

Registration Process 101

Summary

(Detailed steps are below)

1. Log in to site or create a site registration and then log in
2. Register your player
3. Complete required forms (download from Registration Info page). There are 3 ways to turn them in
 - a. Bring them to an in-person registration/information session (details will be provided in email and Facebook post)
 - b. Bring them to the first team practice
 - c. Upload them to the website
4. If you are volunteering, make sure you've signed up
 - a. Log in, click "My Account", then the Volunteer tab on left.
 - b. Complete the signup form

NOTES:

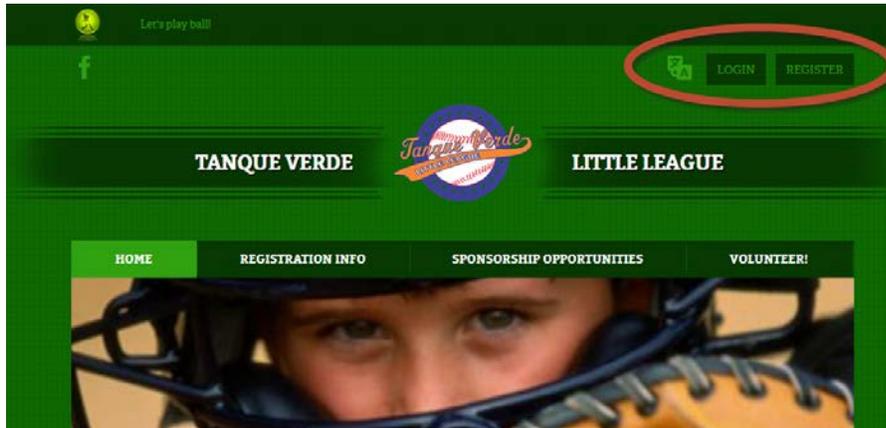
Anyone participating in any capacity on the field (managers, coaches, team moms, dads/moms dragging and lining fields, during games or practice) must complete a volunteer form and pass a background check.

All Managers & Coaches will be required to attend a training session. Dates & locations TBA.

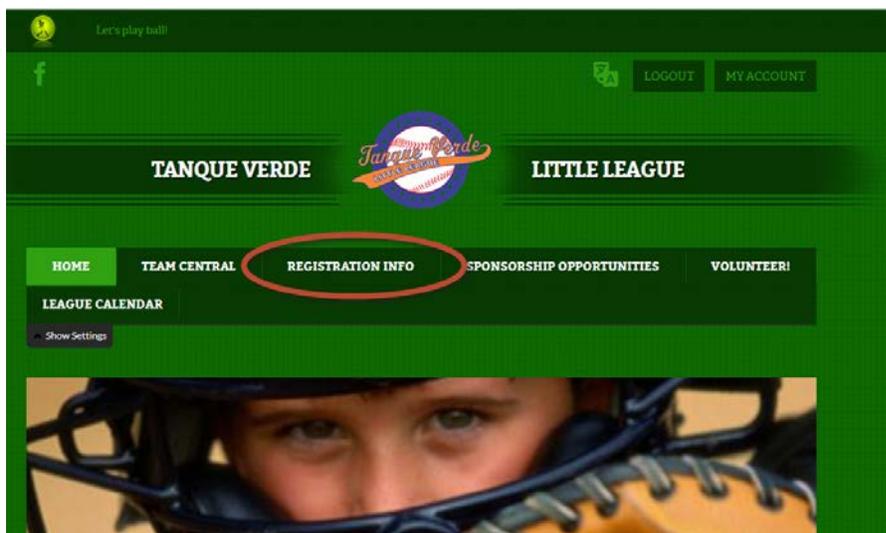
All documents must be turned in prior to first practice. There are no exceptions.

