

# Palos Verdes Pop Warner – Online Registration!

## How to Register Online

1. Go to the Palos Verdes Pop Warner Registration website for the 2010 Season –

[www.popwarner.com/https://active.leagueone.com/Olr/Pages/Welcome.aspx?ClubId=10901](http://www.popwarner.com/https://active.leagueone.com/Olr/Pages/Welcome.aspx?ClubId=10901)

2. Carefully read ALL information on the Welcome Page.
3. Just a couple of VERY IMPORTANT general instructions before you get started:
  - (FOOTBALL ONLY) -Know your child's weight before you begin registration. YOU MUST ENTER AN ACCURATE WEIGHT FOR YOUR CHILD BEFORE YOU CAN PROCEED THROUGH REGISTRATION.
  - Enter your child's name EXACTLY as printed on your child's BIRTH CERTIFICATE.
  - Enter your child's BIRTH DATE EXACTLY as indicated on your child's BIRTH CERTIFICATE.
  - Complete each registration field ACCURATELY and double check all information before proceeding to the next page.
  - Do not use any ABBREVIATIONS – for example, do not use PVE for Palos Verdes Estates, or RPV for Rancho Palos Verdes. No Rd for Road or Dr for Drive.

**As you enter data, please do not use ABBREVIATIONS.**

4. If you are a RETURNING PARTICIPANT and you registered ONLINE last year, type in your email address that you used last year to register your child. If you have forgotten the password that you created last year, click the "Forgot my password" Link and your password will be emailed to you. You will need to retrieve your password before continuing registration.
5. If you are a NEW PARTICIPANT to our program or you are a RETURNING PARTICIPANT but did not register online last year, you will need to create a USER ACCOUNT by clicking on the CREATE ACCOUNT button. It is recommended that you use your home email address as your registration logon as this will be your logon to the registration system in future years.

The screenshot shows a web form titled "Returning Users" with two input fields: "Email \*" and "Password \*". Below these fields is a link that says "Forgot my password". A "Login" button is positioned below the password field. A horizontal line with the word "OR" in the center separates this section from the "New Users" section below. In the "New Users" section, there is a "Create Account" button, which is circled in red. At the bottom of the form, there is a question mark icon followed by the text "Why do I need to create an account?".

- If you are a returning player, you should enter in the required fields (Player Name, Player Last Name, Birth Date, Mother's Month and Day of Birth and Home Phone) and then click "FIND". This will look up your existing information if you are a returning player. If it finds a match based on the info you typed in, the system will ask you to verify if you are that matched player.

#### New Account Creation

**STEP** 1 2 3

Has anyone in your family participated with this organization in the past? This first step will locate existing records so that you don't have to enter the information again.

**Find Existing Player(s)**

Player First Name \*

Player Last Name \*

Birth Date \*

Mother's Bday (MMDD) \*

Home Phone \*

If it is you, click "Log in With This Account" to continue creating your online account. If the player found is not you, click "None of These Apply – Continue Creating New Account".

#### We Found A Participant That Appears To Be The Same One That You Are Registering

Participant	Location	Last Reg	Phone	Notes	Click One To Continue
TOMMY TEST	123 E St	1/22/2009	(xxx) xxx-7777	Login Already Exists UserId = tom.test@active.com	<a href="#" style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">Login With This Account</a> <a href="#">Forgot Your Password?</a>
					<a href="#" style="border: 2px solid red; border-radius: 50%; padding: 2px 5px;">None Of These Apply - Continue Creating New Account</a>

[? Questions](#)

- If you brand new to the organization, please click "Skip" to proceed to account creation.

## New Account Creation

**STEP** 1 2 3

Has anyone in your family participated with this organization in the past? This first step will locate existing records so that you don't have to enter the information again.

Find Existing Player(s)

Player First Name \*

Player Last Name \*

Birth Date \* 1-Jan  Day  Year

Mother's Bday (MMDD) \*

Home Phone \*

8. If your player info is not found or you are a new player, you will then select "Registering a youth in my family" and click "Next".



We did not find any existing participant information.

Please tell us what you will be registering for:

- Registering a youth in my family.
- Registering myself or another adult in my family.

9. Fill out all of the fields required for the "New Account Creation Process". This involves entering in the primary guardian info, secondary guardian info, as well as all family members. You will also create a user email and password which will be your login in for seasons to come as well as the way you check your child's registration status. REMEMBER YOUR LOGIN AND PASSWORD AND BE SURE TO WRITE IT DOWN SOMEWHERE. When finished click "Next".

