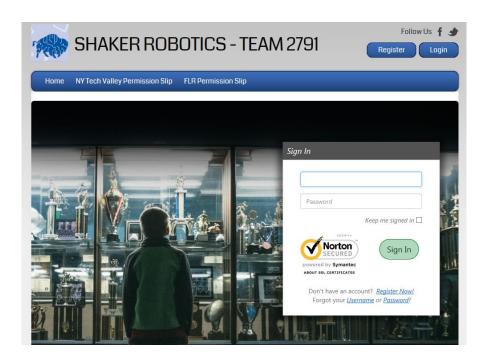
# I. Getting Started

Go to: <a href="http://sports.bluesombrero.com/Default.aspx?tabid=699158">http://sports.bluesombrero.com/Default.aspx?tabid=699158</a>

A. Click on the LOGIN button found at the top right hand side of the screen

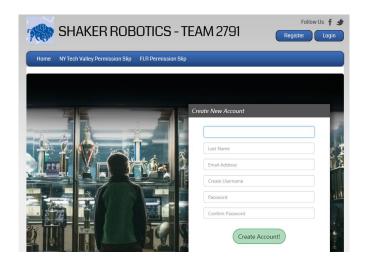


- B. Sign in if you already have an account (Once signed in skip to page 4)  $\underline{\text{Or}}$
- C. Click on Register Now! if you are new to the site



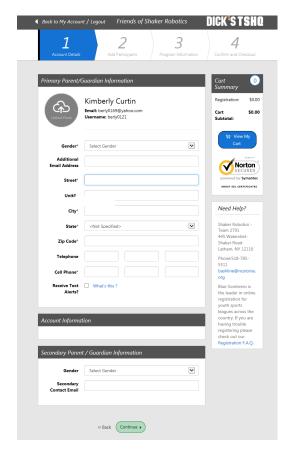
## II. Creating a new account

A. Fill in the information requested then click Create Account!



B. Fill in all requested Parent/Guardian information marked with an \*

Note: If you do not have a Cell Phone simply enter your home phone in the cell phone fields



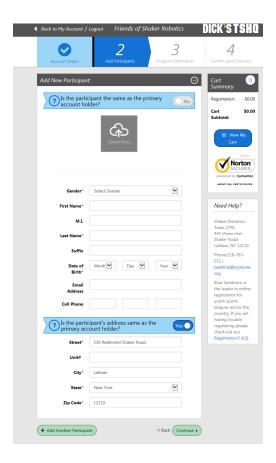
C. Click Continue

#### D. Choose I am a parent or guardian registering a participant



# E. Answer the questions accordingly adding as many participants as you need to by clicking +Add Another Participant at the bottom of the page

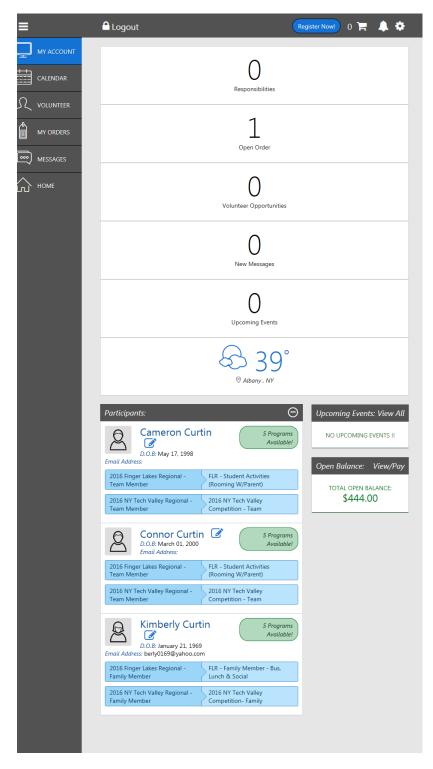
Note: If you plan on signing up to participate remember to include yourself amongst the participants by clicking the button to Yes at the top section where is asks? Is the participant the same as the primary account holder?