Detailed Registration steps

1. Log in to site or create a site registration and then log in



2. After you have logged in, navigate to the Registration Info page



3. Observe any information in the Important Notice pane

The screenshot displays a web application interface with a green header and sidebar. The main content area is divided into several sections:

- IMPORTANT NOTICE:** A red oval highlights the title "You Will Need To Create an Account and Register Your Players to Begin". The text below states: "The Tanque Verde Little League site has moved to a new solution provider, which includes an improved registration management utility. While you may have had an account in the past, you will need to create a new one by clicking the Register button in the upper right corner." A red italicized note follows: "This year we are introducing a new \$50 refundable Volunteer Deposit* that will be returned upon completion of 2 volunteer events. We highly encourage our families to support the league by working at least two shifts in the snack bar or helping with field maintenance. Your coach will collect a \$50 (per family) check at the beginning of the season. At the end of the season, we will return the Volunteer Deposit checks to families who participated. It's a great way to help the community and our all-volunteer league!"
- REGISTRATION LISTING:** A table lists registration options for "TVLL Spring Ball 2018":

Registration Category	Price	Action
Coach Pitch 7-8 Year Old Registration Dates: 12/15/2017 to 03/19/2018 Start and End Dates: 03/19/2018 to 05/31/2018	\$140.00	+ Register Now
Intermediate 50/70 12-13 Year Old Registration Dates: 12/15/2017 to 03/19/2018 Start and End Dates: 03/19/2018 to 05/31/2018	\$175.00	+ Register Now
Juniors 12-13 Year Old Registration Dates: 12/15/2017 to 03/19/2018 Start and End Dates: 03/19/2018 to 05/31/2018	\$175.00	+ Register Now
Majors 11-12 Year Old		
- IMPORTANT DATES:** A list of key dates:
 - 12/15/2017 Registration opens
 - 2/03/2018 Registration ends
 - 2/4/2018 Coach recruitment
 - 2/10/2018 Player evaluations begin (more detail to come)
 - 2/24/2018 Coach & Manager clinic
 - 2/28/2018 Teams are formed
 - 3/1/2018 Practice begins
 - 3/10/2018 Umpire clinic
 - 3/19/2018 Season begins!
- REGISTRATION FORMS:** A list of links for required forms:
 - Residency Requirements
 - Parent Code of Ethics
 - Player Parent Conduct Form
 - Medical Release Form
 - Volunteer Application
 - Infield Exception Form

4. Click "Register Now" for your desired division

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REGISTRATION LISTING

Division	Registration Dates	Start and End Dates	Cost	Action
TVLL Spring Ball 2018				Manage Content
Coach Pitch 7-8 Year Old	12/15/2017 to 03/19/2018	03/19/2018 to 05/31/2018	\$140.00	+ Register Now
Intermediate 50/70 12-13 Year Old	12/15/2017 to 03/19/2018	03/19/2018 to 05/31/2018	\$175.00	+ Register Now
Juniors 12-13 Year Old	12/15/2017 to 03/19/2018	03/19/2018 to 05/31/2018	\$175.00	+ Register Now
Majors 11-12 Year Old				

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REGISTRATION FORMS

- [Residency Requirements](#)
- [Parent Code of Ethics](#)
- [Player Parent Conduct Form](#)
- [Medical Release Form](#)
- [Volunteer Application](#)
- [Infield Exception Form](#)

- After you have successfully registered your player(s), download required forms from the Registration Info page

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REGISTRATION LISTING

TVLL Spring Ball 2018 Manage Content

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- [Volunteer Application](#)
- [Infield Exception Form](#)

6. After you have completed the forms, there are 3 ways to submit them

- a. Bring them to an in-person registration/information session (details will be provided in email or Facebook post)
- b. Bring them to the first team practice
- c. Upload them to the website
 - i. Log in to site, click "My Account" in upper right
 - ii. Hover over 3 dots next to the participant's name
 - iii. Click "Edit Registration Info"
 - iv. Scroll to Documents & Forms section
 - v. Click each document to upload

