

Registering a Player Without an Existing Account

Effective Date: 01/17/2018

Last Updated: 01/17/2018

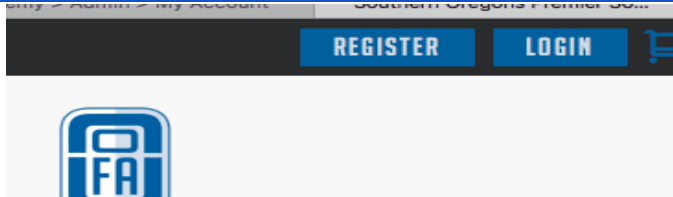
Submitted by: Xochitl Torres

Approved by: OFA Procedure Improvement Team

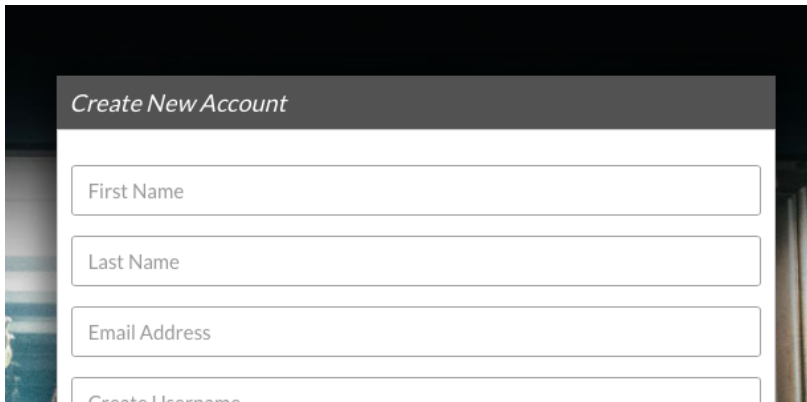
Overview: User will create an account with OFA for the first time and register a player(s) for programming in the current/upcoming season.

Steps:

1. You can create an account through our [website](#) via a REGISTER button located at the top right of the screen. Or directly using this link <https://tshq.bluesombrero.com/Default.aspx?tabid=1960095>

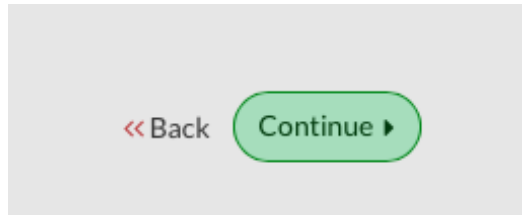


2. You will be redirected to a site on Blue Sombrero by DICK'S Sporting Goods, our new registration portal, and asked to create a New Account. (This is your information as a Parent/Guardian User)

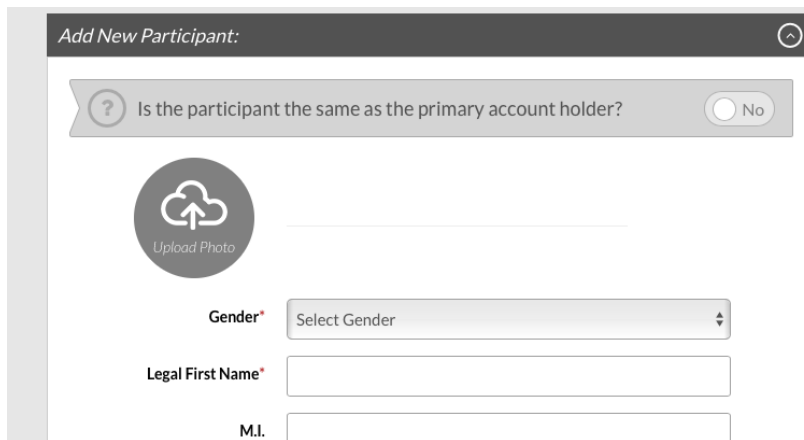
A screenshot of a web form titled 'Create New Account'. The form is set against a dark background and contains several input fields: 'First Name', 'Last Name', 'Email Address', and 'Create Username'. Each field is a simple white rectangle with a thin border.

3. Primary Parent/Guardian Information (this is the Account User not the Player)
 - a. Complete the top portion for yourself or the main account user.
 - i. complete the bottom portion for an additional parent/guardian if you would like to add another adult family member.

- b. Click Continue once all asterisks are complete



3. Which best describes you? (pop up)
 - a. Select: I am a parent or guardian registering a participant
4. Add New Participant (Player)
 - a. Complete all asterisks.
 - b. you can add another participant with the button on the bottom left or select Continue to proceed.

