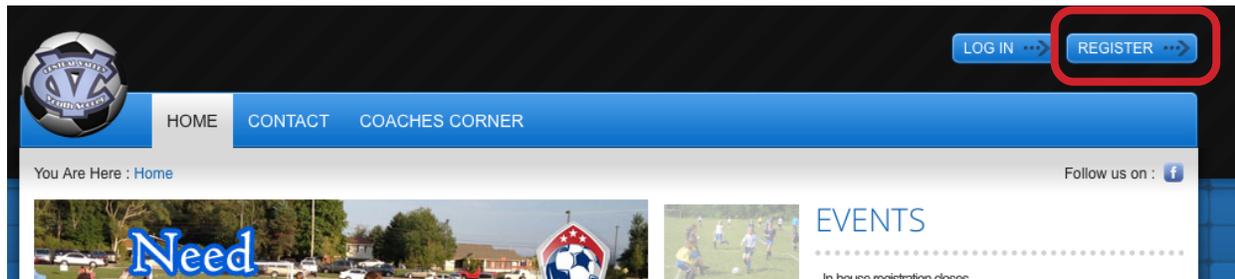


CVYS Online Registration FAQ

1. How do I register my child, I have never registered a child with CVYS before?

STEP 1: Go to the CVYS home page (www.cvyouthsoccer.org) and click REGISTER:



STEP 2: Create a new account. Customer Primary Contact information should be the parent's or guardian's info. Choose a user name and password you will remember. Click CREATE NEW ACCOUNT. (If the system tells you that it already has an account tied to your email address, then you may already have an account with us. If you can't remember your username and/or password, see section 3 of this document or email us at CVYScub@gmail.com and we will email your account info):

[Login/Register](#)

Returning Customer	New Customer Primary Contact
<p>* User Name: <input type="text"/></p> <p>* Password: <input type="password"/></p> <p>Sign In</p> <p><input type="checkbox"/> Stay Signed In Forgot Username or Password?</p>	<p>* First Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>* Email Address: <input type="text"/></p> <p>* User Name: <input type="text"/></p> <p>Only letters, numbers, @ dot (.) and underscore (_) are allowed</p> <p>* Password: <input type="password"/></p> <p>* Reenter Password: <input type="password"/></p> <p>Create New Account</p>

STEP 3: Enter your contact information. This would be the address and phone numbers where your child's coach can reach you. Entry fields with a red star to the left are mandatory entries. Other fields are optional:

[Login/Register](#)

Note: All fields marked with an asterisk () are required.

Primary Contact Information	Secondary Parent / Guardian Information
<p>* Street: <input type="text"/></p> <p>Unit#: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: <input type="text" value="<Not Specified>"/></p> <p>* Zip Code: <input type="text"/></p> <p>* Country: <input type="text" value="United States"/></p> <p>* Telephone: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Cell Phone: <input type="text"/> <input type="text"/> <input type="text"/></p>	<p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Telephone: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Cell Phone: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Secondary Contact Email: <input type="text"/></p>

STEP 4 - Enter Participant (your child's) information. Make sure you enter the child's birth day and birth year properly, as the system automatically selects age appropriate programs for your child. Once the required info is entered, if you only have one child to enter, click NEXT. If you have another child to enter, click ADD ANOTHER PARTICIPANT:

Edit Players

Add a New Participant

All fields marked with an asterisk (*) are required.

Same as Primary Contact:

* Participant's First Name:

Participant's Middle Initial:

* Participant's Last Name:

* Participant's Gender:

* Participant's Date of Birth:

Participant's Email:

* Street:

Unit#:

* City:

* State:

* Zip Code:

* Country:

* Telephone:

Cellphone:

Cancel

Add Another Participant

Next

STEP 5 - View and select available programs, and click NEXT:

Available Programs

Available Programs

Name: **Player** (Click your programs & signup today!)

