

White Bear Lake Junior Olympic Volleyball Online Registration Instructions

WBL JO Volleyball website URL: <http://www.whitebearvolleyball.org>

1. From the **Online Registration** page, select the link Click Here to begin your On-Line Registration
2. On the new pop-up **Online Registration** window, you have the opportunity to:
 - a. Register your family to receive your new PIN (PIN will be emailed very quickly)
 - b. Request to have your existing PIN emailed to you (applies to most people)
 - c. Login with your Last Name and PIN
3. To begin, from the **Online Registration** window, input your **Last Name** and **PIN** then select the **Submit** button.
4. From the **Confirm Family Information** window, enter all the required information (designated by the *****) then select the **Confirm Family Information** button.

NOTE: Steps 5 thru 13 is where most registration problems occur. It is essential that when you get to Step 13 that you see a table like the example displayed in Step 13.

5. From the **Confirm Players** window, you MUST select **Edit** to the right of your daughter's name.
 - a. Note: If you need to **Add a Player** or **Delete a Player** you can do that from this window.
6. From the **Update Player** window fill in all of the required (*****) information then select the **Update Player** button.
7. Once you are finished with the **Confirm Players** window, select the **Proceed** button.
8. From the **Family Information Confirmed** window, select the **Proceed** button.
9. From the **Select Player** window, you MUST select the Register Player link next to each player name. This is VERY IMPORTANT to ensure your daughter is registering for a specific age group.
10. From the **Confirm Player 1 Information** window, fill in all the information then select the **Confirm Player Information** button.
11. From the **Register Player 1 (firstname lastname)** window, choose the Select link to the right of the appropriate age group row.
12. From the **Register Player 1 (firstname lastname)** window, choose the **Proceed** button.
13. You are brought back to the **Select Player** window and there will be information beneath your daughter's name.

Here is an example of what you should see.

Player 1 - firstname lastname -

Registration Item	Price	Tryout Fee	Paid?
Fees for 14's	650	25	No

14. Choose the link Proceed to Check Out after registering a player via the Register Player links below. (Sorry about the word below, it should say above)
15. From the **Certification** window, read the instructions then select the button I Certify the above information.
16. From the **Complete Registration Form & Checkout** window, select the **CHECKOUT** button. This window provides a summary of your volleyball fees.
17. From the **Pay Via Check** window, you can print this information (but this is not required), then select the Close This Window link. **Please note that no online payment is required.**
18. You will receive an email confirming you are registered.

IMPORTANT

Please remember to bring your \$25 tryout/registration fee per player along with the following forms to your scheduled tryouts (forms are available on the website Forms page):

- **2011-2012 Membership Form**
- **2011-2012 Medical Release Form**

All completed forms, including player and guardian signatures, must be turned in before your daughter will be allowed to tryout.