## Step by Step Guide to Registering with Fairmount Park Women's+ Softball League through LeagueOne

# PLEASE READ THIS ENTIRE FIRST PAGE SO THAT YOU ARE DIRECTED TO THE CORRECT SECTION OF THIS DOCUMENT

# THE EXAMPLE SCREENSHOTS IN THIS DOCUMENT ARE ILLUSTRATIVE ONLY FROM A PREVIOUS SEASON – PLEASE IGNORE THE DATES AND DOLLAR AMOUNTS

## New Players (have not played with FPW+SL in the last 3 years since registering on LeagueOne)

If you have not yet registered with our LeagueOne website, please proceed to **Step 1** of this document.

#### **Returning Players**

If you are a returning player, and therefore have already registered on League One, start at **Step 6** of this document.

#### Scorekeepers

If you are a scorekeeper who is NOT a player also, you do need to register, but there is no cost for you. Please email <u>fairmountparkwls@gmail.com</u> and let us know that you need a scorekeeper coupon code, and confirm which team you scorekeep for.

If you were a scorekeeper with the league in spring 2018, and had previously registered on LeagueOne, once you have your coupon code, please proceed to Step 6 of this guide.

New scorekeepers to the League should start at Step 1.

#### **Teams with Sponsors**

If you are a player on a team with a sponsor, whom covers all or part of your teams registration fees, you need to liaise with your coach to get a coupon code. Coaches of teams with sponsors need to email <u>fairmountparkwls@gmail.com</u> and we will advise on next steps, to be able to get coupon codes for your players.

If you just have a sponsor to cover tshirts/uniform, you will be required to pay the full price.

#### Step 1: New Users Create Account

Use your internet browser to navigate to the following link (a laptop/PC or tablet is preferred, as Mobile is not full supported):

https://active.leagueone.com/Olr/Pages/Welcome.aspx?ClubId=16107

#### Select "Create Account"



Proceed to Step 2.

# Step 2: Choose Registration Type

Select "An adult or non-player", and click "Next"

ActiveLeagueOne
FAIRMOUNT PARK WOMEN'S+ SOFTBALL LEAGUE CATCH US ON THE PLATEAU
New Account Creation Welcome to LeagueOne! Just follow these 3 easy steps to create your account.
1. Choose Registration Type       2. New Account Form       3. Verify Information         Choose your registration type.
Who are you registering?
A youth player
An adult or non-player (adult, team, tournament host, etc.)
Next

Proceed to Step 3.

## Step 3: New Account Form

- a. Complete all mandatory fields that are marked with a \* including checking the box to advise you are older than 13 years old. Then select "Next". You will not be able to proceed if a mandatory field has not been completed.
- b. IMPORTANT NOTE: Please make sure you select "Female" as your gender this is a technical requirement of the site, as we are registered as a "Women's" league. In keeping with the spirit and intent with which the league was founded, the FPW+SL promotes a climate that is welcoming and interprets the idea of "woman" in the most inclusive way possible. Any person who now identifies as a woman or ever has, 18 years of age or older, regardless of religion or lack thereof, country of origin, race, sexual orientation, or disability status is welcome to participate in the FPW+SL. With that said, this registration software requires gender as a field and cannot be removed, and we need everyone to select "Female" out of the two options available. FPW+SL however, will not use this information for player registration there is another field later in the process, to note if you identify alternatively to female.
- c. Please also complete the field "Cell Phone" (so that we can text you about rain outs / reschedules / field changes) please enter your cell phone number without any special characters for example, enter 2151234567.

PASSWORD NOTE: Passwords must have at least 8 characters and contain at least three of the following: lowercase letters, uppercase letters, numbers, and symbols. For example: Softball.2018 (for security purposes, do not use this example as your actual password)

Select "Next".

(Screenshot on next page)

#### New Account Creation

Almost done. The second step captures remaini	ng information needed to create y	ion your online account.	
Account Information			* Required field
Adult First Name *	Home Phone *		
Adult Last Name *	Cell Phone		
Address 1*	Business Phone	Ext	
Address 2	Company		7
City *	Occupation		
Country * USA	▼ Gender*	- Select -	·
State * Texas	<ul> <li>Birthday *</li> </ul>	- Select Month 🔻 Day Ye	ar
Zip Code *			
Account Login	Password *		
Login and receive emails using this email address. Changing it will change your log	i Password Password i Password i numbers	ds must have at least 8 characters the following: lowercase letters, u s, and symbols.	s and contain at least ppercase letters,
Confirm E-mail *	Confirm Password *		
* 🔲 I am at least 13 years old. 🜖 Why do we ask t	for your age?		
By clicking the "NEXT" button below you agree to	Active Network, LLC's Terms of U	lse and Your Privacy Righ	ts.