Program Name	Details	Start Date	End Date	Price
<input type="checkbox"/> <u>Spring 2015 In-House Soccer</u>	U12 Coed In-House	04/11/2015	06/06/2015	\$75.00
<input type="checkbox"/> <u>Spring 2015 U10 and U12 Travel Soccer</u>	U12 Boys Travel	04/11/2015	06/06/2015	\$20.00

<< Back Next >>

The registration tool will walk you through the rest of the process. You will know you have completed your registration once you click SUBMIT ORDER and you get a payment confirmation window. Upon clicking COMPLETE PAYMENT, you will receive a registration confirmation email:

Payment Confirmation

You will be billed

\$ 0.00

NOTE: IF PAYING BY CHECK, YOUR TOTAL PAYMENT WILL SHOW \$0.

Mail a check for your full open balance to:

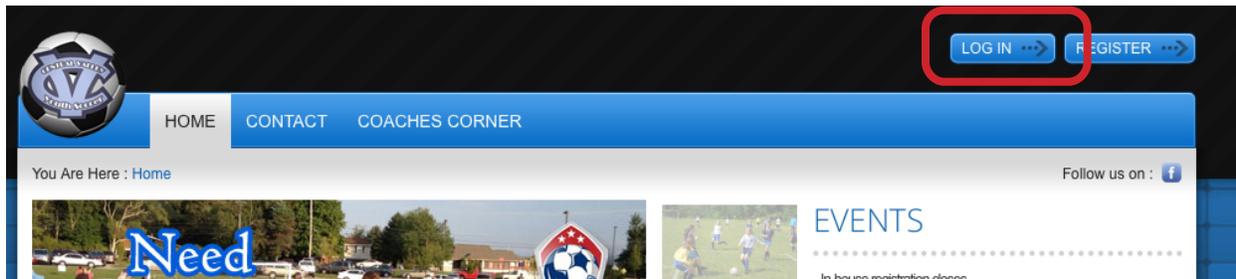
Central Valley Youth Soccer
204 Golfview Drive, PMB 171
Monaca, PA 15061

Your open balance will go to \$0 once your check is received and processed.

Complete Payment

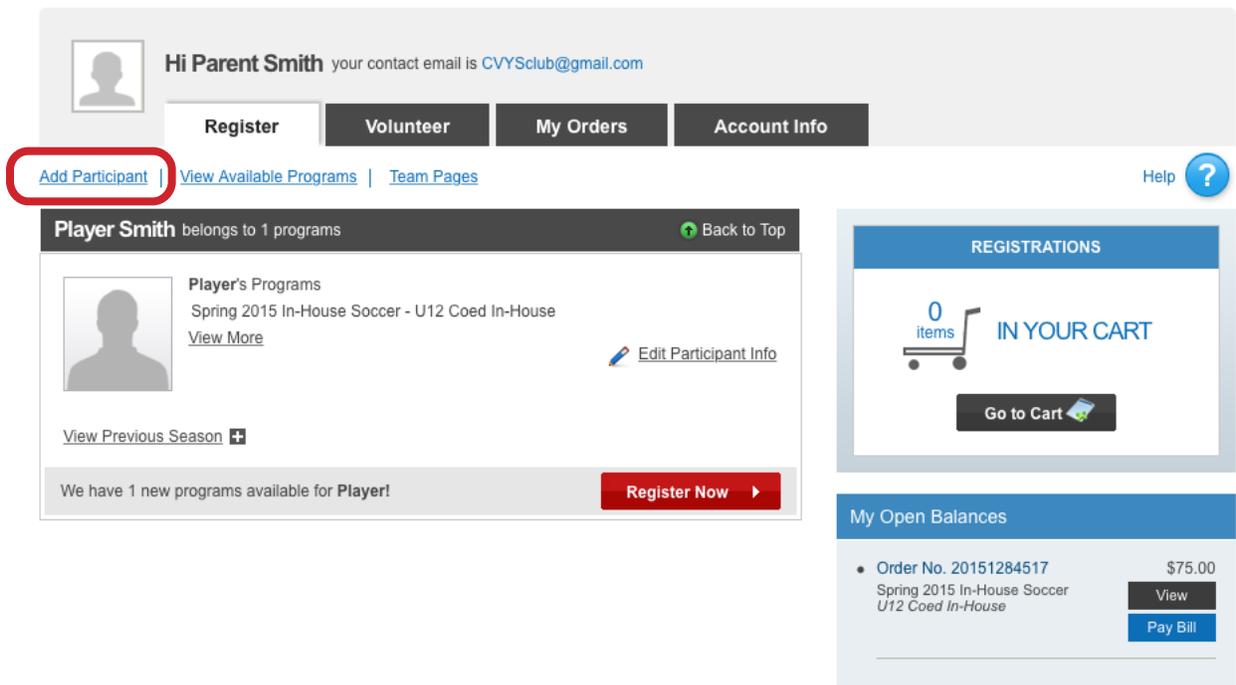
2. I have an account with CVYS, how do I register a new child on my account?

