



Registration Process Quick Guide



NEW USER: Below is an outline of the steps you will easily go through to complete your registration:

- **STEP 1:** Create a User Name & Password - Be sure your Password meets the requirements!
- **STEP 2:** Enter **YOUR** personal information - you will be the primary account holder for your family. You can add an additional parent/guardian prior to completing this step!
- **STEP 3:** Choose the program you wish to register your child for.
- **STEP 4:** Enter the **PLAYER** information! You can register for multiple programs and/or players when registering!
- **STEP 5:** Choose payment preference - choose between credit card and paying by mail! If paying via credit card, please remember that Oasys Sports will appear on your credit card statement! Can pay by mail sending checks directly to *enter your address here*.
- **STEP 6:** Confirm the information and choices you have made.
- **STEP 7:** Receive your receipt - You can choose to print a copy or wait for a version sent automatically via email!

EXISTING USER: Note: you can edit your information for each player.

- **STEP 1:** Login to your account (use the Forgot User Name and/or Password link if you don't recall your login information - the system will automatically send two emails - one with your User Name, the other with your Password).
- **STEP 2:** Choose the green Register "Player Name" for a Sport/Program button if the player is already on the system. If not, click Add a Player.
- **REMAINING STEPS:** Follow the remaining prompts to choose your program and specific your preferences!