



# TeamSnap Registration

## Registration Guide for Prospective Members

Revised 2023

Love. Learn. Lead.

# Registration Guide for Prospective Members

Welcome to TeamSnap! As a prospective member of a TeamSnap sports organization team, we've put together this helpful guide to assist you in getting registered and comfortable with the TeamSnap app!

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## Sign In or Create Your Account

To get started with registration, you should have received or have access to a link to the registration form for the organization you intend to register with. This may be shared with you via email or on the organization's public website. When you click the link to begin the registration process, you will be asked to either sign in if you are already a TeamSnap user, or to create your account if you are new to TeamSnap.



# Athletics TeamSnappified Sports (ATS)

ATS Registration Fall 2020



## Welcome to TeamSnap's Club & League Registration

This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.

Don't Have a TeamSnap Account? [Sign Up](#)

### Log in With TeamSnap

Email

Password

[Forgot Password?](#)

Login

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## Registration Checklist

### ✓ Add Participants

Once you are signed in you will be taken to the first page of registration - the participant information form. This is where you will add the information for the participants being registered, as well as any parent/guardian information

requested. Fields marked with a red asterisk \* are required information. If you run into any issues with fields being required for your particular registration that you either cannot provide, do not apply to you, or otherwise are unable to complete, please contact the specific organization that you are registering for.

The image shows a registration form for a participant, divided into several sections:

- Participant Info:** Contains fields for T-shirt Size (dropdown menu with 'YL' selected) and Grade (dropdown menu with '4' selected). A question asks, "Do you require a medication authorization form for your child?" with a dropdown menu set to "No". Below this are two buttons: "Import Past Participant" and "Add Another Participant".
- Step 2: Enter Parent Info:** A section titled "Parent 1" with a "close" button. It contains four required fields: "Parent 1 First Name" (filled with "Victoria"), "Parent 1 Email" (filled with "vkhernandez@gmail.com"), "Parent 1 Last Name" (filled with "Moylan"), and "Parent 1 Cell Phone" (filled with "8479715212"). There is also a "Parent 1 Relation" dropdown menu filled with "mom".
- Additional Parent Info:** A section with a "close" button. It contains three fields: "Sign-up for Team Parent?" (dropdown menu), "Team Parent - Email" (text input field), and "Team Parent - Grade & Sport" (dropdown menu).
- Step 3: Show or Hide Info:** A section with a checkbox "Hide all contact information from teammates". Below it is a progress indicator with four icons: a person (active), a group, a person with a plus sign, and a shopping cart. A "Save & Continue" button is at the bottom right.

At the bottom of the form, there is a copyright notice: "Copyright © 2023 TeamSnap & Fall Athletics powered by teamSNAP" with the teamSNAP logo.

Example of registrant form view.

If you are registering multiple people, click the **Add Another Participant** button to generate an additional participant info section. You can add as many participants as needed.

### ✓ **Complete the Documents and Waivers Acknowledgement**

If you see a red asterisk anywhere in the form, it means the information is required in order for you to proceed with the registration process. You may or may not be required to review or submit documents but you will always be required to acknowledge any waiver information that the organization has provided to you in the waivers section. Depending upon how the organization has the form set up, you may be asked to acknowledge by checking a box, entering the registrant's initials, or entering the full name. There will be a hint above the acknowledgement field to let you know how to acknowledge the waiver. If you have any issue or objection to the document or waiver requirements your organization is requesting, you will need to contact the organization to discuss that with them.

St. A's requires parents to consent to the IHSA Concussion Protocol Form and the Athletics Handbook to participate in Athletics.



# Fall Athletics

Fall Athletics - 2023



Info



Docs & Waivers



Participant Fees



Checkout



## Documents & Waivers

Please review and acknowledge the documents and waivers below.

Colby Moylan

### Athletics Handbook

The Athletics Handbook covers the mission and philosophy of St. A's athletics, roles and responsibilities of coaches, parents, and St. A's staff, and an overview on the athletics program offerings.

[Download St. As Athletics Handbook 2023.pdf](#)

Please review St. A's Athletics Handbook. To accept the guidelines please indicate so by providing your signature below.

By checking this box I agree to the terms of the waiver.

### IHSA Concussion Form

IHSA Information sheet on concussion protocol

[Download IHSA Concussion Information Sheet.pdf](#)

Please review the IHSA Concussion Form. To accept the form please indicate so by providing your signature below.