- F. Click Continue
- G. You will receive an email confirmation for your registration

Skip to page 5 to continue onto Program Registration

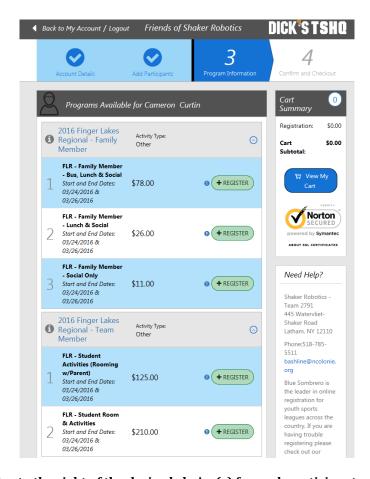
### III. Initial Screen for Registered Users



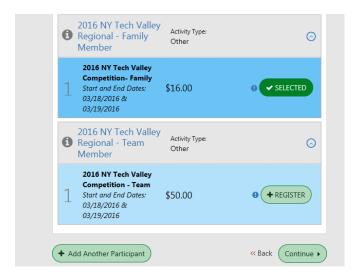
- A. Review existing orders by clicking on Open Order  $\underline{\text{Or}}$
- B. Click on Programs Available for any of the listed participants to sign up for events

### IV. Program Registration

A. A list of Programs Available for each participant will be listed

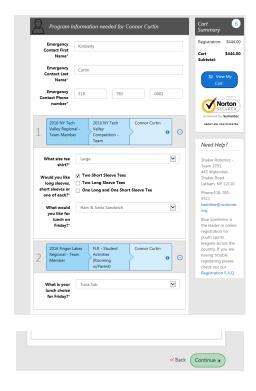


B. Click +Register to the right of the desired choice(s) for each participant

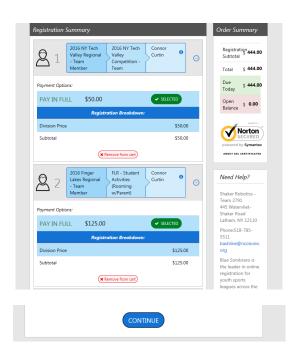


C. Click Continue

### D. Answer all questions for each program and for each participant

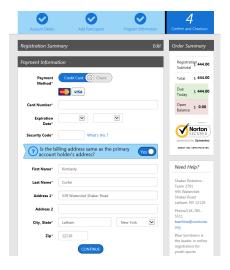


- E. Click Continue
- F. Double check the information on this page to ensure that the correct registrations are in your Shopping Cart

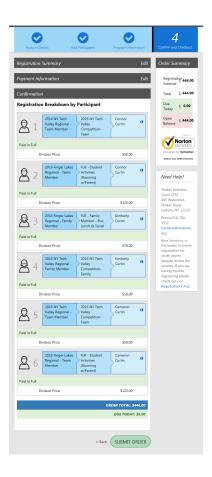


G. Click Continue

- H. Choose to pay by either Credit Card or Check
- I. Complete payment information as appropriate

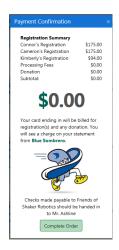


- J. Click Continue
- K. Verify all information is correct

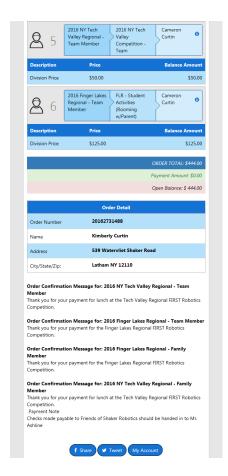


L. Click Submit Order

M. Just in case, please verify your order one more time!



N. Click Complete Order



- O. Go back to the top of the page and Logout
- P. You will receive an email confirmation of your registration

If you have any questions, please contact Kim Curtin at: <a href="mailto:berly016921@gmail.com">berly016921@gmail.com</a>