

## St. Columban Sports Registration Instruction Manual

To simplify the process of sports registration St. Columban Boosters has developed this online sports registration process. Getting started will require a little time to add your family and children to our system, however, the system will store your information for easy future use. This manual is divided into three sections: “Creating a Family Account and Adding Children”, “Registering for Sports” and “Completing Your Registration”. **We now have online payment!**

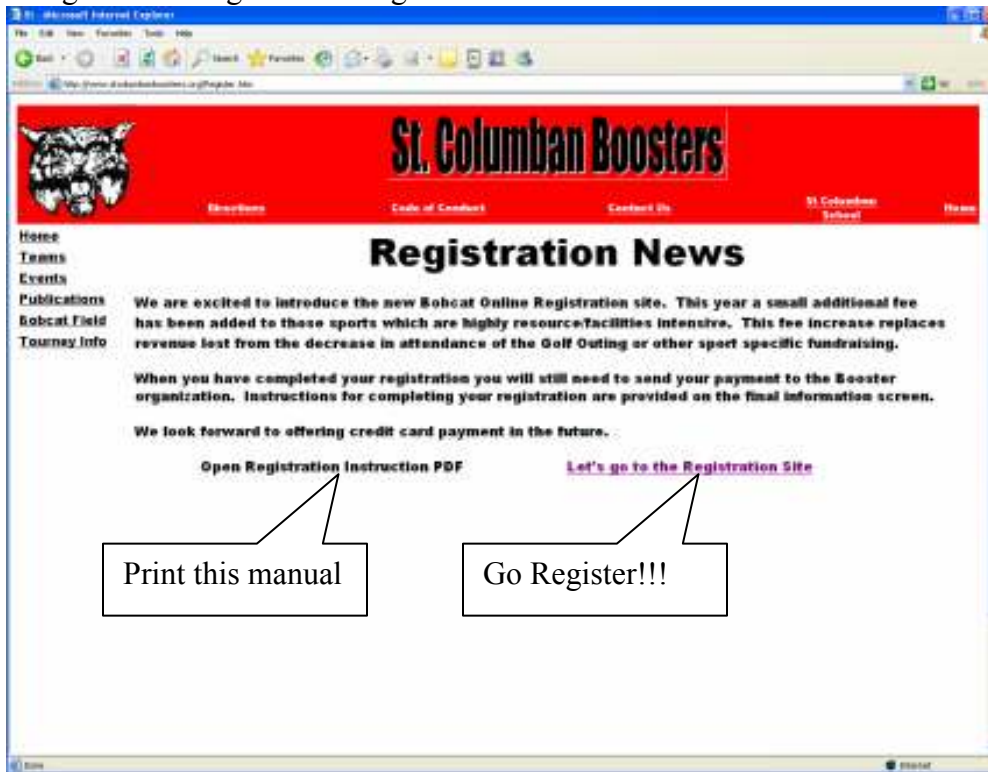
We hope you find this new service helpful.

1) Select “Registration” from the Left Navigation Bar



**Let's create an account...**

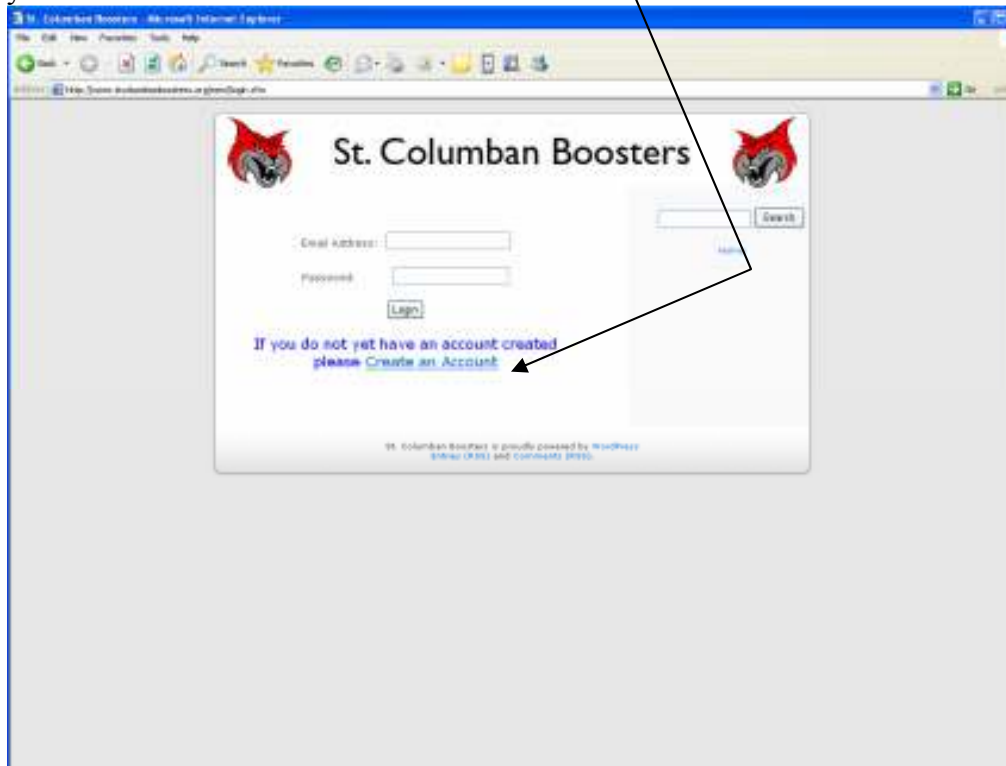
2) Read “Registration News”, from here you can Print this instruction manual or proceed straight to the Registration Log In



