SportzSoft Solutions
Online Registration and Member Portal User Guide

Welcome to SportzSoft!

The SportzSoft Member Portal is where club and association members can login to:

- Register online for programs
- Print off income tax receipts
- Manage contact information for all members of the family
- Manage their account
- View or manage their volunteer activities
- View their team information

**Note – not all associations use all the features above

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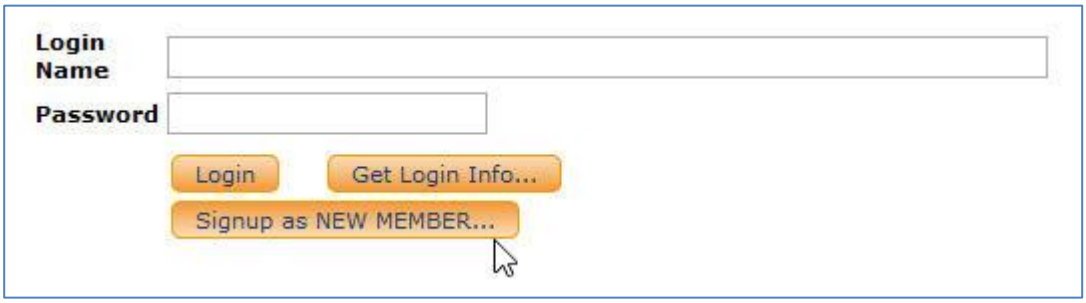
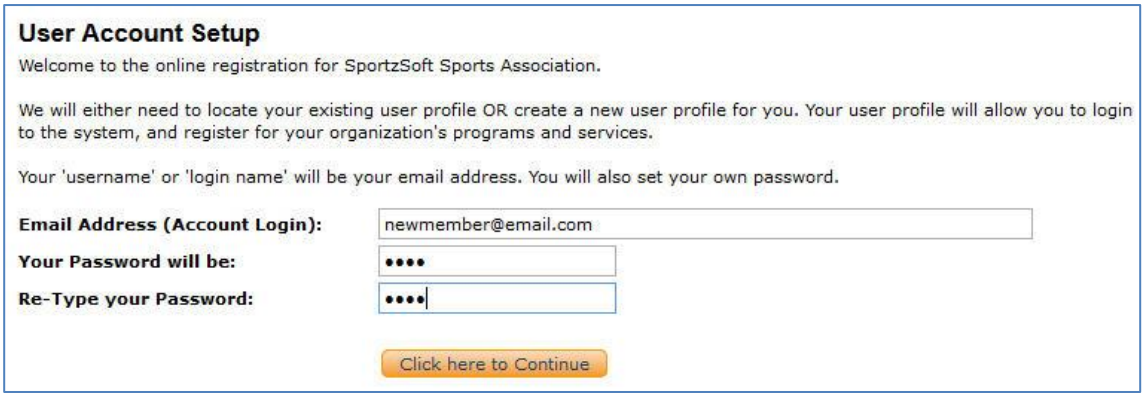
New Member Sign Up

The first time you use the system, you will need to setup your new account. Keep in mind that some of the following screens may not appear as configurations can vary from association to association.

