

Instructions for registering players for CSC's Recreation Programs:

1. For new users create new user account at registration start screen; for returning users sign in with user ID and password;
2. **Step 1.1- Welcome screen/Program Overview.** Please Review. Select "Continue";
3. **Step 1.2- Household Information.** Input household info (checking the box "receive SMS broadcasts" will allow CSC to communicate operational messages to you via text); select "Save and Continue"
4. **Step 1.3- Select "Register Participant"**. To continue registration process or select "Donation" to make a donation.
5. **Step 2.1- Identify Participant.** Choose "Create New Member"; Enter your child's information (email and phone # are not required); select "Save and Continue";
6. **Step 2.2- Select Season.**
 - a. For boys and girls U4-U6:
 - i. select: "Recreation- Competition: Jamboree- Boys & Girls U4-U6- Spring 2016";
 - ii. select "Seasonal Grouping";
 - iii. select "Continue"
 - b. For boys and girls U7-U12:
 - i. select: "Recreation-Competition: Jamboree- Boys & Girls U7-U12- Spring 2016;
 - ii. select "Seasonal Grouping";
 - iii. select "Continue"
 - c. For boys and girls U3-U14- Beginners:
 - i. select: "Recreation-Competition: Jamboree- Boys & Girls U13-U14 Beginners- Spring 2016;

- ii. select "Seasonal Grouping";
 - iii. select "Continue";
 - d. For boys and girls ages U11-U14 who play in the Suburban Friendship League (SFL) with an existing team and coach:
 - i. select: "Recreation-Competition: SFL- Spring 2016;
 - ii. select "Seasonal Grouping" (Team w/ Coach's name);
 - iii. select "Continue";
- 7. **Step 2.3- Additional Information.** Input Parent, Emergency Contact, & Medical Insurance information (If no insurance enter "None"): Select "Save & Continue";
- 8. **Step 2.4- Registration Form:**
 - a. Enter school info;
 - b. Uniform (\$30): players new to the club or players who need a new uniform select "yes" to uniform; enter sizes;
 - c. New players (U6 & older) receive a free CSC practice jersey for the seasonal year (August-June). Select shirt size.
 - d. Purchase additional practice jerseys- if needed;
 - e. Additional Fees (Fairfax County Field User Fees): Select in-county or out-of-county.
 - f. Volunteer Coaches: CSC needs committed coaches- select yes if you would like to coach (\$15 initial discount followed by a season ending gift for coaches who finish the season).
 - g. Volunteers: select yes to volunteer for various positions (\$15 discount);
 - h. Scholarship/Financial Aid: families applying for Fairfax County's NCS Scholarship can upload the NCS Application Form and eligibility paperwork;
 - i. Discount code: enter any discount codes (case sensitive)

- j. Press "Save and Continue"
9. **Step 2.5- Review Registration.** Please Review. Select "Save and Continue";
10. **Step 2.6- Seasonal Waiver.** Please Review. Check box "I agree to the above terms and conditions"; Select "Agree and Continue";
11. **Step 3.1- Register Another.** By selecting "Register Another" you can
1)register a sibling; 2)register for another CSC program(s) i.e. Summer Camps, Pre-Travel Training for players born in 2004-2008 interested in playing on CSC Travel Teams, etc.; Selecting "No, Proceed to Next Step" continues registration;
12. **Step 4.1- Donation Options.** CSC is a 501(c)3 non-profit charitable organization and accepts donations. Please Donate; Select "Save and Continue"
13. **Step 5.1- Review Order.** Make sure order is correct. Choose from three options:
 - a. "Pay in Full" (\$5.00 discount);
 - b. "Pay in Installments" (if applicable; if paying by credit card remaining balances will be charged to credit card on file. Users will be notified via email two days prior);
 - c. "Apply for Financial Aid" (choose only if applying for the NCS Scholarship or need-based financial aid" Once application and eligibility paperwork is received the grant will be awarded to reduce registration fees. An email notification will be sent with updated balances. Outstanding balances will need to be paid before player is moved to 'Active' registration.
14. **Step 5.2- Make Payment.** Under Payment Information three icons are displayed: Credit Card; Check; Cash. The default is credit card.
 - a. If paying by credit card enter billing info;
 - b. if paying by check select the check icon and send a check to: Chantilly Soccer Club, P.O. Box 3170, Oakton, VA 22124;

- c. if paying by cash select the cash icon. Please do not send cash through the mail. Cash payments can be made to Club President, Darryl Forrest, or Club Treasurer, Kathy Murray.;
- d. Press the "Submit Order" button.

Questions? Please contact Darryl Forrest @ 703-677-1477 or via email:

Chantillysoccerclub@gmail.com.