A screenshot of a web form titled 'Add New Participant:'. At the top right of the form is a close button. Below the title is a question: 'Is the participant the same as the primary account holder?' with a question mark icon on the left and a toggle switch on the right set to 'No'. Below this is a large circular area with a cloud and an upward arrow icon, labeled 'Upload Photo'. Underneath are three input fields: 'Gender*' with a dropdown menu showing 'Select Gender', 'Legal First Name*', and 'M.I.'. The asterisks indicate required fields.

5. The next screen will display all programs available for your player(s)
 - a. Hit Register on the program you wish to register for then hit continue.

Programs Available for Mona Lisa

Program Name	Activity Type	Price	Action
U5-U15 Spring Recreational League Under 09/10 - Girls Start and End Dates: 03/05/2018 & 06/02/2018	Soccer	\$75.00	+ REGISTER Payment Plans Available!
U9/U10 Spring Development League (DLSO) Under U9/10 - Girls Start and End Dates: 03/05/2018 & 05/20/2018	Soccer	\$150.00	+ REGISTER Payment Plans Available!
U11-U19 Spring Competitive League (SOCL & PTTL) Under 9/10 - Girls Start and End Dates: 03/05/2018 & 05/20/2018	Soccer	\$275.00	+ REGISTER Payment Plans Available!

+ Add Another Participant << Back Continue >>

6. Program Information Needed for (player)
 - a. Complete all fields of this page then press Continue.

7. Volunteer options (Optional)
 - a. If you would like to volunteer for any open roles you can do so here.
**Refer to [Register for a Volunteer Role Without an Existing Account](#) or [Register for a Volunteer Role With an Existing Account](#) to review these steps.*
 - b. If you DO NOT wish to Volunteer at this time select box just above the Continue button then hit Continue.

The following positions are available

1 U9/U10 Spring Development League (DLSO) Under U9/10 - Girls
 Mona is registered here!

Head Coach	SIGN UP
Assistant Coach	SIGN UP
Team Manager	SIGN UP
OFA staff	SIGN UP

Show More


I do not wish to volunteer at this time

<< Back Continue >>

8. Review Cart and Payment Screens

- a. On this screen you will be show your payment options. You can hit the drop down arrow to the right of the option to view payment dates. The next screen you will be able to select your payment method. Hit Continue to proceed.
- i. choose Credit Card to pay online
 - ii. choose Check to pay by: mailing/dropping a check or paying with cash
 - iii. **have a Scholarship Application Pending?** choose the check option.
Please call the office to have scholarship applied to your account before you pay the balance.

Registration Summary


1

U9/U10 Spring Development League (DLSO)

Under U9/10 - Girls

Mona Lisa

Payment Options:

PAY IN FULL	\$150.00	+ SELECT	
2 Payments	\$150.00	✓ SELECTED	⌵

Payment Date	Installment Amount	Installment Fee	Payment Total
Due Today	\$75.00	\$0.00	\$75.00
03/16/2018	\$75.00	\$0.00	\$75.00

Registration Breakdown:

Division Price	\$150.00
Subtotal	\$150.00

✖ Remove from cart

CONTINUE

9. Select a payment method and hit Continue


10. Review your order. Hit continue to proceed.

Registration Summary Edit

Payment Information Edit

Confirmation

Registration Breakdown by Participant

 1	U9/U10 Spring Development League (DLSO)	Under U9/10 - Girls	Mona Lisa
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Order Summary

Division Price	\$150.00
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ORDER TOTAL: \$150.00

DUE TODAY: \$0.00

[<< Back](#) [Continue](#)


10. Almost Done! Submit your order to the registrar.

Submit Your Order

Registration Summary

Mona's Registration	\$150.00
Subtotal:	\$150.00

\$0



144 S.W. G St. Grants Pass, OR 97526

[Complete Order](#)

11. [Email](#) or Call 541-471-1099 if you have any issues during the registration process.

a. You can TEXT US! from your messages type in:

registrar@oregonfutbolacademy.com

This will allow us to view your message as an email and our reply will come back to you via text message!

- b. Rather Schedule an appt with a specialist? OFA office staff is dedicated to serving its patrons. To ensure quality of service we are providing dedicated hours in which our registrar or qualified staff will be readily available just for you for ANY questions or concerns.
- c. To Schedule an appt with the Registrar [click here](#) or call our office.