STEP 1: Go to the CVYS home page (www.cvyouthsoccer.org) and LOG IN:



STEP 2: Upon log in, you will see your MY ACCOUNT page. Click the ADD NEW PARTICIPANT link. Once you enter the information for the new child, you will see any available programs for that child.

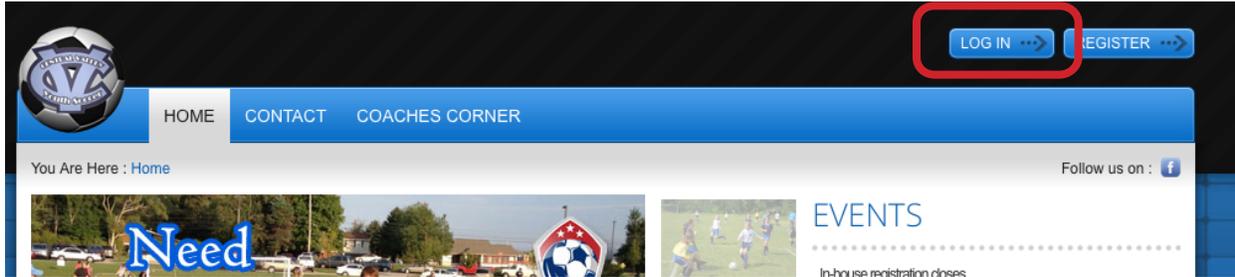
My Account



The registration tool will walk you through the rest of the process.

3. What if I don't know my username or password?

If your kid(s) played CVYS in-house soccer in Spring 2014, then you have an account on our website. If you registered with a paper form you may not know your username and password, however. In this case, go to the login page by clicking LOG IN:



The click on the Forgot Username or Password link:

[Login/Register](#)

Returning Customer	New Customer Primary Contact
<p>* User Name: <input type="text"/></p> <p>* Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p><input type="checkbox"/> Stay Signed in</p> <p>Forgot Username or Password?</p>	<p>* First Name: <input type="text"/></p> <p>Middle Initial: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>* Email Address: <input type="text"/></p> <p>* User Name: <input type="text"/></p> <p>Only letters, numbers, @ dot (.) and underscore (_) are allowed</p> <p>* Password: <input type="password"/></p> <p>* Reenter Password: <input type="password"/></p> <p><input type="button" value="Create New Account"/></p>

You will be asked to enter your email address, and the system will send you an email containing your user name and your reset password.

If your kid(s) did not play in-house soccer as of Spring 2014 or later, then you will likely need to create a new account. Go to our webpage at www.cvyouthsoccer.org, click the REGISTER button in the upper right corner of the screen and enter the New Customer Primary Contact info to get started. See section 1 of this document for more details.