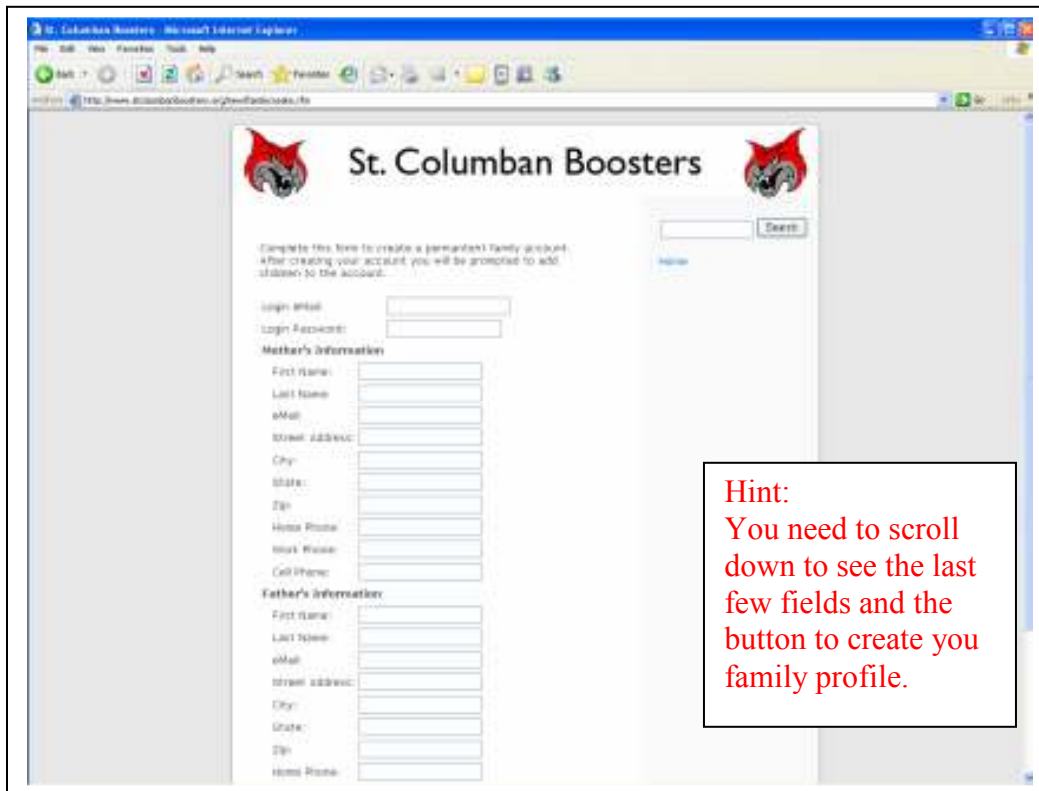
Select “Let’s go to the Registration Site”

3) Creating a Family Account

This is the Log-in screen. If you have a Log-in Name and password you may enter it here. If you need to create one click “Create an Account”