Proceed to Step 4.

## **Step 4: Verify Information**

**New Account Creation** 

The information you just entered (with the exception of password) will be stated back to you for confirmation – read it and ensure it is accurate.

- If you notice any mistakes, select the "Back" button and go back to edit the info
- If the info is **correct**, select "Next"

1. Choose Registra	tion Type 🗸 🔰 2. New Acco	ount Form  3. Verify Information
Before creating your r If any of the data is no	new account please verify all at correct, simply press the "E	the data. Back" button to return to the New Account Creation page.
Verify Information		
Primary Guardian		Secondary Guardian
Name	Rosie Sparkes	No Secondary Guardian
Address 1	1	
Address 2		1
City	Philadelphia	
Country	US	
State	PA	
Zip Code		1
Home Phone	(	
Cell Phone		l de la construcción de la constru
Business Phone		
Company		
Occupation		
Login E-mail		I Contraction of the second
Gender	Female	
Birthday		
Back		Next

Proceed to Step 5.

## **Step 5: Confirmation of Registration**

Congratulations, you have completed the first part of registration! (the second part relates to payment and registering with your team)

Tod will see your registration appear as follows, / (vo.
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		ROSIE SPARKES
	FAIRMOUNT PAIR SOFTBAL CATCH THE PL	ARK WOMEN'S+ L LEAGUE
Click the Add New Family Member button below to add	your family members, so that y	you can register them for programs offered by Fairmount Park Women's+ Softball League.
Family Members	Registrations & Status	Cart
Member ROSIE SPARKES Primary Guardian		
Add New Family Member		

*Please ignore the "Add New Family Member" option. This online tool is used by many youth teams, where there are additional options to register minors etc.* 

...if you **check your email** that you registered with, you will have received an email to confirm your registration:

From: "<u>mailer@LeagueOne.com</u>" <<u>mailer@LeagueOne.com</u>> Date: March 12, 2018 at 2:25:17 PM EDT To: <<u>mailer@LeagueOne.com</u>>

# Subject: Your account with Fairmount Park Women's+ Softball League is ready to go!

To: ROSIE SPARKES

Login:

Click Here to login. Please bookmark this link for future reference.

For security reasons we cannot show your password, so hopefully you remember it!

You can always retrieve your password from the login page "Forgot Password" link if you cannot remember it.

Thank you, Fairmount Park Women's+ Softball League

NOTE: Please give it at least a few minutes for the email to arrive, and ensure you check your Junk Mail in case the email is mistakenly routed there.

Jump to Step 8 to make payment and join your team!

## Step 6: Returning Players – Login

Use your internet browser to navigate to the following link (a laptop/PC or tablet is preferred, as Mobile is not full supported):

https://active.leagueone.com/Olr/Pages/Welcome.aspx?ClubId=16107

Enter your **email address** and **password** that you previously registered with, in the "Returning Users" section.



Proceed to Step 7.

#### **Step 7: Returning Players – Update Cell Phone Number**

You will see a page with any previous programs that you have been registered for. Click on your name on the left hand side to **verify your details** are still correct, and to **add a cell phone number** (if not already captured – please check). We want to be able to send text messages about rain outs / field changes etc.

ActiveLeagueOne						A ROSIE SPARKES
Click the Add New Family Member button below to ac	FAIRMOUNT P SOFTBAL CATCH THE PI	ARK WO LLEA LUS OL LATEAU	MEN'S+ GUE	ams offered by Fairn	nount Park Wo	men's- Softball League
Family Members	Registrations & Status	Cart				
Member ROSIE SPARKES	Registration	Date	Payment Status	Balance	Document Status	Registration Status
Primary Guardian Register	ROSIE SPARKES Fall Ball	08-10-2018 02:09 PM	Complete	\$0.00 Receipt (08/10/18)		Active
	ROSIE SPARKES					

Please **enter your cell phone number** without any special characters – for example 2151234567. The field only allows numbers. Then select "Save".