1. Click on the **SIGN UP AS NEW MEMBER** Button

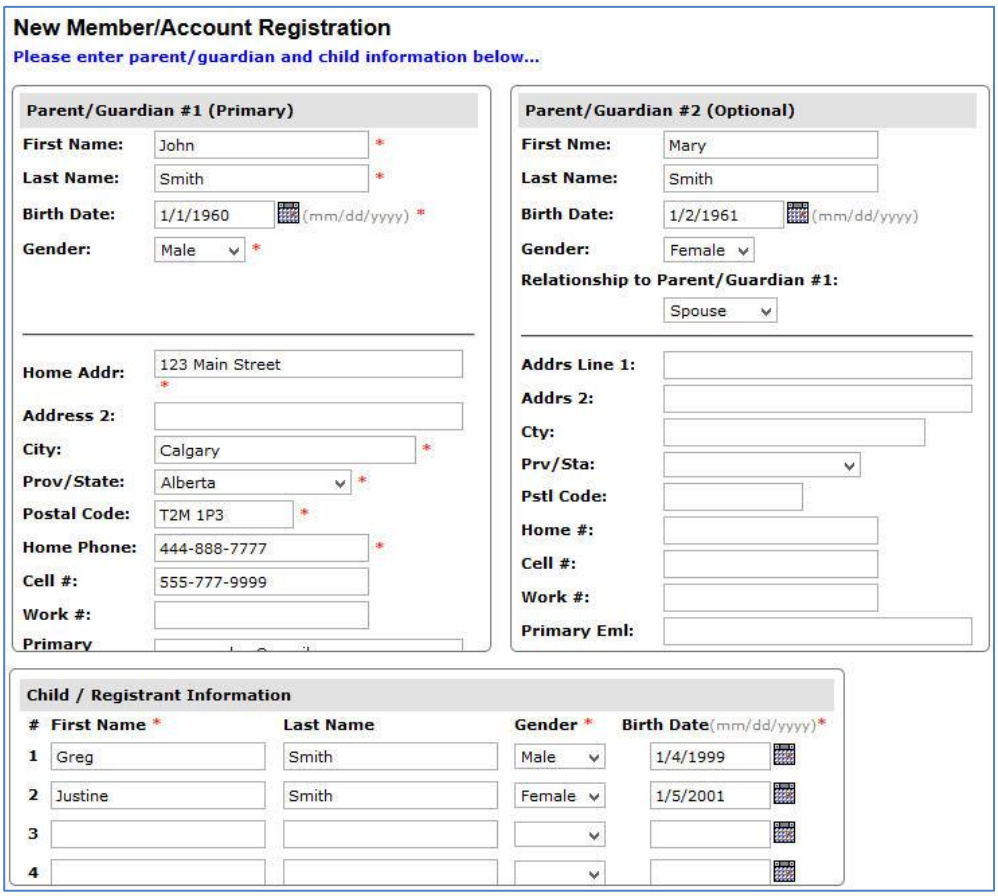


2. Enter your username and password. We recommend entering your email as your username.

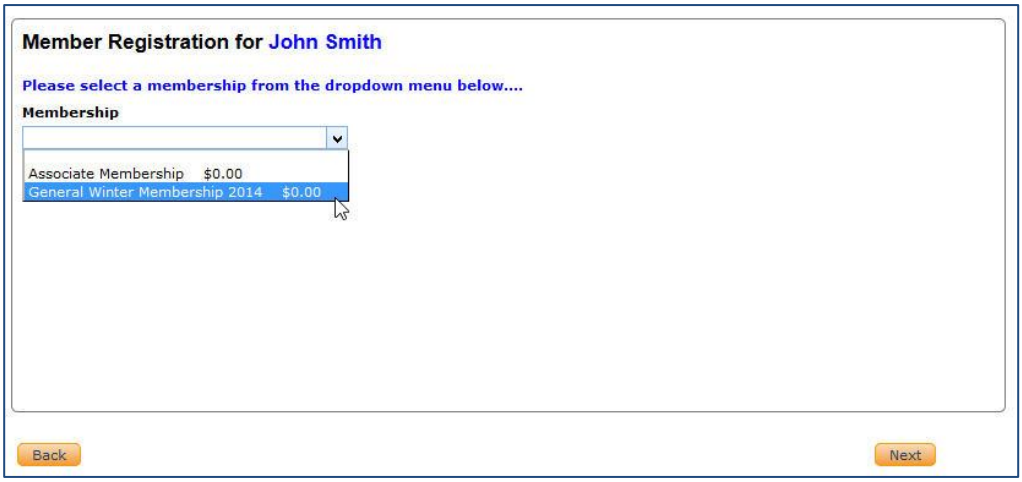


3. Select the type of account you want to create – FAMILY or ADULT. ***(Note – this screen may not appear).***

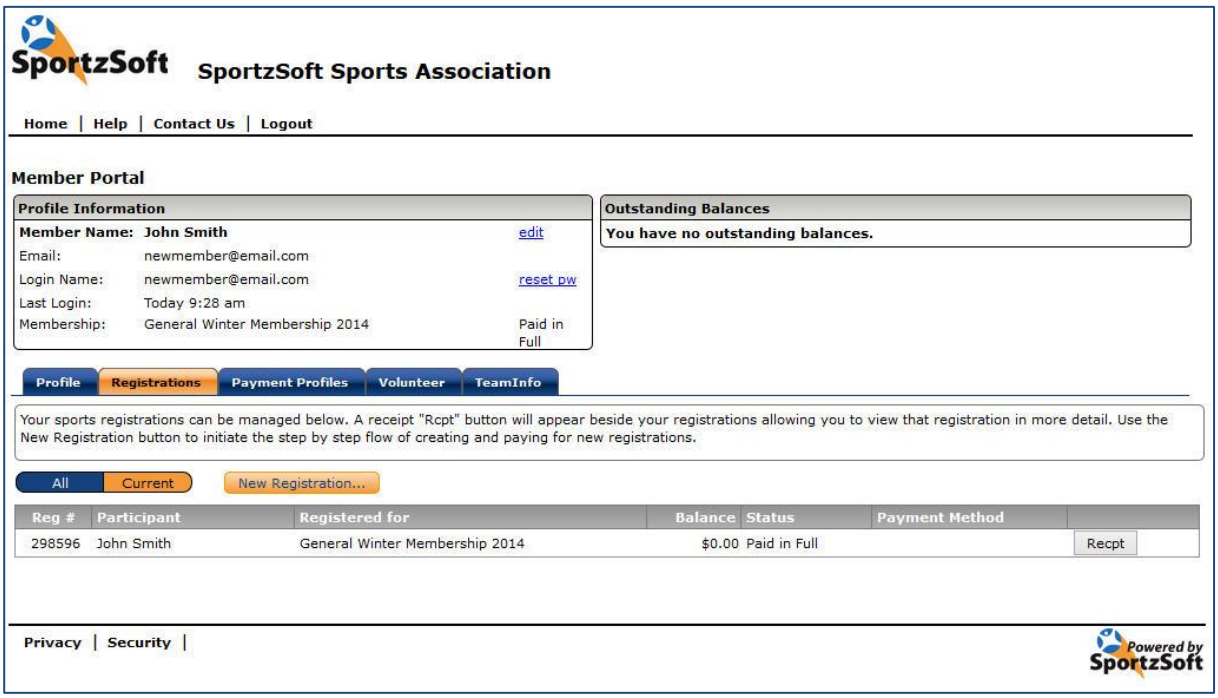
4. Enter in the required contact information.



5. Select your membership type (this may or may not appear for you depending on your association's configuration). ***(Note – this screen may not appear).***



