How to Register: FOR THOSE THAT HAVE REGISTERED ONLINE USING QuickEnrollment

1) Type in the following web address in your browser: **www.byronbaseball.ca**

2) Go to the **Registration** web page and click on the **Register Now** button. This will take you to the QuickEnrollment website.

3) You will now see three statements. Click the first statement that indicates that you **have** used QuickEnrollment to register online before and **have your ID and Password**. (Click the second statement if you have forgotten your ID and Password. You will be directed to Password Recovery. Enter the answers to questions asked and your ID and Password will be emailed to you).

4)Enter the User ID and Password that you created last time you register using QuickEnrollment, then click the **GO** button. You may also retrieve your ID and Password from this screen by clicking the "I forgot my password" link.

5) You will now be on your own QuickEnrollment Profile page. The top of the page displays the main contact or parent/guardian information. Under it you will find a list of all the children you have registered in the past as well as the MAIN CONTACT name. If all the children you would like to register appear on the list click the **YES** button located beside the question "Do **ALL** the participants you would like to register appear on the list below".   If you would like to add a child, click the **NO** button (see instructions 5 a. below).

5 a. Once you have clicked the **NO** button you will be directed to a form. Complete the form for the new child, then click the **REVIEW** button. You will see a Review page where you can either SUBMIT the information or EDIT it. IF you choose to SUBMIT, The child is added to your profile and a confirmation appears. You can now either add another NEW child by clicking the **ADD ANOTHER PERSON** button OR go back to your personal Profile by clicking the **DONE** button. Your next step will be to click the **YES** button beside the phrase "Do **ALL** the participants you would like to register appear on the list below" in order to begin registration.

6) A list of leagues offered will be displayed. Click the **REGISTER** button located beside the league you would like to register your children in.

7) You will now see the Information page. Read the details, scroll to the bottom and click the **CONTINUE** button. You will see the Association click-through agreement. You will need to type **"I Agree"** in the box provided then click the **CONTINUE** button to proceed. Note: The E-commerce Act states that this is as legal as a signature.

8) A list of all the children you may register will appear. Click on the tick boxes located beside the children you would like to register for the league you selected. Once you have selected all the children you will be registering for the league, click the **CONTINUE** button located at the bottom of the page

9) The league's online form that is pre-filled with information from your profile is displayed for the selected child(ren). Complete the rest of the required information then click the **SUBMIT** button located at the bottom of the form. Do this for each child selected.

10)   You will now see your payment summary page. You can do one of two things: **One:** register the same child or another child for a different league or event OR **Two:** Proceed to Payment. If you choose the REGISTER MORE option you will repeat steps #5 – 9. If you are done registering, answer any yes/no questions on the page (if applicable), choose your payment method from the drop box then click the PROCEED WITH PAYMENT button.

- Payment by Credit Card: Fill out your credit card details then click the PROCEED WITH PAYMENT button. Wait for your credit card to be processed – **DO NOT CLICK ANY BUTTONS UNTIL YOU SEE YOUR RESPONSE.** If your transaction is DECLINED, you may enter information for another credit card or choose another form of payment. If APPROVED, you will receive a printable receipt (you are now done).
- If payment by cheque or cash is chosen, print up the invoice produced by the system and deliver it along with payment to your league.

YOU HAVE SUCCESSFULLY PRE-REGISTERED A PLAYER WITH Byron Baseball

NOTE: YOU CAN RETURN TO YOUR QE PROFILE PAGE AT ANY TIME BY ENTERING YOUR USER ID AND PASSWORD ON THE WELCOMING PAGE. YOU WILL BE ABLE TO:
1. CHECK YOUR CHILD'S REGISTRATION STATUS
2. CHANGE YOUR ID AND/OR PASSWORD

3. RE-PRINT REGISTRATION INVOICES