

# Steps to Online Registration

**Step One:** Gather the items listed below BEFORE you start registering online:

- AAU membership card to upload in electronic form (pdf or jpg)
- Personal Insurance Information to enter manually
- School grade verification document to upload in electronic form
- Financial aid discount code (if you applied and were approved in advance)
- Payment through ACH or Credit/debit card + small convenience fee (unless you leave check/cash tonight)

**Step Two:** go online through a computer to <https://go.teamsnap.com/forms/240779>

**Step Three:** Complete registration form online. Enter/upload the needed information from above as prompted by the form.

**Step Four:** Submit up-front payment information online. **Refer to payment schedule by using scroll down bar under 2020 player commitment.** See important information below regarding payment:

- If you submitted a financial aid application, upon approval you will receive a registration code to be submitted in the application process which will apply the discount.
- You may submit online payment through credit/debit card. Transaction fees apply.
- New 2020 Fall/Winter players will pay pro-rated yearly membership, uniform, and facility/tournament fees.
- Returning 2020 Spring/Summer players will pay for only facility/tournament fees.
- Coaching/Training fee is not included in up front fees and will be paid directly to coach on October 1<sup>st</sup> and November 1<sup>st</sup>. Each installment is \$150 for a total of \$300 for the season.

**Step Five:** Watch your email for an invitation to join TEAMSAP, our online club app through which all communication, games, payments, locations, etc will be handled moving forward. The email will instruct you to download the TEAMSAP app from itunes or Android Store. Download the app and you will then be connected to your coach and team.

Should you have trouble or questions, contact the club at [kyates1965@gmail.com](mailto:kyates1965@gmail.com).