



# CLUB TUTORIAL

## How to Register a Player – Short Form

Written by Mike Lansdaal. Created 4/24/2005 Last Updated: 4/06/2008

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### **INTRODUCTION**

This tutorial will help explain how to register a child for LVR Soccer using the Bonzi registration system. The Bonzi registration system is a complete electronic registration system – all the information required by the club for registration is entered on-line using your web browser and payment can also be accepted on-line (like any other web purchase). If you have registered and paid on-line and you are a new to LVR player, you do not have any forms to print out and mail in (returning players will need to print the PDF file that was emailed to you and sign it and give it to your coach).

### **IMPORTANT NOTES ABOUT REGISTRATION**

- You must log into the Bonzi system using a member account before you can register a player. Please see our tutorial on [how to login to your Bonzi account](#) (for both new and returning players).
- For 2008 the registration process is only being offered electronically. Computers will be available at the in-person registration:

Date: May 10, 2008  
Time: 1:00p – 3:30p  
Place: Concordia Lutheran School  
7040 36<sup>th</sup> Ave NE, Seattle, WA 98115

- **All players are required to have a birth certificate on file. Birth certificates can be mailed to: LVR Soccer Club, PO BOX 15923, Seattle, WA 98115**

### **REGISTRATION STEPS**

1. **Member Login.** You can either start from the club's home web page and click on the "[Registration](#)" button or click on the "[Member Log In](#)" button.
  - a. **Registration Button:** Clicking the "[Registration](#)" button on the club's home page will bring up a page that shows the different categories that you can register for. If registering a player, you will want to select the "Play Fall Soccer 2008" link. Selecting this link will bring up the "Member Log In" page. After logging in, proceed to Step 2. Please see our tutorial on [how to login to your Bonzi account](#) if you are unable to log into your member account (or can't create one).
  - b. **Member Log In Button:** Clicking on the "[Member Log In](#)" button on the club's home page will bring up the "Member Log In" page. After logging in, you will see the various "member" profiles (parent and players) attached to the member account and some option links. Click on the "Register Now" link. If registering a player, you will want to select the "Play Fall Soccer 2008" link and proceed to Step 2.
2. **Verify/Update Member Contact Information.** The member contact information for this registration is loaded with the contact information from your member



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- account. You also have to option of entering the contact information for another adult (called Parent/Guardian2 in the Bonzi system). When ready, click on the NEXT button.
- Select the Player to Register.** For returning players, you can choose from a list of player names the player that you are registering. Parents who have existing players but wish to register a new to LVR player will select the “Someone else” option. Click on the “Register” button. New member accounts (no prior player registration with LVR) will proceed directly to Step 4 from Step 2.
  - Select Registration Category.** Select the U-group and gender of the team that you are registering your child for and click on the “Next” button. **NOTE: You must select your player’s NATURAL age group based on their date of birth.** If incorrect, the Bonzi system will reject the birth date you enter in the next step. Please see our player age table link on the home page to help determine the age group.
  - Enter Participant Information.** Enter the player’s personal information and the team placement request. For players who are wanting to play on a team of an age group other than their natural birth age group, you must both select “Play-Up: YES” and in the requested/previous team name field put the text “PLAY UP to XXX”, where “XXX” is the gender/age group and the team name. Enter the player’s Emergency Information and Insurance information.
  - Agree to our Terms and Conditions.** We have a number of terms and conditions that you must agree to in order to register a player with LVR. For each term and condition, you will need to check the check box “I acknowledge reading the information provided and (where applicable) agree to the published waiver.” and click on the “Next” button. Our terms and conditions are:
    - Birth Certificate**
    - Approval to Play**
    - Uniforms (U-10 and above).** Does not apply to House League players.
    - Code of Conduct**
    - Abide by the Rules**
    - Registration Completion**
    - Authorization to Play, Medical Release, and Waiver**
  - Registration Summary.** The registration form has been filled out at this point BUT registration is not yet complete. You can fill out the registration for another player or proceed on to the payment portion. Click on the “Continue” button to proceed to the payment portion. This is required regardless of your payment method.
  - Payment Method.** Select the credit card option for your payment method and then click on the “Finish” button. **NOTE: your registration is complete only after you click on the “Finish” button and the system processes your request.** LVR is only accepting credit card payment for player registration.
  - Registration Receipt.** After the system has processed your request, you are presented with a registration receipt page. There is also a link on the page where you can print out a receipt. If you have entered an email address in your contact information, you will also receive a registration acknowledgement email.