5. You will be logged into your member portal.

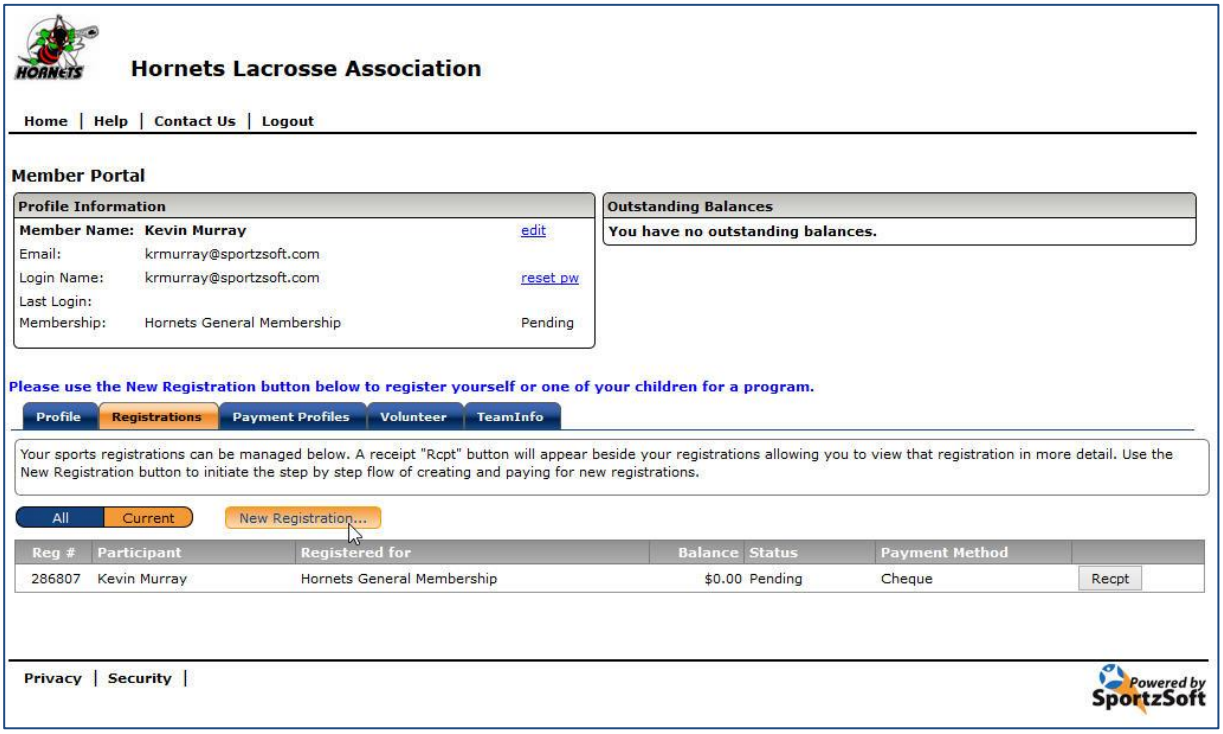


6. You're done!

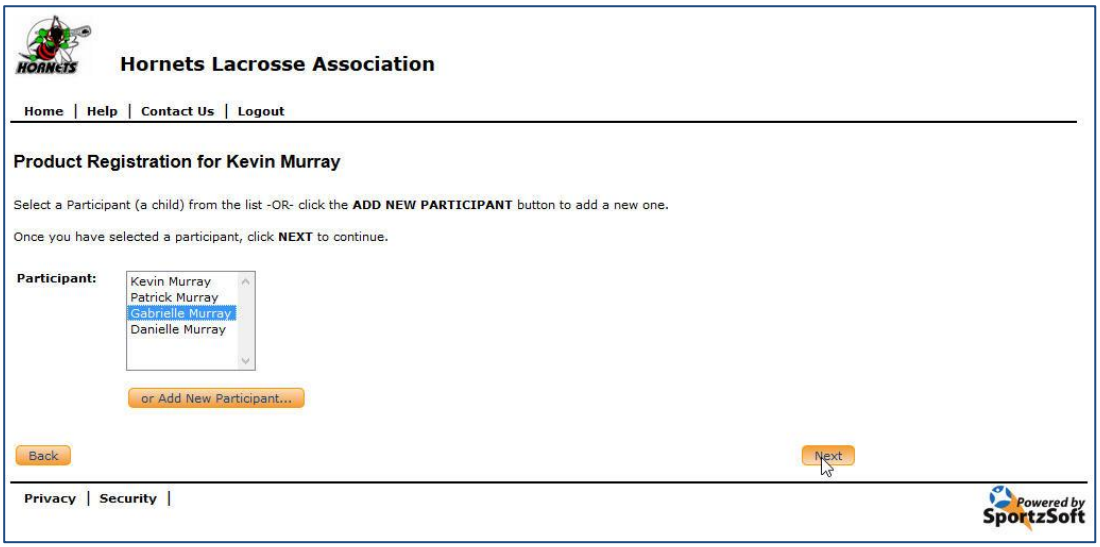
Online Registration

Login to your Member Portal (or, if you have signed up as a new member, you will already be taken there).