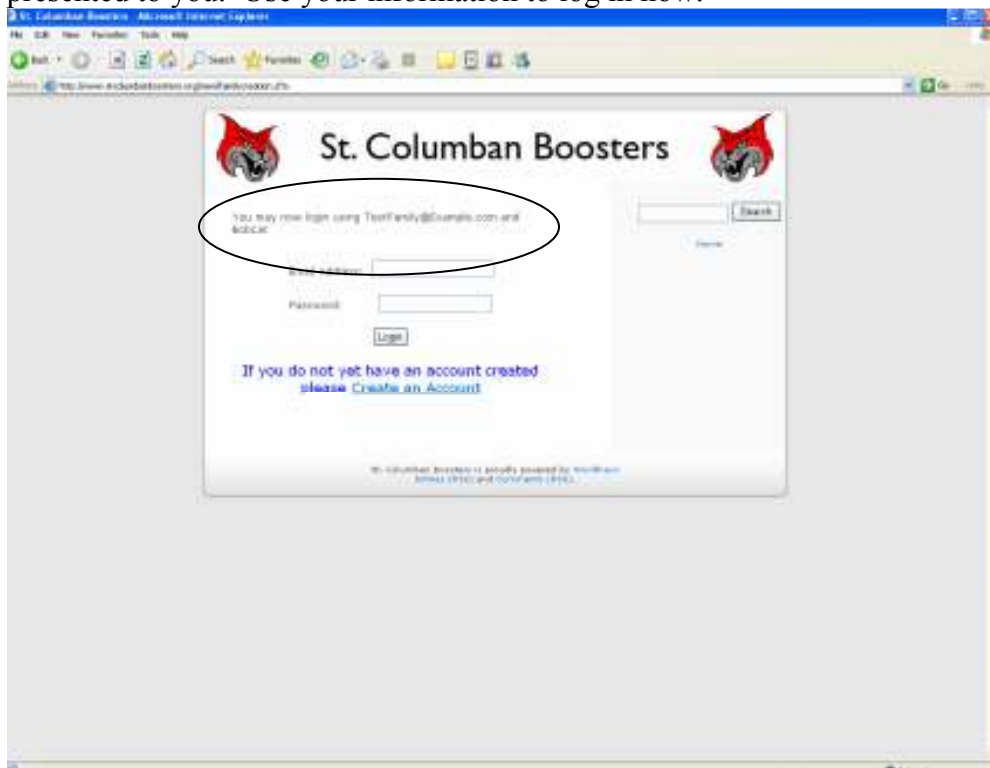
4) Complete this form to create a family profile. You will then add kids to your family on later screens. Click the “Create Family Profile” button at the bottom after entering information.



The screenshot shows a web browser window with the URL <http://www.stcolumbanboosters.org/newfamilyprofile.htm>. The page title is "St. Columban Boosters". The main heading is "St. Columban Boosters" with a red devil logo on either side. Below the heading, there is a "Search" box with a "Search" button. The main content area contains the following text: "Complete this form to create a permanent family account. After creating your account you will be prompted to add children to the account." Below this text are two input fields for "Login Email" and "Login Password". The form is divided into two sections: "Mother's Information" and "Father's Information". Each section contains input fields for: First Name, Last Name, eMail, Street Address, City, State, Zip, Home Phone, Work Phone, and Cell Phone. A "Create" button is located at the bottom right of the form area.