Click on y	our name
------------	----------

Consuling First Name	•	- User Discust	* Require
Guardian First Name	ROSIE		
Guardian Last Name	SPARKES	Cell Phone	
Address 1	*	2 Dusiness Phone	EXI
Address 2		Company	
City	* PHILADELPHIA	Occupation	
Country	• USA	Gender*	Female 🔻
State	* Pennsylvania	<ul> <li>Birthday *</li> </ul>	July • 18 1985
Zip Code	•	Email	rosannasparkes@hotmail.co.u
			Login and receive emails using this email address. Changing it will change your logi
		Login Email	rosannasparkes@hotmail.
Change Password			
Old Pass	sword		
New Pass	sword		
	Passwords must have at lowercase letters, upper	least 8 characters and contain at least t	hree of the following:
Confirm New Pass	sword	case recters, namoers, and sympols.	
Photo			
THOLO			
	This organization may req	uire a photo when rostering a	team.
	Upload Photo		
	opioud inoto		

Proceed to Step 8.

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## Step 8: Register for a Program

You now need to make payment and register with your specific team. You are logged in and see yourself listed in the "Member" section - select the "**Register**" button next to your name, and proceed to **Step 9**:

	One						🐣 Rosie Sparkes 🚽
		FAIRMOUNT P SOFTBAL CATCH THE P	ARK WO LLLEA	MEN'S+			
Click the Add New Family M     Family Members	ember button below to ad	d your family members, so that Registrations & Status	t you can regist	er them for progr	ams offered by Fairn	iount Park Wo	men's- Softball League.
Member		Registration	Date	Payment	Balance	Document	Registration
ROSIE SPARKES Primary Guardian	Register	ROSIE SPARKES Fall Ball	08-10-2018 02:09 PM	Complete	\$0.00 Receipt (08/10/18)		Active
		ROSIE SPARKES FPW+SL Spring Season 2018	03-14-2018 07:37 PM	Complete	\$0.00 Receipt (03/14/18)		Active

*Please ignore the "Add New Family Member" option. This online tool is used by many youth teams, where there are additional options to register minors etc.* 

Continue to Step 9.

#### Step 9: Select Program

There will only be one program to select "FPW+SL Spring Season 2019" – select the **"Add to Cart"** button. *NOTE: The cost of the season is* **\$85 per player** – there is a **\$5 early bird discount** for players who **register by 4/21/2019,** so you will only pay \$80 at the checkout stage. After this date, the price will be \$85. You will see the discount reflected when you enter payment details.



Continue to Step 10a.

## Step 10a: Registration Form – Personal Details

Your **personal information** will be pre-populated.

- If the information is correct, scroll down to the next section on the screen (Step 10b)
- If the information is **incorrect**, select the **"Edit"** option in the top right-hand corner a pop-up window will be shown and you can change your details and select "Save". Proceed to Step 10b.

	F	PW+SL Spring Season 2	019	
1. Select Program  Complete all required (') questions ar	2. Registration Form	n 3. Checkout		
Personal Information				* Required field
	Contact Information			Edit
	Name	ROSIE SPARKES	Home Phone	
	Address		Business Phone	
	City	PHILADELPHIA	Cell Phone	,
	State	PA	E-mail	
	Zip Code			
Click lcon to add missing photo				
Name ROSIE SPARKES				
Pirthdata Television				
Conder Comple				
Gender Female				
Member Id				
Age Group				
Age	e Group SFBL			

## Step 10b: Medical

You must enter an **"Emergency Contact"** (name of an individual whom you would want contacted in case of emergency – first and last name) and their telephone number including area code. Then scroll down to the next section on the page. If you are a returning player, this will be prepopulated from last season – update if this has changed. Scroll to the next section on the screen.

Medical	
Emergency Contact	
Phone	

#### **Step 10c: Additional Information**

The only **mandatory field** is for you to **select which team you are registering for**. If you are a new player and have not been given a team by our League Commissioner, please select "Unassigned/No Team".

Other **optional fields** should be completed if they are **relevant to you**.

New players to our League, please complete the 4 fields specific to you.

Additional Information			
What team are you registering for? •	Select ¥		
OPTIONAL: Pronouns - if you have pronoun preferences, please note here			
OPTIONAL: Gender Identity - This site requires that players register as "Female". If you identify differently, please note here			
NEW PLAYERS ONLY: How many years of playing experience do you have?	Select 🔻		
NEW PLAYERS ONLY: What is your preferred softball position (pitcher, catcher, 1st, 2nd, 3rd, shortstop, left field, center field, short field, right field, scorekeeper)? You may list more than one.			
NEW PLAYERS ONLY: What is the highest level of softball played?(previous experience is not required in order to play)			
NEW PLAYERS ONLY: How did you hear about us?	Select 🔻		
Notes			
include notes about the participant such as	allergies, preferences or special care i	structions:	
incluse notes about the periodpart such as			
Character count: 0/250			

There is no need to list anything in the "Notes" section. Please do NOT use this section for questions – if you have any questions for the League, please direct them to your coaches/team reps or one of the friendly Board members.