1. Click on the **NEW REGISTRATION** button.

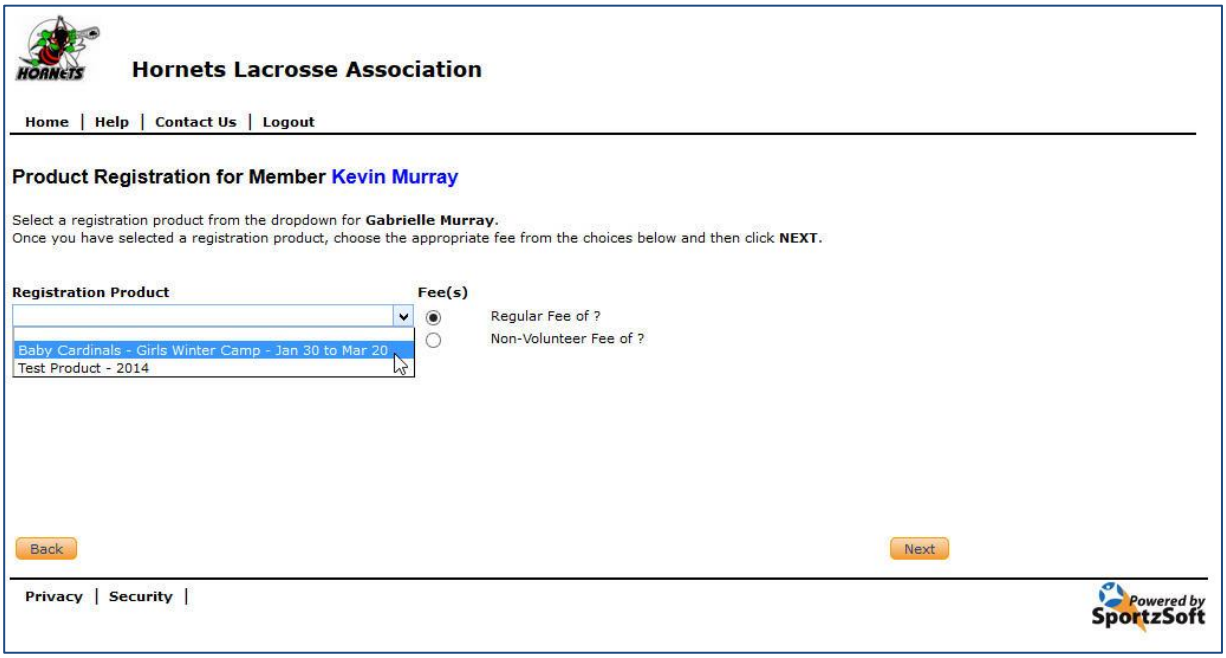


2. Select the person you want to register and then click NEXT.

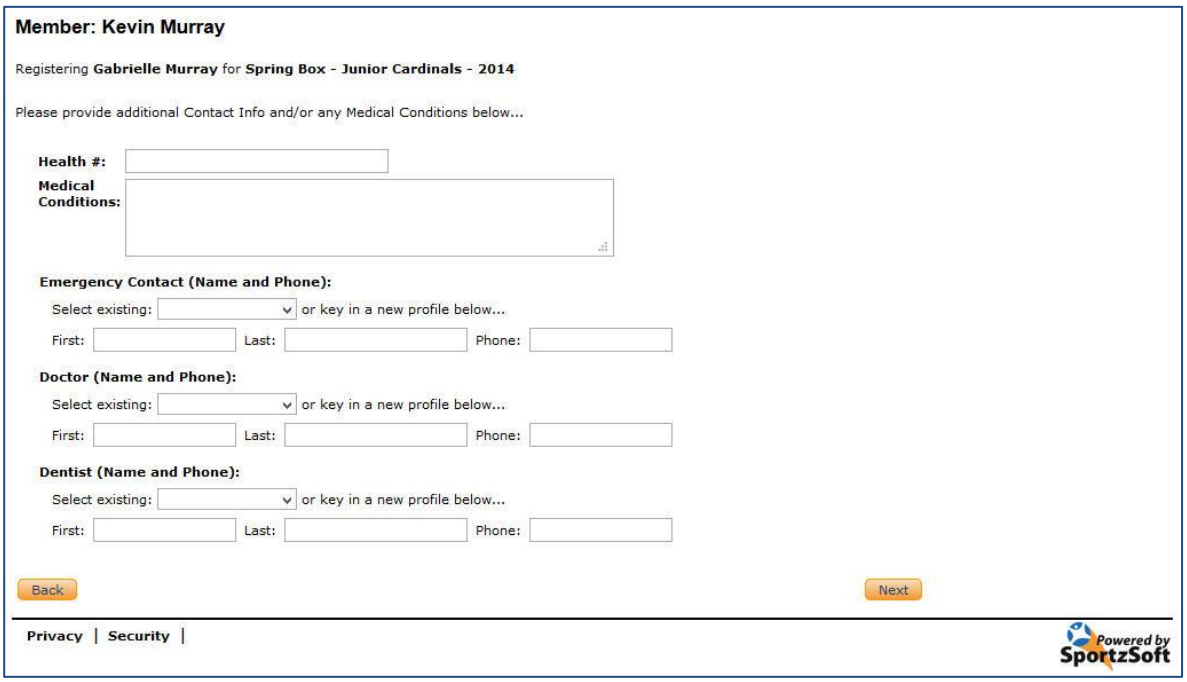


3. Select the 'registration product' or program you want to sign up for.

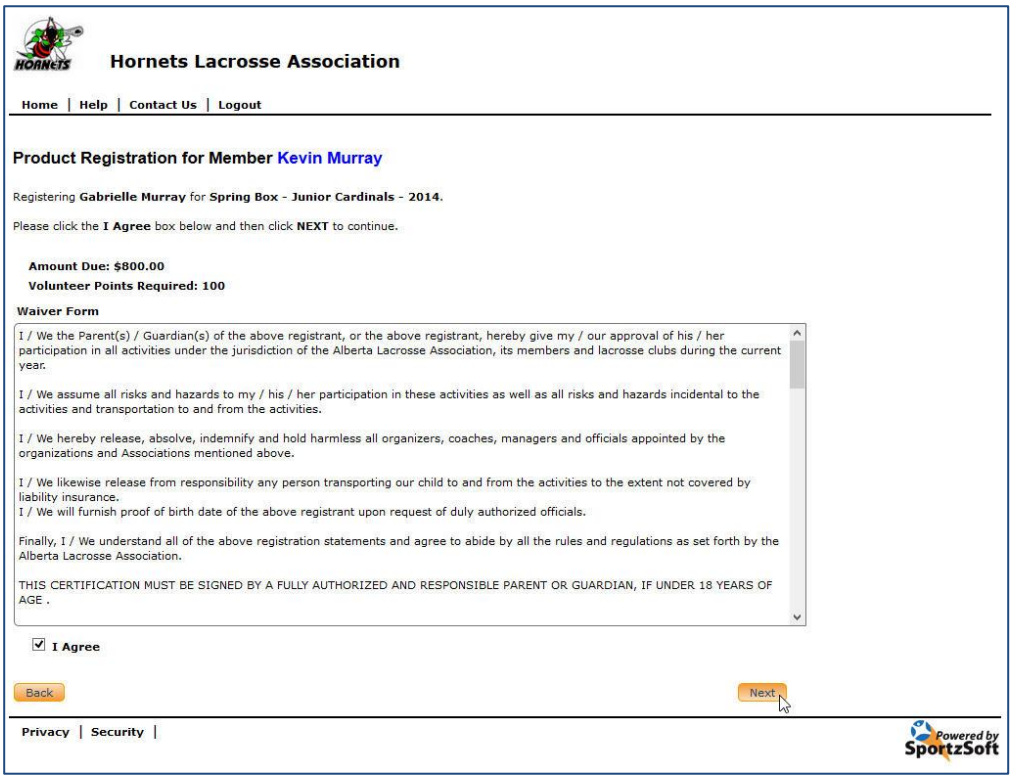
4. If you see more than one 'fee option', select the appropriate fee. The ***Volunteer Fee*** is a fee you pay if you are signing up for volunteering. The ***Non-Volunteer fee*** is a fee you pay if you do not wish to volunteer. You may or may not have these options depending on how your association has configured their fees. Click NEXT to proceed.



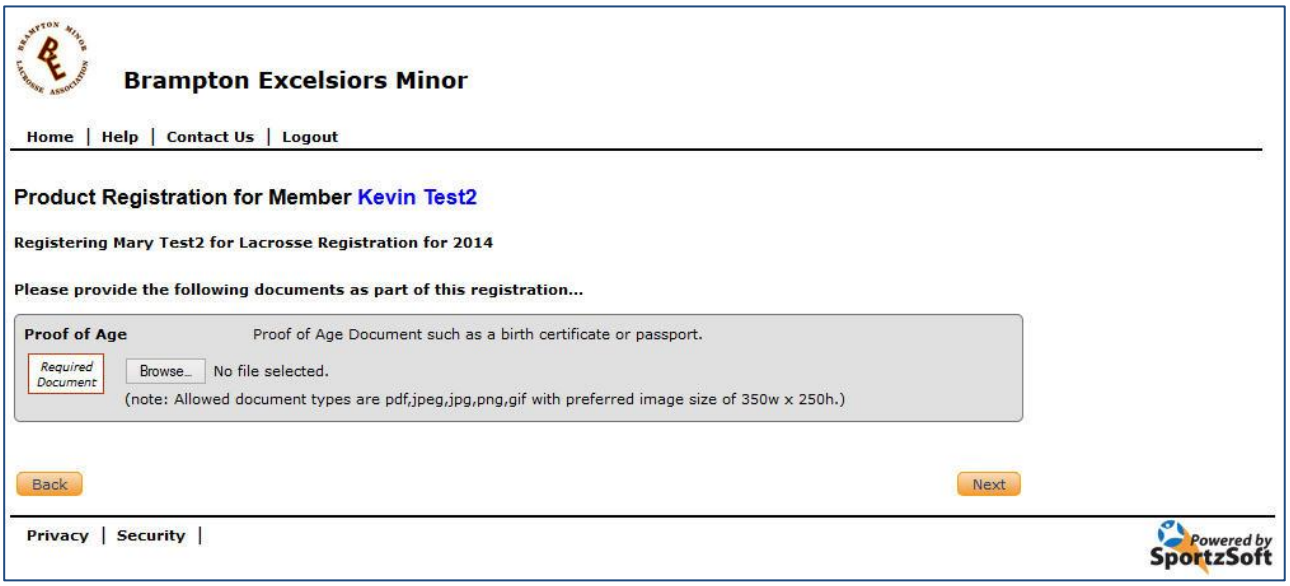
5. Enter emergency contact information. ***(Note – this screen may not appear).***



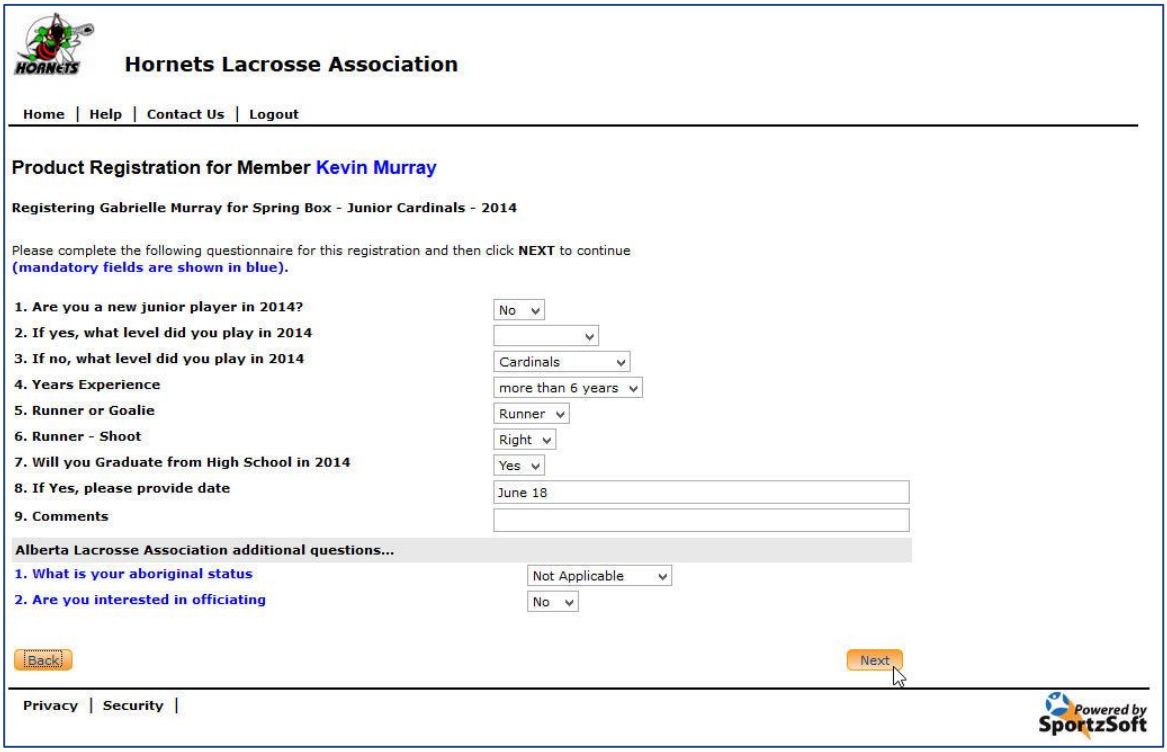
6. Agree to waiver and click NEXT. ***(Note – this screen may not appear).***