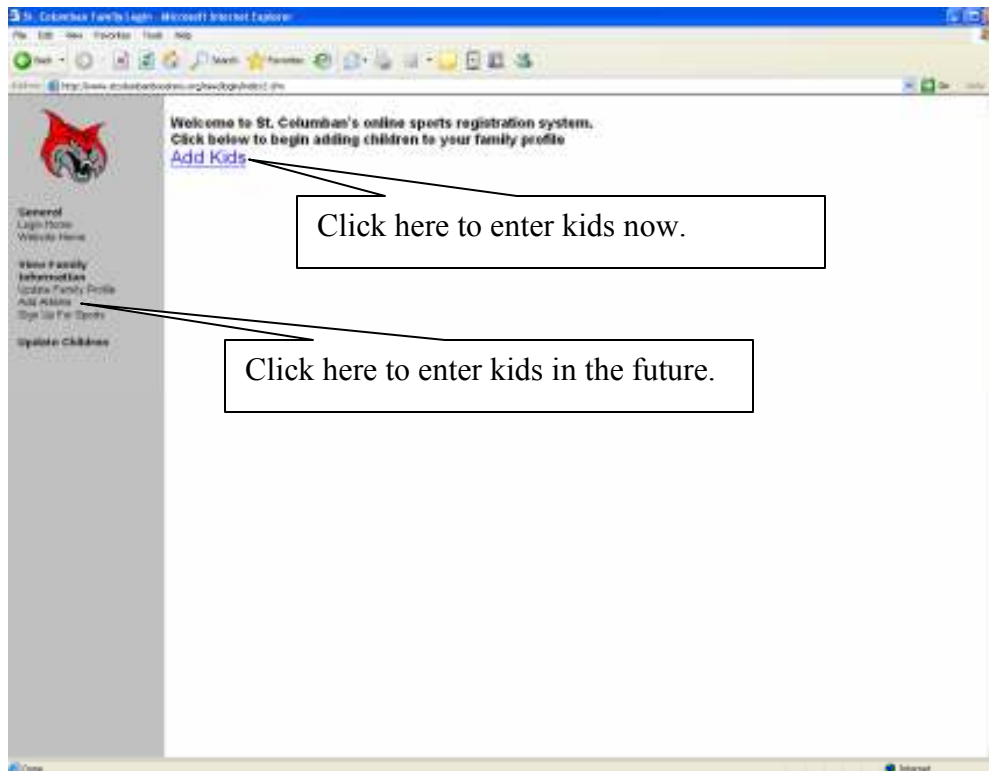
**Hint:**  
You need to scroll down to see the last few fields and the button to create you family profile.

5) You will be returned to the Log in Page and your new Log in name and password are presented to you. Use your information to log in now.

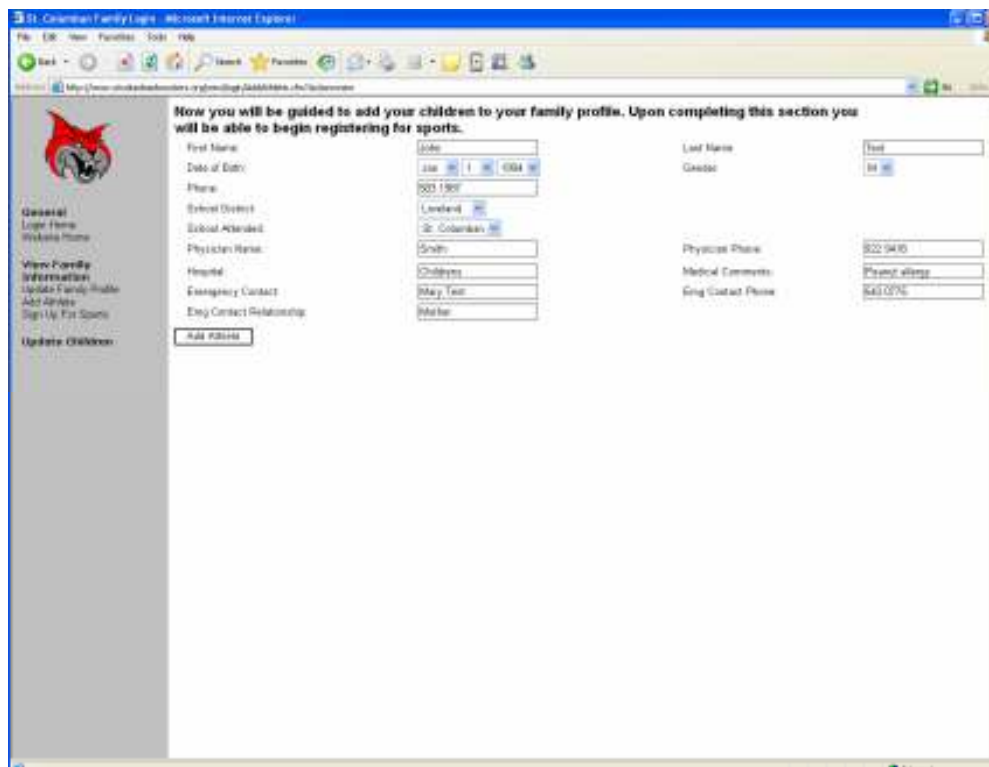


The screenshot shows the same web browser window as in the previous image, but now displaying the login page. The URL is <http://www.stcolumbanboosters.org/newfamilyprofile.htm>. The page title is "St. Columban Boosters". The main heading is "St. Columban Boosters" with a red devil logo on either side. Below the heading, there is a "Search" box with a "Search" button. The main content area contains the following text: "You may now login using TestFamily@StColumban.com and 12345678". Below this text are two input fields for "Email Address" and "Password", and a "Login" button. Below the login fields, there is a message: "If you do not yet have an account created please [Create an Account](#)". At the bottom of the page, there is a small copyright notice: "© St. Columban Boosters is proudly powered by Joomla! - Joomla! is Free Software and Open Source Software."