10. Verify your information is correct and click "Next"

11. You will be brought to "Your Account" page

12. Click the "Register" button next to the family member you want to register

Account Members

Member	Relation	
<a href="#">TOM TEST</a>	Primary Guardian	Register
<a href="#">TOMMY TEST</a>	Family Member	Register

13. Select the program you are signing your child up for by clicking the yellow "Add to Cart" button.

▼ All Programs

Activity	Description	Cost	
U6 - U19 Recreational: Fall 2008	This is our CYSA Division 4 recreational program for players aged 4 - 18. The cost is \$100 before September 1st and \$110 after.	\$100.00	Add to Cart
U10 - U19 Division 3: Fall 2008	This is our CYSA Division 3 traveling program for competitive players for players aged 8 - 18. Tryouts are required and you must receive an invitation before registering. The cost is \$200 before September 1st and \$210 after.	\$200.00	Add to Cart

14. Fill out online registration form. Required fields are shown with red asterisk.

15. Repeat this process (Step #10-12) for registering multiple children in your family.

16. When finished registering all players in your family, proceed to the Checkout page by selecting "CheckOut".

Account Members

Member	Relation	
<a href="#">TOM TEST</a>	Primary Guardian	Register
<a href="#">TOMMY TEST</a>	Family Member	Register

Add New Member

Registrations & Status    Cart

Account	Activity	Fee	
TOMMY TEST	U6 - U19 Recreational	\$204.00	Remove
		Total: \$204.00	

Note: Family Discounts are calculated and applied during the Checkout step

STEP 3: CHECKOUT →

Questions

17. Select Payment method (check or credit card) and then fill out required fields based on payment selection. When completed, click the "Process Payment" button to authorize payment and submit your online registration.

STEP 1 2 3

Online registration is hosted by Active.com on secure servers. Active will not sell, trade, or release to third parties any information that you provide.

**Payment Information**

Pay by Credit Card

Card Number \*

Expiration Date \* 1-Jan 2009

Card Verification \*  [? what's this?](#)

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Pay by Check NOTE: Not an electronic check.

**Card Billing Address**

Name \* TOM TEST

Address 1 \* 123 E St

Address 2

City \* San Jose

Country \* USA

State \* California

Zip Code \* 99999

Email Address \* tom.test@active.com

[Back](#)

**Fee Summary**

Participant	Description	Fee
TOMMY TEST	U6 - U19 Recreational	\$100.00
	Late Fee	\$10.00
	Scholarship Donation	\$25.00
	Raffle Fundraiser	\$20.00
	Field Fund	\$25.00
	test	\$10.00
	test2	\$10.00
	Online Registration Fee	\$4.00
	<b>Sub Total:</b>	<b>\$204.00</b>
	<b>Total:</b>	<b>\$204.00</b>

[Process Payment](#)

18. The next screen that appears is the Confirmation Receipt Page

- a. Be sure to print this for your records
- b. A copy is also sent to you via email

19. Follow the specific instructions on the confirmation receipt page.

- a. This will give you an overview of what you paid for
- b. Remind you of electronic policies you have signed off on for Pop Warner
- c. Inform you of what to expect next

20. IF YOU SELECTED THE PAYMENT BY CHECK OPTION: Please mail your check for payment of all registration fees to:

**(PLEASE NOTE OUR NEW MAILING ADDRESS)**

**Palos Verdes Youth Football and Cheer, Inc.  
46-E Peninsula Center Drive  
PMB #375  
Rolling Hills Estates, CA 90274**

21. PLEASE INCLUDE YOUR CHILD'S NAME ON THE REFERENCE LINE OF YOUR CHECK OR MONEY ORDER. REGISTRATION IS NOT COMPLETE UNTIL PAYMENT IS MADE FOR ALL REGISTRATION FEES.

YOUR TEAM GENERAL MANAGER WILL NOTIFY YOU REGARDING PROCEDURES FOR COLLECTING ALL REQUIRED PAPERWORK FOR OUR PROGRAM INCLUDING:

POP WARNER SEASON CONTRACT  
BIRTH CERTIFICATES  
MEDICAL RELEASE FORMS

PALOS VERDES YOUTH FOOTBALL AND CHEER WILL NOT BE RESPONSIBLE FOR LOST BIRTH CERTIFICATES OR OTHER LEGAL DOCUMENTS MAILED TO OUR POST OFFICE BOX.

ALL DOCUMENTS WILL BE HAND COLLECTED AT THE APPROPRIATE TIME.

22. On the confirmation receipt all of the required documents that you must hand deliver to your assigned team manager.
  - a. New players need to submit an ORIGINAL Birth Certificate.
  - b. All players must turn in the 2010 Pop Warner Medical Release Form. This form is linked in your online confirmation receipt. All you have to do is click on the link to open your document. Your info collected in the online registration process has been pre-populated. Print the Pop Warner Medical Release Form and give to the doctor when your child has his or her physical. Your Team Manager will collect the forms from you at the appropriate time.
  
23. Once you have made payment for all registration fees, you are now finished with Registering Online!
24. Be sure to visit the Palos Verdes Youth Football and Cheer website often as it will be updated regularly and will be the primary means of communicating current news items, necessary forms and a calendar of events. The website URL is: <http://www.pvfootball.org>
  
25. Welcome you to the Palos Verdes Pop Warner Youth Football and Cheer program. As always, we appreciate your support and we look forward to an exciting 2010 Football and Cheer Season.