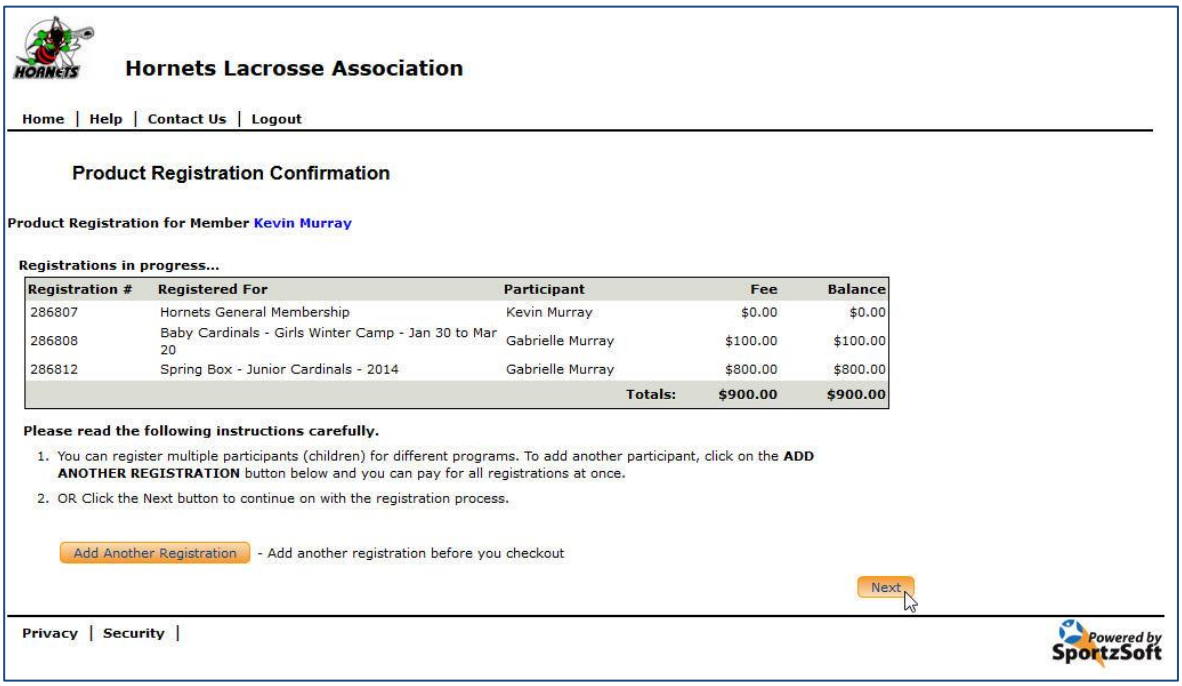
7. Document Upload – you may be prompted to upload scans or images of documents as part of your registration. Some of these documents may be 'required' meaning that you must upload the document prior to continuing with the registration. ***(Note – this screen may not appear).***



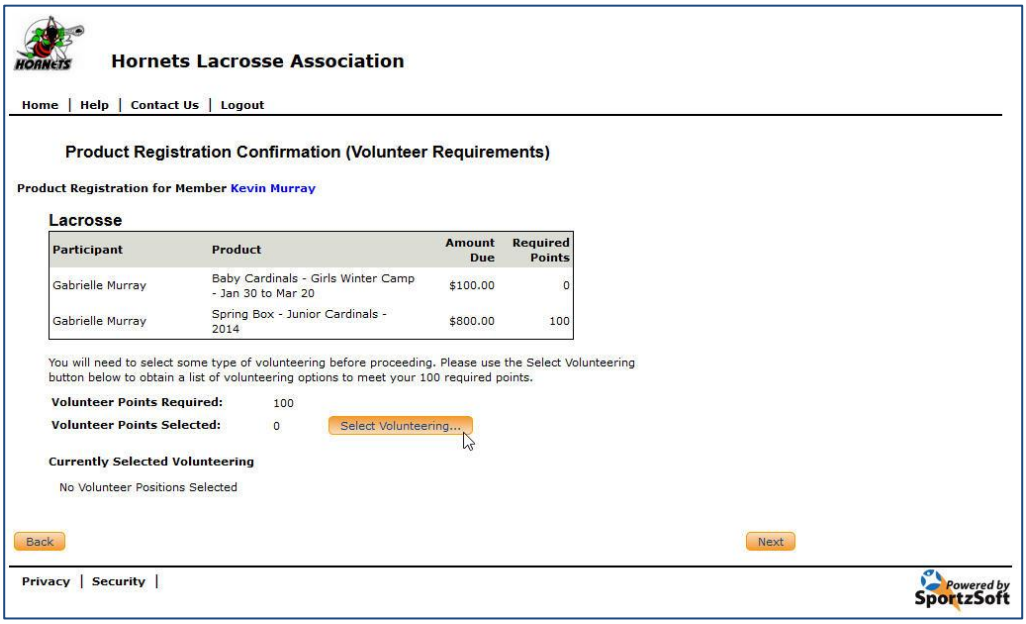
8. Answer any questions your association is requesting. ***(Note – this screen may not appear).***