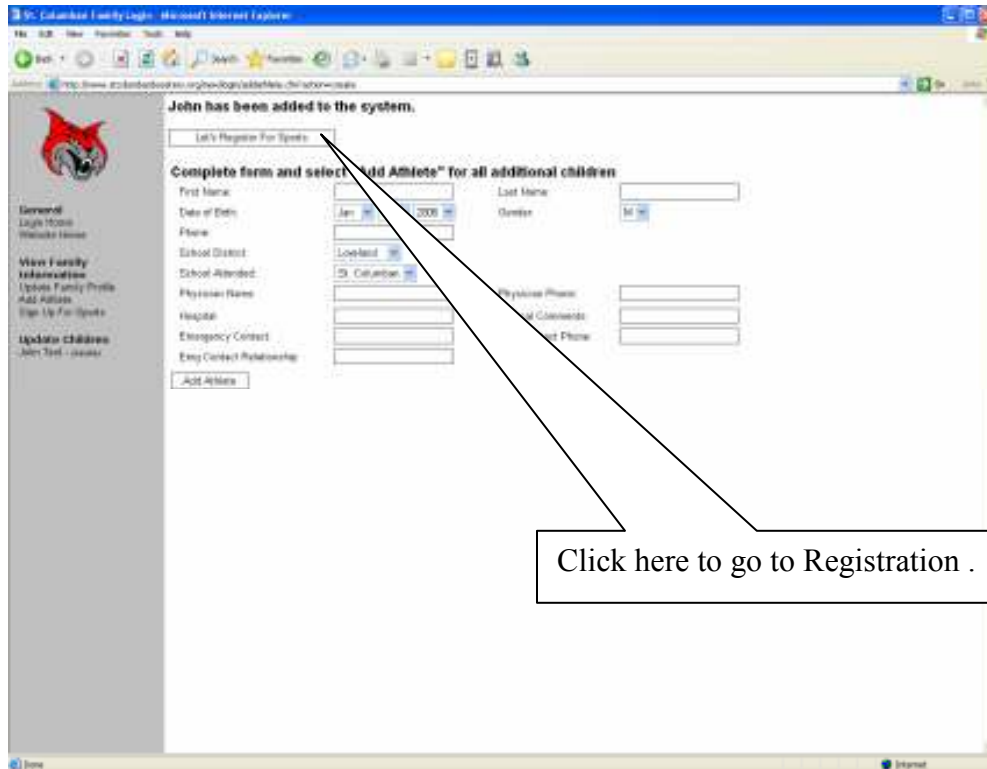
6) After log in you are prompted to add children to your family profile. On future log-ins you can add children through the navigation bar on the left. Click “Add Kids”.



7) Enter you child’s information and click “Add Athlete”. Repeat until all children are entered. You can add children in the future by selecting “Add Athlete” from the grey bar on the left.



8) You have now added your first Athlete. If you are finished you can Click on “Let’s Register for Sports” and you will be taken to the Registration page. If you have additional children to enter you can repeat Step 7 until all children are entered into the system.



The screenshot shows a web browser window with the title "SC Columbia Family Login - Microsoft Internet Explorer". The address bar shows a URL starting with "http://www.scbarbaroo.com/". The main content area displays a message: "John has been added to the system." Below this is a button labeled "Let's Register For Sports". The form is titled "Complete form and select 'Add Athlete' for all additional children". It contains several input fields: "First Name", "Last Name", "Date of Birth" (with a dropdown for "Jan" and "2008"), "Gender" (with a dropdown for "M"), "Home", "School District" (with a dropdown for "Lowland"), "School Attended" (with a dropdown for "Columbia"), "Physician Name", "Hospital", "Emergency Contact", and "Emergency Contact Relationship". There are also fields for "Physician Phone", "Cell Phone", and "Home Phone". A button labeled "Add Athlete" is at the bottom of the form. A callout box with a black border and white background points to the "Let's Register For Sports" button, containing the text "Click here to go to Registration .".