#### Step 10d: Activity Cost Summary

Here you will see the early bird discount reflected, if you are registering by 4/21/2019.

#### Activity Cost Summary

FEE	AMOUNT
Registration Fee	\$85.00
Early Bird Discount	(\$5.00)
Total	\$80.00

#### Step 10e: Policies

We now need you to confirm that you have been informed and therefore agree to the League's Refund Policy, adherence to ASA Rules and League Guidelines & Rules, and our Participation Waiver. You must check each of the boxes to proceed.

NOTE: By registering online and accepting the electronic waiver, the team members will no longer have to sign a paper waiver form before playing!

Once all boxes are checked, enter your full name in the "Electronic Signature" box, and select the "Continue" button. Proceed to Step 11.

Policies
Please check each box to signify that you understand and agree to abide by our policies.
Refund Policy: Fairmount Park Women's+ Softball League does not offer refunds. League spots (team and player) are subject to availability (FPW+SL observes a strict first come first served policy) and are secured only upon completion of online registration including payment. By registering, you are reserving one of a limited number of spots and your dedication to participate on a weekly basis is critical to the league's success. Fees of any kind are non- refundable.
I agree to the Refund Policy.
ASA Rules: The Fairmount Park Women's Softball League uses the current official slow-pitch softball rules as adopted by the Amateur Softball Association of America (ASA), with a few exceptions that can be found on our website (www.fpwsl.com)
I agree to the ASA Rules.
League Guidelines and Rules and Regulations: It is the responsibility of each player to read and understand the League Guidelines and Rules and Regulations, both of which can be found on our website (www.fpwsl.com).
I agree to the League Guidelines and Rules and Regulations.
2019 Participation Waiver and Release from Liability: Please read carefully before signing. SOFTBALL: Fairmount Park Womens' + Softball League ("League"). I understand that there are inherent risks in events associated with the softball league. These risks include but are not limited to injury to your person as a participant in the game and/or injury from balls/bats hit and thrown in the vicinity of a softball field. Lexpressly assume any and all risks associated with participation in Fairmount Park Womens' + Softball as a player or a spectator. I further agree to hold harmless the Fairmount Park Womens' + Softball League and its governing body from liability due to any negligence or other fault. The governing body includes but is not limited to all board members, coaches, and umpires. I agree that I will not sue the League for any loss or injury even if I contend that the League was negligent. Furthermore, I agree to abide by all ASA and FPW+SL rules and regulations and I understand that alcoholic beverages are not allowed on Belmont Plateau and that vehicles may not be driven onto the fields. I understand that this RELEASE FROM LIABILITY is not • I agree to the 2019 Participation Waiver and Release from Liability.
By entering my name below, I assert that I have reviewed and agree to all of the policies I have selected above.
Electronic Signature *
Cancel

#### Step 11: Registration Added to Cart

You have now added your registration to your "cart" – select "**Step3: Checkout**" so that you can proceed to make payment. Continue to **Step 12** of this guide.

	Registration Added To Cart
	Your registration has been added to the cart.
	To complete this registration please click the Checkout button below, or click Continue to add more registrations to your cart.
rt.	STEP 3: CHECKOUT CONTINUE

#### Step 12: Checkout

You are now ready to make payment! If registering by 4/21/2019, you will now see the early bird discount.

Your Address details as entered when you registered will be pre-populated as assumed the same for your Billing Address, but you can **overtype these to change** them if your Debit/Credit Card is registered to an alternative address to the one you previously entered.

The screen will default to payment by a **Credit Card (see Step 13a),** but you can **change to pay by eCheck** which connects directly with your bank account (see Step 13b).

Select Program      2. Registration Form     Your transaction is secure! Online registration is hosted by Active	3. Checkout Network, LLC on our	تين secure servers.		
			° R	equired field
Please select your payment method	Fee Summar	/		
Credit Card      Ceck	Participant	Date Of Birth	Description	Fee
	ROSIE SPARKES		FPW+SL Spring Season 2019	\$85.00
Card Information	Remove		Early Bird Discount	(\$5.00)
We accept the following card types:			Sub Total	\$80.00
VISA 🛶 AMER			Fee Total	\$80.00
Name on card *				
Card number *				
Expiration date *				
Month 🗸 / Year 🗸				
cvv/cvc ·				

## Step 12a: Coupon Codes

Before you begin to make payment, consider whether you have been given a "Coupon Code" (scorekeepers and teams with sponsors) by your team coach/rep. If yes, enter this code in the "Coupon Code" box on the right-hand side of the page, and select the "Apply" button.

