# Online Registrations

Coaches/sponsors (no parents) of Mountain Vista sports, clubs and activities must use this online registration process to set up any type of online registration.

*It takes 7-10 days to create each new registration. With more than 50 clubs at Mountain Vista,* ***please allow ample time*** *for Booster Club to get these created. We advise you to submit all registration requests* ***at least two weeks*** *before you need them to go live.*

**A sample registration form MUST be attached to this request before this request will be scheduled**

*(As if you were handing out a form at a meeting for this registration so that we know all the pertinent information you need to collect with the online registration. No need to “make it pretty”, just think through all the information you need to collect so that I can set up your registration correctly).*

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**Team/Activity needing the online registration**:

**Registration Name (this will be the title everyone will see online)**:

**Registration Open Date:**

**Registration Close Date:**

**Refund Policy:**

**Contact Name (the site provides contact information in case a registrant has questions):**

**Contact Cell (I need it to reach you with questions even if you don’t want it on the site):**

**Do you want this cell listed on the website?**

**Contact Email (*this email will be listed on the website as the main contact point unless you request otherwise*):**

**Will any other person from your organization need copies of the registration reports? If so, please provide their name and email:**

**Include Event/Item Description** (this will be the “Description” section of the online registration so give as much detail as you’d like your registrants to have. Please format it as you’d like it to appear; I’ll just copy and paste).

**Please include all information you’d like to collect** (examples include player name, age, cell, etc, parent emergency info (only parent name and email are automatically collected). If collecting shirt size, include the sizes you plan to offer.

**Registration Testing**: I will share the link with you once it is ready to test. Please go **ALL THE WAY THROUGH THE REGISTRATION** (stop at credit card information). I cannot promise how quickly I will be able to make adjustments, so if you publish the link before testing it, the parents may have issues. It’s super awkward when the registrants are the ones who find the errors. It may be best if you have a trusted parent who could go all the way through the registration (including the payment) before sharing the link with everyone.

**Accessing Reports**: to follow (once I know how..lol)