By entering my name in this box I agree to the terms of the waiver.

sign here

Expecting: Todd Moylan

**Sign Waiver**



**Save & Continue**

## ✓ **Select Your Fees**

When you get to the fees portion of your form you will see the available participant and/or form fees that the organization has made available to you. In some cases they have set up filters on various fees in order to serve up only those that are applicable to the participant being registered. For example, if the organization has divisions organized by age groups, they may set up a filter on their fees so that only the fees for the age group your participant is eligible for will be shown to you.

If for some reason you do not have any fees presented to you and are unable to proceed with your registration, double check the participant information that you entered to make sure everything is correct. Once you have confirmed that, you will want to reach out to the organization so they can look into any possible fee issues and see what's going on.



Info



Docs & Waivers



Participant Fees



Checkout



### Participant Fees

Please select min 1 team participant fee (per participant) to continue. As a reminder Evanston Catholic Football and Cheer registration is done through Google Forms registration - located on Athletics Site - Parents Page

#### Participant Fees

Girls Volleyball (4th - 5th)

Payment will be processed via FACTS. There is no payment action required at this time.

Girls Volleyball (4th - 5th) | \$240.00

**Remove Selection**

Girls Volleyball (6th - 8th)

Payment will be processed via FACTS. There is no payment action required at this time.

Girls Volleyball (6th - 8th) | \$255.00

**Remove Selection**



## ✓ Checkout

When you reach the checkout screen you'll be presented with a list of each fee included in your total and your options for payment.

**St. As Fall Athletics**

Fall Athletics - 2023

Info Docs & Waivers Participant Fees Checkout

**Checkout**  
Payment will be processed via FACTS. There is no payment action required at this time.

Fall Athletics - 2023 Fees

Participant Fees

Colby Moylan	Cross Country	\$130.00
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[Add Another Participant](#)

Total Fees

Participant Fees	\$130.00
Form Fees	\$0.00
<b>Total</b>	<b>\$130.00</b>

## Step 1 : Choose a Payment Method

Pay Offline



### Checkout Instructions

Please continue to our offline payment confirmation screen to print your offline voucher and complete checkout.

### Order Summary

Registration Fees	\$130.00
<b>Checkout Total</b>	<b>\$130.00</b>

[Continue Checkout >](#)

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St. A's has opted to accept offline payments. Registration fees will be billed via FACTS within 45 days upon registration.

Once you have selected your payment method and/or entered your payment info, you'll be taken to your receipt or payment voucher screen. For those paying offline, you'll want to print the voucher to include with your payment to the organization.

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## What's Next

Once you are finished up with everything form-wise, you can click the **Go to Dashboard** button on the final screen and you will be taken to the log in screen for TeamSnap. Keep in mind that until you complete checkout on your registration form **AND** your registered participants are assigned to a team by the organization, you will not see any teams listed in your account. We recommend checking out our [Welcome Guide for Members and Contacts](#) to get you familiar with the TeamSnap Dashboard and getting started with TeamSnap.

## Complete Unfinished Registrations

If you begin a registration form and are unable to complete it for any reason, you can jump into TeamSnap to complete it at any time. Once you create your TeamSnap account credentials before ever starting your form, you will have the ability to sign into TeamSnap to access your pending registration. If for some reason you need to cancel the form entry that you began, you also have the option to delete your registration when it's in pending/incomplete status.

→ [Complete or Delete an Unfinished Registration](#)

## View Your Completed Registrations

You can view your completed registrations under the My Registrations section of the TeamSnap Dashboard for up to one year after completion. Registrations cannot be removed from the dashboard prior to one year, and they cannot be brought back to the dashboard after the one year expiration. For this reason, it is advised to print receipts prior to the registration dropping off of the dashboard.

## Pay Remaining Registration Installments or Offline Payments in Full

In some cases you will have the option to pay your registration fees in installments or to pay your fees offline via cash or check directly to the organization you are registering with, if the organization has made those options available to you during the registration process. If you made a selection for either of those options and later wish to pay your full installment or offline balance in full online, you can do so at any time.

→ [Paying Registration Balance in Full](#)

## **Print Registration Receipts**

Receipts for registrations are available from your TeamSnap Dashboard for up to one calendar year from the date of registration.

→ [Print a Registration Receipt](#)

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## **Support Contact Options**