

NTX Outlaws LeagueApps User Guide

Welcome to our LeagueApps Parent User Guide! We have transitioned our registration process to this system for several key reasons:

- Easy online registration and secure payment collection
- Credit card storage for quick and convenient future payments
- Mobile friendly access to schedules, standings, and team rosters via your mobile device or tablet
- Automatic game reminders and announcements
- Player check-in capabilities

As with any new system, there may be a short learning curve as we all get familiar with the platform. We truly appreciate your patience and understanding during this transition. Below, you'll find helpful links—complete with screenshots—to guide you through the basics and get you comfortable using LeagueApps.

Please feel free to share any feedback and reach out if you have questions or encounter any issues. We're committed to making this transition as smooth and stress-free as possible for our families.

How do you access LeagueApps Support? visit support.leagueapps.com

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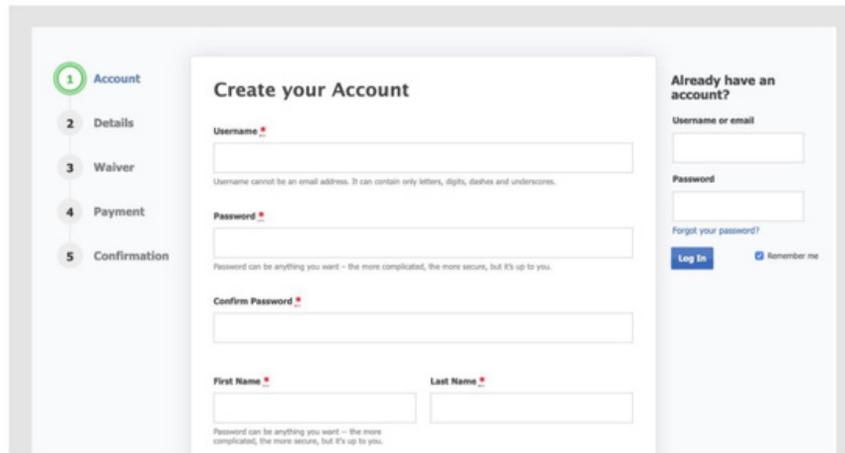
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I. How to Register

You will be prompted to create an account during your first registration process.

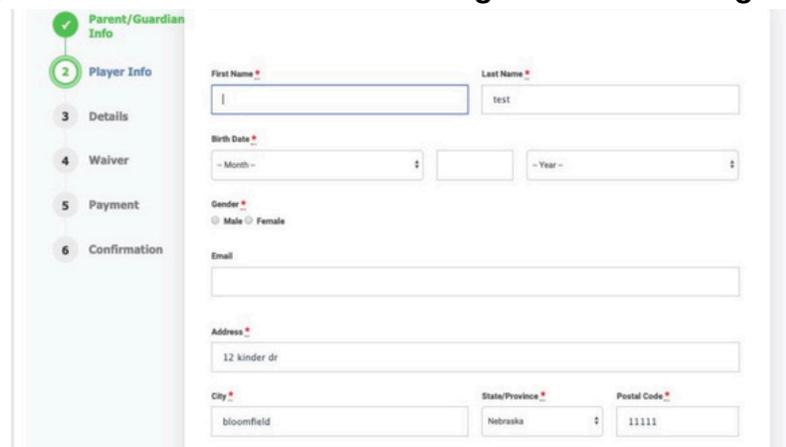
Step 1: Create a Parent Account or Login

- A. To Create a Parent Account (one parent will register the family. You will be able to add additional family members after the initial setup ([See Step 3A of this User Guide](#)):
 - a. Create a **Username and Password**
 - b. Enter the following parent details: **Parent First Name, Parent Last Name, Parent Email, Gender, and Residential Address.**
 - c. Click **Create my account & go to the next step**
- B. To log in every time after you register
 - a. Enter your Username and Password on the sidebar shown below. **Already have an account?**
 - b. Click **Log In**



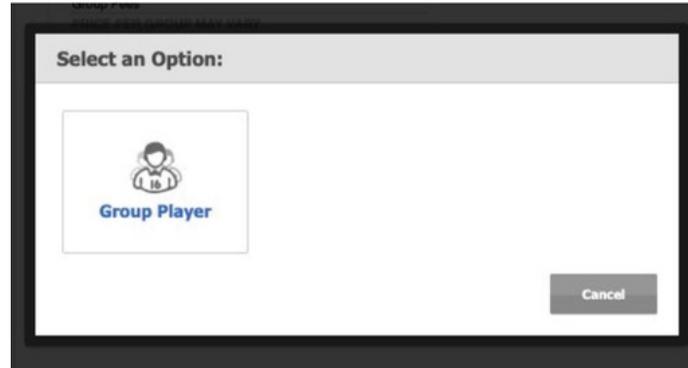
Step 2: Create a Child Account or Select Child