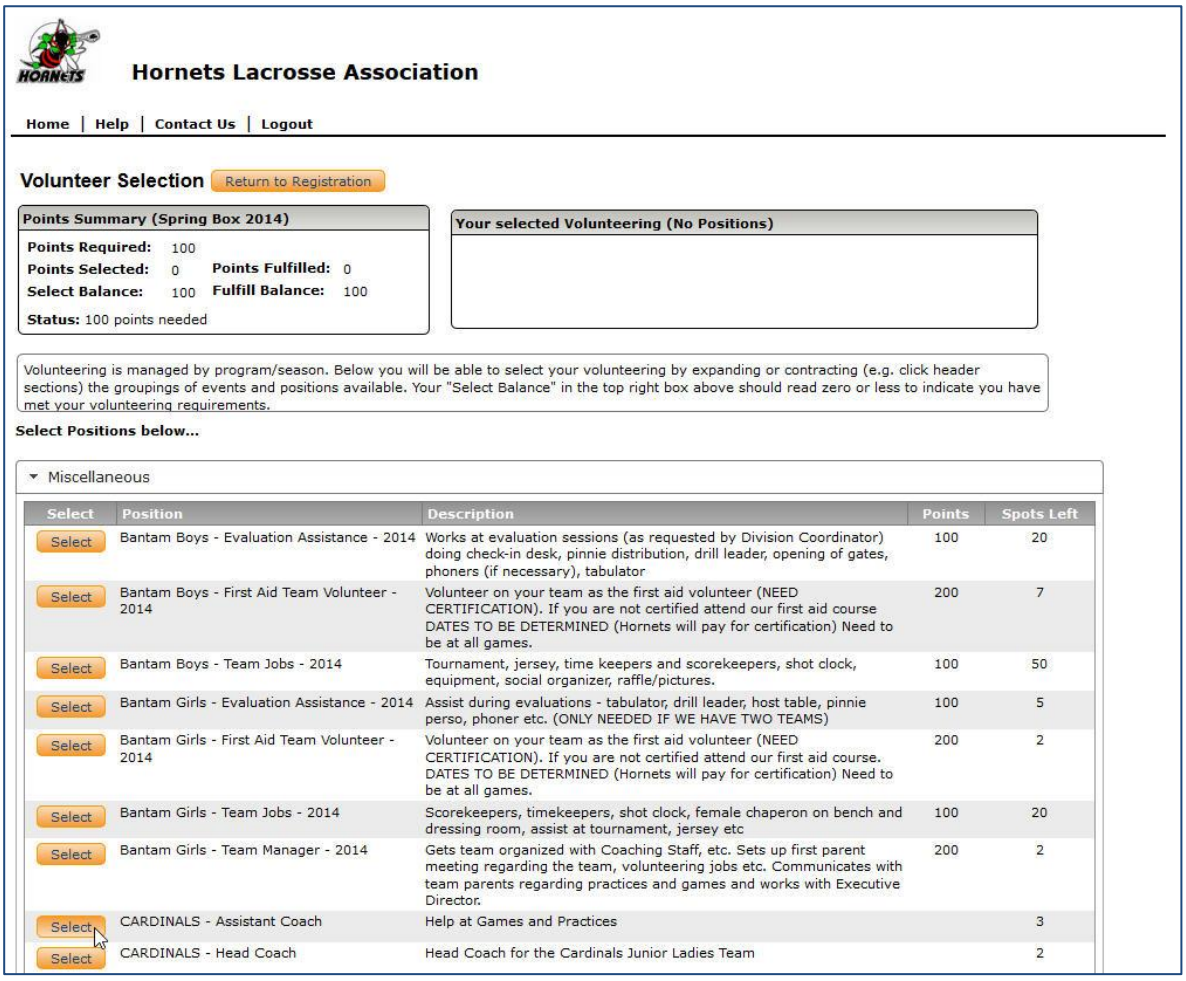
9. Register another person so you can pay for everything at once. Click on **ADD ANOTHER REGISTRATION** button or click **NEXT** to proceed.



10. Sign up for Volunteer Activities. If you selected the **Volunteer Fee**, you will be required to sign up for volunteer activities. Click the **SELECT VOLUNTEERING** button. ***(Note – this screen may not appear).***

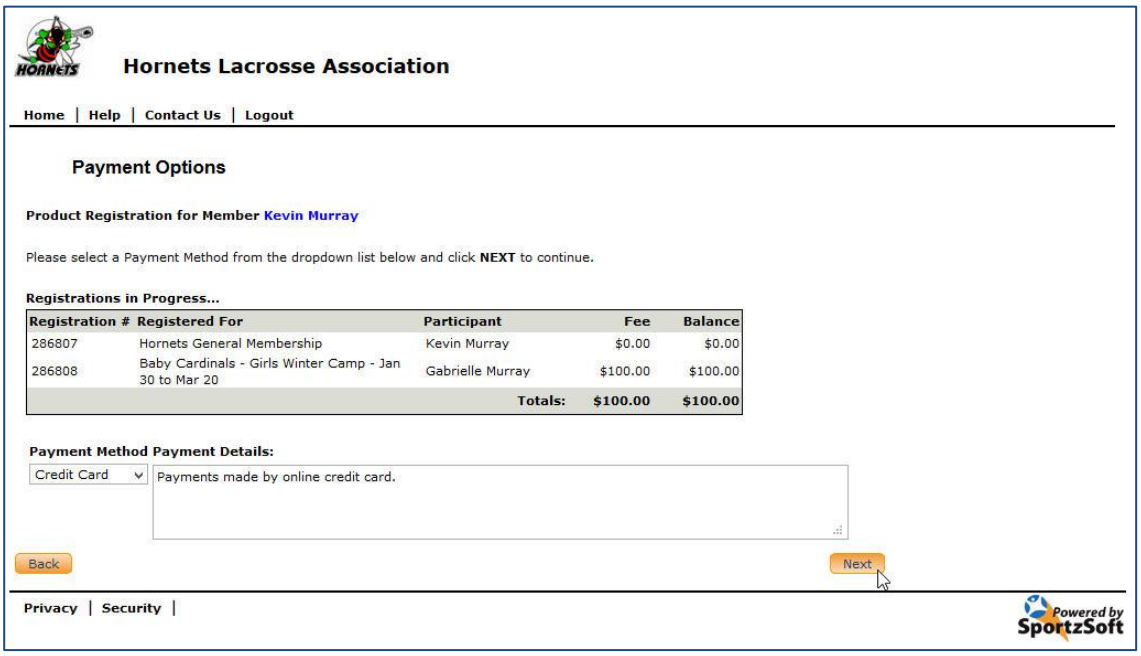


11. Select your Volunteer Activities from the selections provided. Click on the SELECT button beside the volunteer activity you would like to do. Keep selecting volunteer activities until you have accumulated the required points you need (Points Required must equal Points Selected). ***(Note – this screen may not appear).***



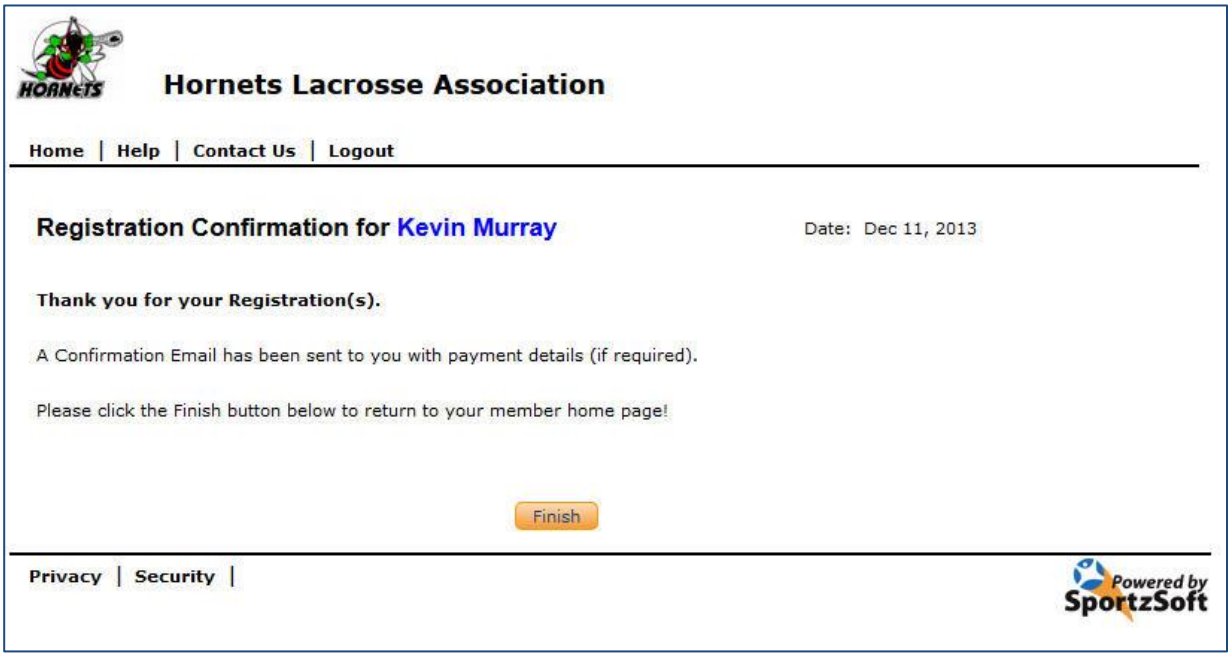
12. Once you have selected your volunteer activities to get the required points, click on the RETURN TO REGISTRATION button. ***(Note – this screen may not appear).***