**You have completed building a family profile.**

**Let's move on to Registration**

# REGISTRATION

1) Go to Registration

John has been added to the system.

Let's Register For Sports

Complete form and select "Add Athlete" for all additional children

First Name:  Last Name:

Date of Birth:  Gender:

Phone:

School District:  School Attended:

Physician Name:  Physician Phone:

Hospital:  Medical Comments:

Emergency Contact:  Emergency Contact Relationship:

You can get to the Registration by either selecting the button at the end of Profile creation or selecting "Sign up for Sports" at any time. Only children that exist in the system can be signed up.

2)

St. Columban Sports Registration

Select Athlete:

Select Sport:

Grade:

Height:

Weight:

Shoe Size:

Foot Size:

List One Sport:

Physical Ability:

Physical Ability Take Priority:

List All Other Sports:

Are You Interested Coaching?

Code of Conduct:

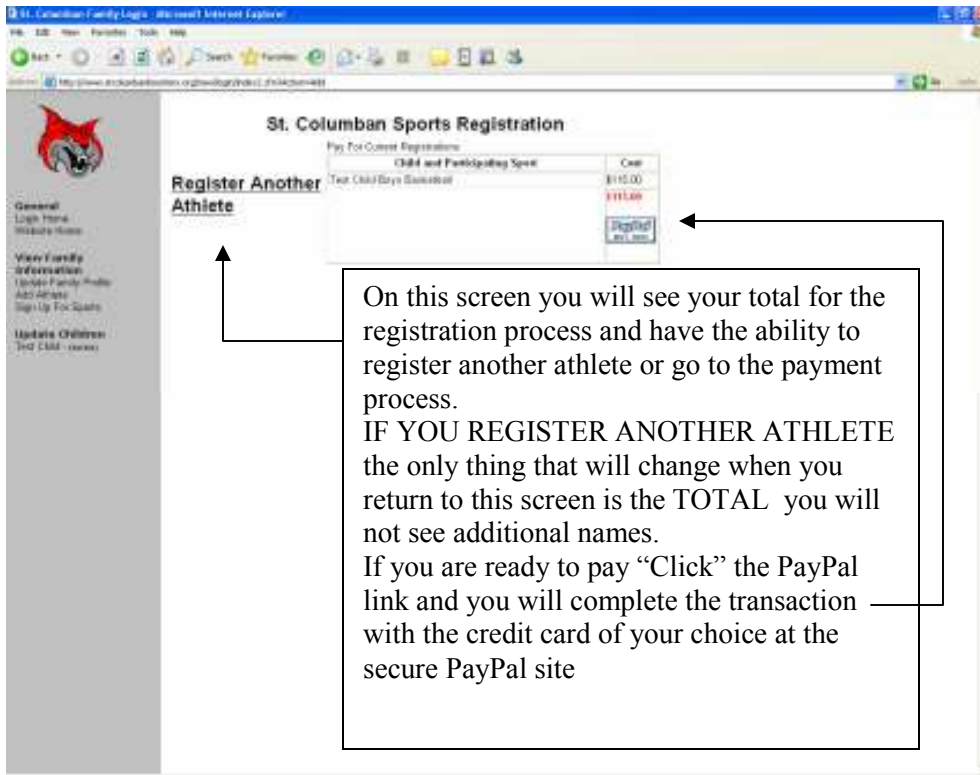
The mission of the St. Columban Athletic Organization... (text area)

Accept Code of Conduct:  (Required)

Accept Required Volunteer Work:  (Required)

Complete this form and select "Submit" at the bottom. After clicking "Submit" you will be presented with the initial invoice.