4. What are my payment options?

When you make it to the Checkout page, you can choose to pay with a credit card or to mail in a check:

Checkout

Note: All fields marked with an asterisk(*) are required

The screenshot shows a checkout page with a registration summary table and payment options. The table lists a registration for 'Spring 2015 U10 and U12 Travel Soccer' with a total amount of \$20.00. Below the table, there are two radio button options for payment: 'Visa / Master Card' (selected) and 'Mail in check'. The 'Visa / Master Card' option is circled in red. There are also logos for Visa and MasterCard to the right of the radio buttons.

Program	Details	Participant Name	Description	Amount
Spring 2015 U10 and U12 Travel Soccer	U12 Boys Travel	Player Smith	Division Price	\$20.00
Registration Total				\$20.00

Payment Type:
 Visa / Master Card Mail in check

Checks for the open balance on your account should be made out to CVYS and should be mailed to the club P.O. Box:

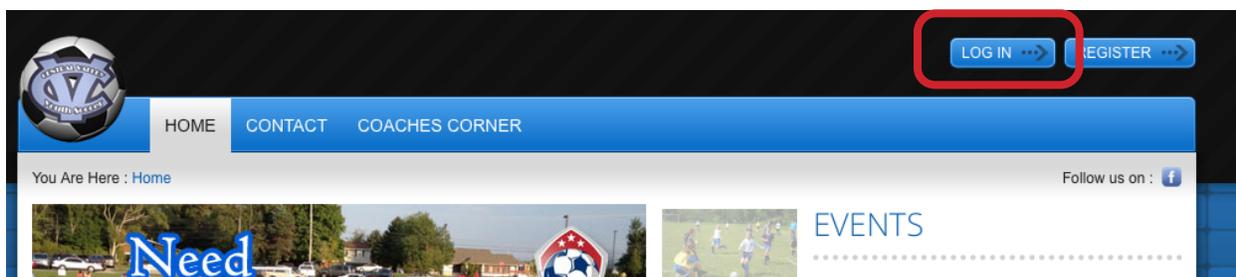
CVYS
204 Golfview Drive, #171
Monaca, PA 15061

5. How do I update my child's registration information, like practice night conflicts?

You can edit your child's registration information, including comments, practice night conflicts, etc, by logging into our website and editing your account.

STEP 1 - Log in

Go to: www.cvyouthsoccer.org and click LOG IN. Everyone has an account. If you registered online, you created the account the first time you logged in. If you registered with paper, we created your online account for you. In this case, search for emails from noreply@bluesombrero.com. The first one you ever received listed your username and password. The default password for for these accounts is CVSSoccer.



STEP 2 - Go to EDIT PARTICIPANT INFO

My Account

Hi Test Coach your contact email is CVSYclub@gmail.com

Register **Volunteer** **My Orders** **Account Info**

[Add Participant](#) | [View Available Programs](#) | [Team Pages](#)

TESTBobby Coach belongs to 1 programs [Back to Top](#)

TESTBobby's Programs
CVYS In-House Soccer - U8 Coed In-House
[View More](#)

[View Previous Season](#) +

No new programs available for **TESTBobby**! **Register Now**

[Edit Participant Info](#)

STEP 3 - Make the edits to practice conflict days and click UPDATE:

I accept the waiver:
Night of the Week Your Child Can NOT Practice (Check 2 MAX)
(Please inform us of known conflicts for practice nights. We will do our best to schedule around this but no guarantees)

Yes
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday

Comments
(Is there anything else we need to know about?)

6. I just entered my child's info into the system, and it tells me there are no programs available. Why?

To be eligible to play soccer, your child must be 4 years old at the start of the soccer year. The soccer year runs from August 1 to July 31 per US Youth Soccer. So go back to the last July 31st. If your child was/is not 4 years old by the start of current soccer year then they are not eligible to play yet.

For example: Your son turned 4 years in September of last year. It is now January, and you would like to register him for spring soccer. Since your child was not 4 years old by the start of the soccer year (he was still 3 last August 1st), he is not old enough to play yet. He will be eligible to play fall soccer; however, because the new soccer year will start over the summer.

7. What else can I do for help?

If this document did not answer your question, please email CVYSclub@gmail.com for assistance.