13. Select your payment method from the dropdown and click NEXT. The payment methods available will depend on what your association has configured.

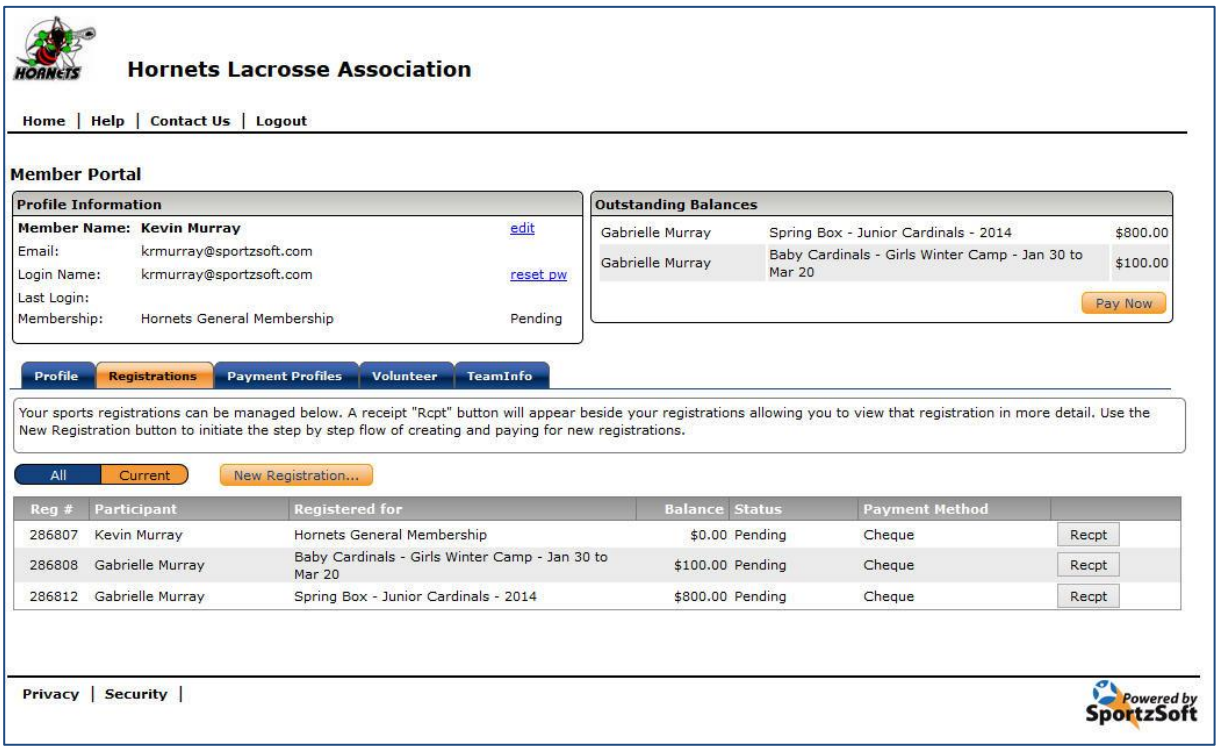


14. Process your payment as per the instructions provided. Remember, not all of the payment methods above are necessarily configured by your association.

15. You will be taken to a payment confirmation screen. Click the **FINISH** button.



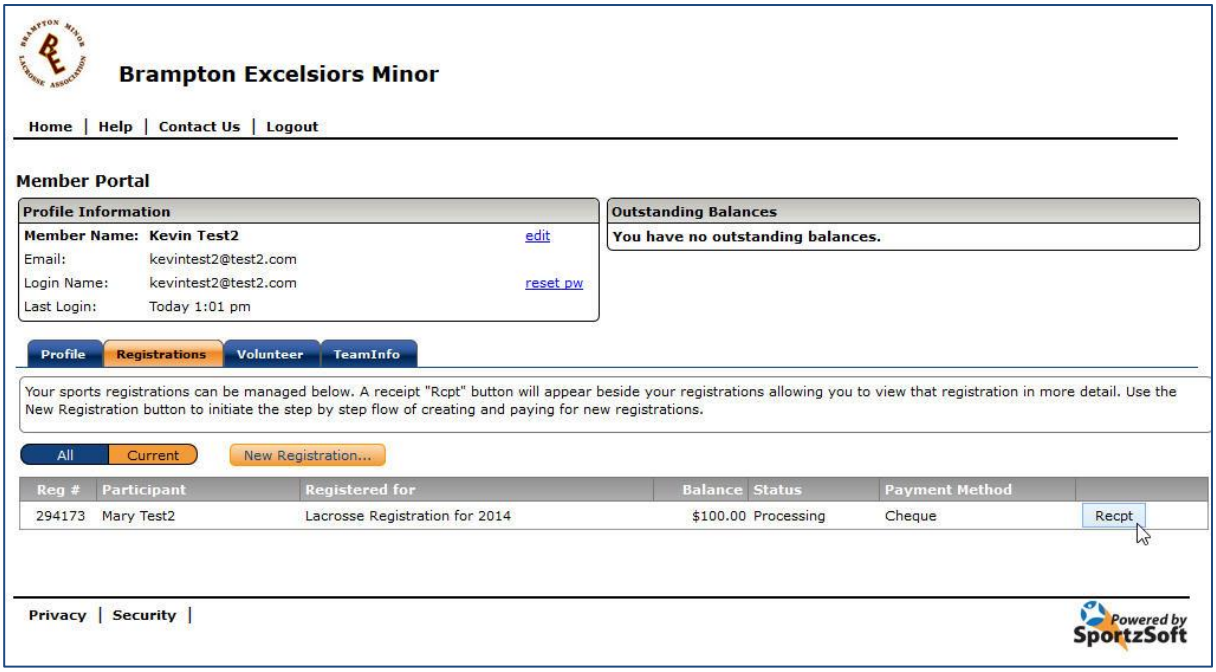
16. You will be taken back to your member portal page where you will see your new registration listed.