- A. To Create a Child Account:
 - a. Click **Add a player now** and enter the following child details: First Name, Last Name, Gender, Birth Date, Email*, and Address. (*Child Emails may only be entered for players over the age of 13)
 - b. Click **Create**
 - c. Review the program selection under **Select a Program** and click **Register Child Name**
- B. To Select a Child every time you register in the future:
 - a. Click on the child's name you'd like to register below **Choose a player**
 - b. Review the program selection under **Select a Program** and click **Register Child Name**



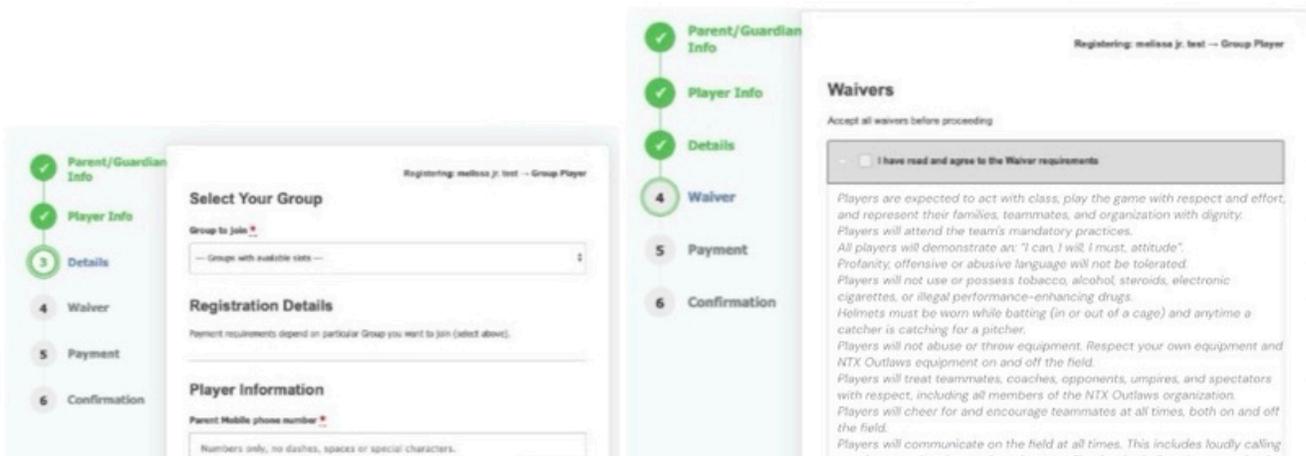
Step 3: Select Registration Role

- A. Click on the **Role** you'd like to register as (ie Player, or Coach)



Step 4: Fill out Registration Terms & Waiver

- A. Select payment method under **Registration Terms** (if applicable)
B. Enter all required registration questions under **Player Information**
C. Check that you have read and agree to the **waiver(s)** (if applicable)
D. Click **Register for Program Name**



Step 5: Enter Payment Details

- Click on payment plan or pay in full** (Any questions or concerns please get in touch with Mike Jones)
- A. Deposit must be paid to register player
B. Enter billing details
C. Enter credit, debit card, or bank details
D. Click **Pay securely for your registration**

2. How to log in after registering

Visit: <https://ntxoutlaws.leagueapps.com/login>

3. How to maneuver around your dashboard

To visit your dashboard: <https://ntxoutlaws.leagueapps.com/dashboard>

A) How to Add Additional Members to your Family Account:

To add additional members to your family account, (i.e. additional parents, children, grandparents, guardians, etc.) visit “My Family Account” on your sidebar or click here (<https://ntxoutlaws.leagueapps.com/groupAccountDashboard>)

B) How to View your Invoices:

To view your invoices, click here (<https://ntxoutlaws.leagueapps.com/invoices>) or select “Invoices” on your dashboard sidebar.

C) How to Update your Credit Card on File:

To update your credit card on file, click here (<https://ntxoutlaws.leagueapps.com/addEditStoredPayments>) or select “Payment Settings” on your dashboard sidebar.

D) How to view your Schedule:

To view your player’s schedule of games and events, click on “My Schedule” on your dashboard sidebar or click here (<https://ntxoutlaws.leagueapps.com/schedule>)

E) How to Sync your Schedule to your Personal Calendar:

Visit the “My Schedule” on your dashboard sidebar or click here: (<https://ntxoutlaws.leagueapps.com/schedule>). Click the “Subscribe to Calendar” button. Choose the host of your personal calendar and click Add.

4. How to Access Additional LeagueApps Support:

Visit: support.leagueapps.com