### 3) Initial Invoice



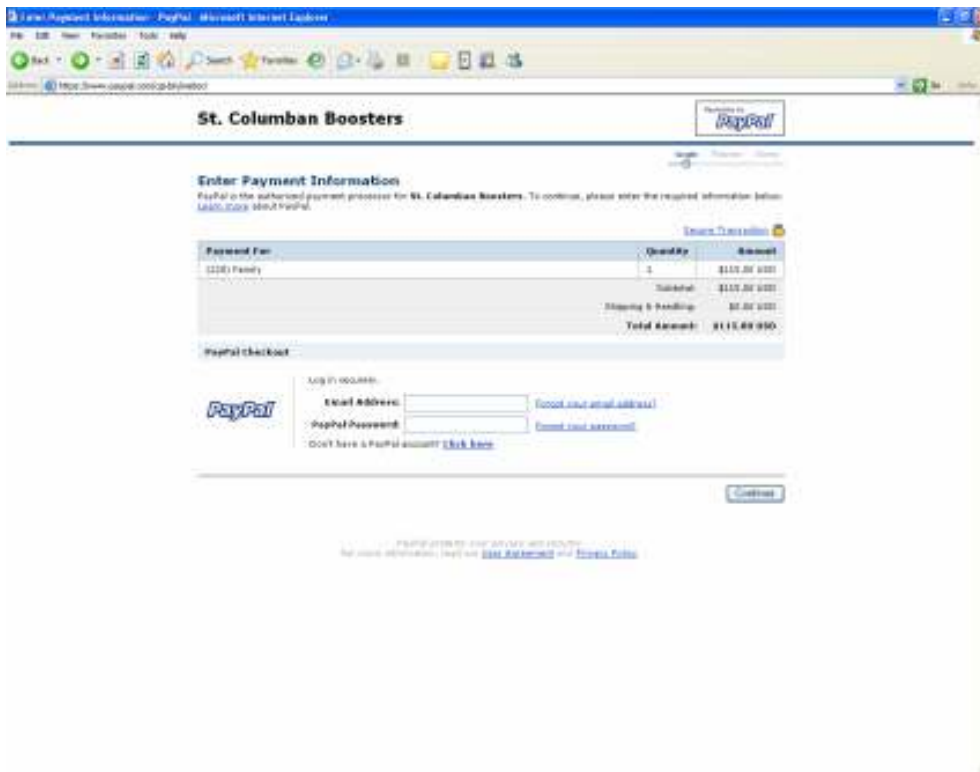
The screenshot shows a web browser window titled "St. Columban Family Logs - Microsoft Internet Explorer". The page is for "St. Columban Sports Registration". On the left, there is a navigation menu with options like "General", "View Family Information", and "Update Children". The main content area shows a table for "Pay For Current Registrations" with a total of \$115.00. A "PayPal" button is visible next to the total. A text box with arrows pointing to the "PayPal" button and the "Register Another Athlete" link contains the following text:

On this screen you will see your total for the registration process and have the ability to register another athlete or go to the payment process.  
IF YOU REGISTER ANOTHER ATHLETE the only thing that will change when you return to this screen is the TOTAL you will not see additional names.  
If you are ready to pay "Click" the PayPal link and you will complete the transaction with the credit card of your choice at the secure PayPal site

### Let's Complete the Process...

There may be a small delay as you enter the PayPal site. Check your browser at the bottom to see the progress.

At the PayPal site you will be presented with your total and asked to log in or create a PayPal account.



The screenshot shows a web browser window titled "Enter Payment Information - PayPal - Microsoft Internet Explorer". The page is for "St. Columban Boosters" and is titled "Enter Payment Information". It features a table for "Payment Item" with a total amount of \$115.00. Below the table, there is a "PayPal checkout" section with a "Log In" button and a "PayPal" logo. The "Log In" section includes fields for "Email Address" and "PayPal Password", and a "Continue" button. At the bottom, there is a "PayPal" logo and a "Continue" button.

Payment Item	Quantity	Amount
2008 Family	1	\$115.00 USD
<b>Subtotal</b>		<b>\$115.00 USD</b>
Shipping & handling		\$0.00 USD
<b>Total Amount:</b>		<b>\$115.00 USD</b>

Follow the onscreen instructions and complete the payment process

The screenshot shows a web browser window with the address bar displaying "http://www.casual.com/cgi-bin/boosters". The page title is "St. Columban Boosters" and it features a "PayPal" logo. The main content area is titled "Billing Information" and includes a table of items:

Payment For	Quantity	Price	
1200 Fundy	1	\$110.00 USD	
		Subtotal	\$110.00 USD
		Shipping & Handling	\$3.00 USD
		<b>Total Amount</b>	<b>\$113.00 USD</b>

Below the table is a "PayPal Checkout" section with a "Log In" link and a login form for email address and password. The "Credit or debit card information" section includes fields for Country (United States), First Name, Last Name, Card Type (Discover Card), Card Number, and Expiration Date (01 / 2008). The "Billing Address" section includes fields for Address 1, Address 2, City, State, and ZIP Code, along with a checkbox for "Is this your shipping address?".

If you have any problems or questions email [webmaster@stcolumbanboosters.org](mailto:webmaster@stcolumbanboosters.org)