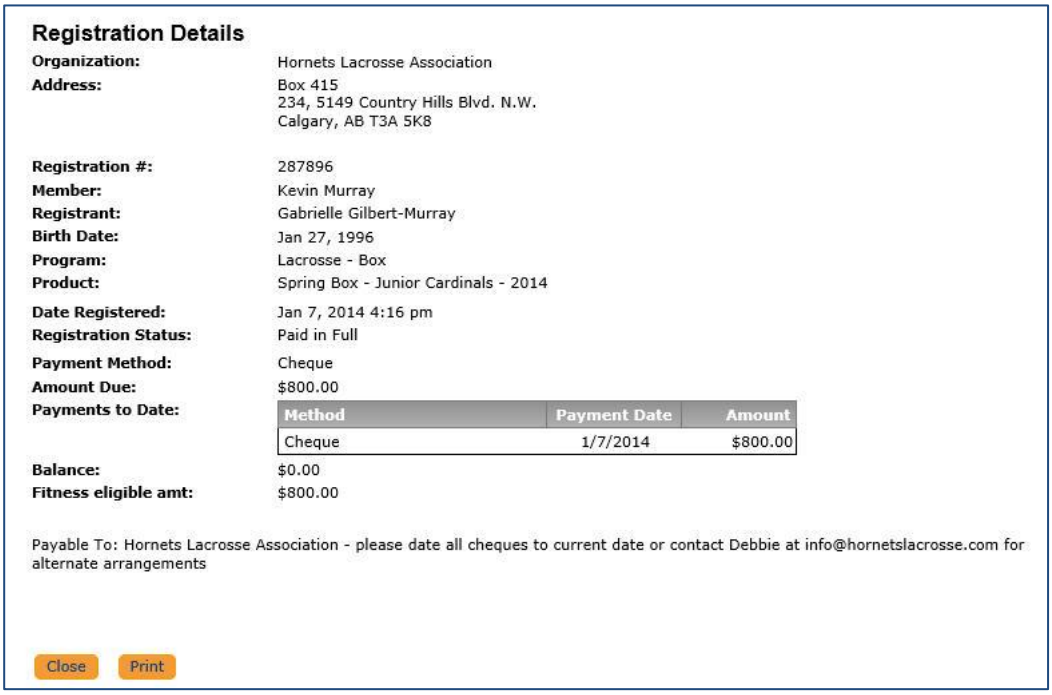
17. You're Done!

Tax Receipts and Editing Online Registrations

1. Login to Member Portal . Click on the RECPT button beside the registration product you want a receipt for.



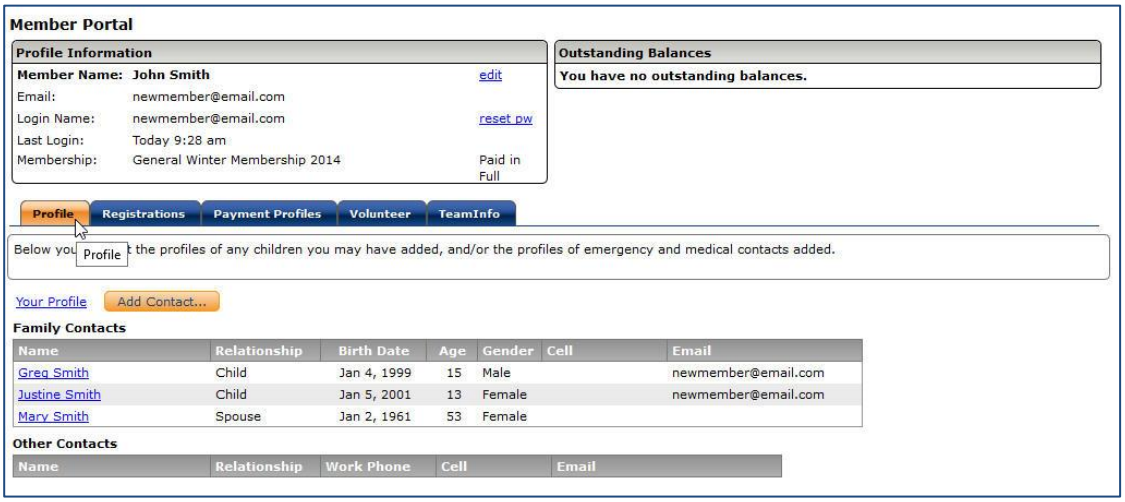
2. Click the PRINT button to print out your receipt.



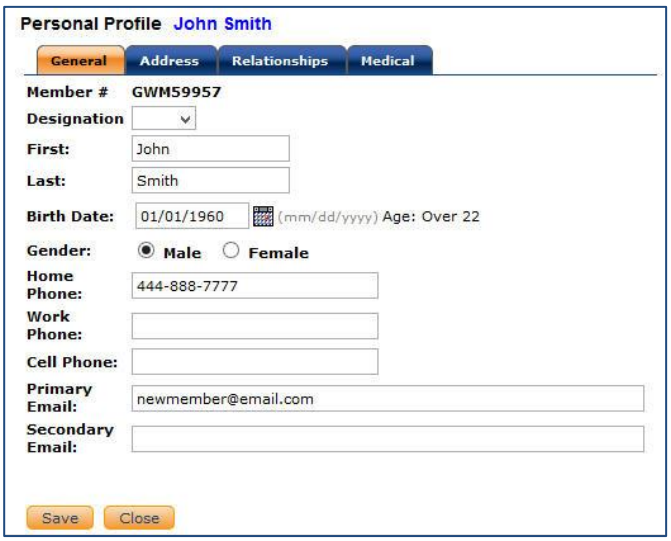
Managing Profile / Contact Information

If you need to change your contact information, or the contact information for any member of your family, you can login to your member portal and update this information.

1. Login to your member portal and click on the PROFILE tab.



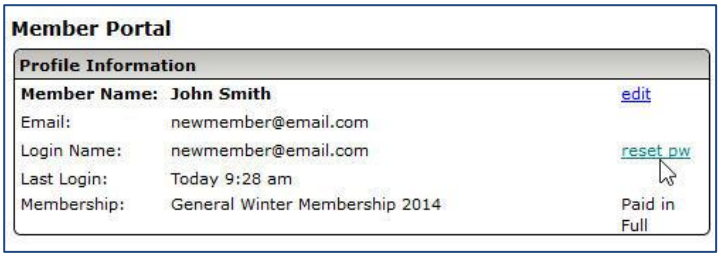
2. Click on the name of the contact you need to update. Make any required changes and click **SAVE** and then **CLOSE**……



3. The information will now be updated for future use.

Managing Your Account

You can change your login and password from the main screen of the member portal.



Volunteer Activities

All the volunteer activities that you have signed up for, and the status of each, appear under the VOLUNTEER tab. If your association has it configured to do so, you may be able to change some of your volunteer activities as well.

Team Information

If your association is using the Team Roster module, as you are placed on a team, your team information will appear in the TEAM INFO tab. This section provides you with a link to a secure, private team website where you can see the team roster and the contact information of the other players.

Conclusion

We hope you enjoy using the SportzSoft Online Registration and Member Portal system.

SportzSoft Solutions Inc
www.sportzsoft.com