A Vary transaction is secured Online conjectuation is bested by Activ	o Network LLC on our coo		
Tour nansaction is sectire: online registration is hosted by Activ	e Network, EEC on our sec	ule servers.	
			' Required fiel
lease select your payment method	Fee Summary		
Credit Card © eCheck	Participant	Description	Fee
NOTE THE REAL PROPERTY OF THE REAL PROPERTY OF		SOUTH CONTRACTOR AND	2204.00
your registrations. Please click on "Select Payment Options" in the	Correction		
"Fee Summary" area to the right to see the payment plan options provided by the organization.			
rd Information WISA	4		
		This registration is eligible for a payment pl from the available payment plans, click the	an. To view and select Select Payment
Card Number		Option button to the left.	
Expiration Date * 1-Jan 👻 2017 👻		If you use a payment plan, you must check card or eCheck.	out using a credit/debit
Card Verification * 📀 what's this?			
		and the second se	

Assuming you have entered the code correctly, the Fee Total due will update according to the coupon % applied.

\*If your coupon code does not work as you expect it, please check you entered the code exactly as was provided to you and try again. If you still are unsuccessful, stop the registration and contact your team coach/rep/the League to ask for some help\*

Continue with Step 13a.

## Step 13a: Payment by Credit Card

You may use either a MasterCard or Visa or Amex. **Enter all required details** and select **"Process Payment"** and wait – the screen will show that it is processing the payment which may take a few seconds. Jump to **Step 14**.

Your transaction is secure! Online registration is	hosted by Active Network, LLC on our	secure servers.		
			•	Required f
ease select your payment method	Fee Summary	/		
Credit Card 🛛 🔍 eCheck	Participant ROSIE SPARKES	Date Of Birth	Description FPW+SL Spring Season 2019	Fee \$85.
ard Information	Remove		Early Bird Discoun	t (\$5.
We accent the following card types:	TARK ACHEOR		Sub Tota	\$80
			Eee Total	\$80
Name on card *				
Card number *				
Expiration date *				
	×			
CVV/CVC *				
2				
· · · ·				
lling Address				
Name * ROSIE SPARKES				
Address 1 * 1				
Address 2				
City * PHILADELPHIA				
Country * USA •				
State * Pennsylvania 🔻				
Zip Code *				
Email Address				

# Step 13b: Payment by eCheck

**Enter all required details for your bank account** and select **"Process Payment"** and wait – the screen will show that it is processing the payment which may take a few seconds. Proceed to **Step 14**.

		equired ii
ease select your payment method	Fee Summary	
Credit Card	Participant Date Of Birth Description ROSIE SPARKES FPW+SL Spring Season 2019	Fee \$85.(
heck Information	Remove Early Bird Discount	(\$5.0
autor Muncher *	Sub Total	\$80
	Foo Tatal	\$90
count Number *		\$80.
Account Type * Checking V		
r(123454321):[0123454321] III 9999		
ling Address		
Name * ROSIE SPARKES		
Address 1 *		
Address 2 A		
City * PHILADELPHIA		
Country * USA 🔻		
State * Pennsylvania *		
State * Pennsylvania *		

## Step 14: Registration Receipt

Congratulations, you have COMPLETED registration for the SPRING SEASON 2019! If you check the email account that you registered with, you will have received email confirmation for your records, that includes a PDF receipt. (Remember to give it a few minutes and don't forget to check your Junk Email if you do not see it in your Inbox)

	<ul> <li>Thank You! Your transaction is now complete.</li> <li>You will receive a confirmation email shortly!</li> </ul>	
	REGISTRATION RECEIPT	i a printable copy of this rece
ee Summary		
Order Number		
Transaction Date 2/28/2019	9 3:58 PM	
Submitted By ROSIE SP	PARKES	
PARTICIPANT DATE OF BIR	RTH DESCRIPTION NOTES	FEE
ROSIE SPARKES	FPW+SL Spring Season 2019	\$85.0
	Early	Bird Discount (\$5.00 Sub Total \$80.00
	Fee Total	\$80.00

The League Board and Team Coaches will be notified of all registrations, so we can keep track of things, although we recommend that you inform your coaches directly that you have registered.

You can login to the site later if you wish to see your registration. No further action is required.

## Catch you on the Plateau!

Any questions about registration, please email <u>fairmountparkwsl@gmail.com</u> so that we can help you.