

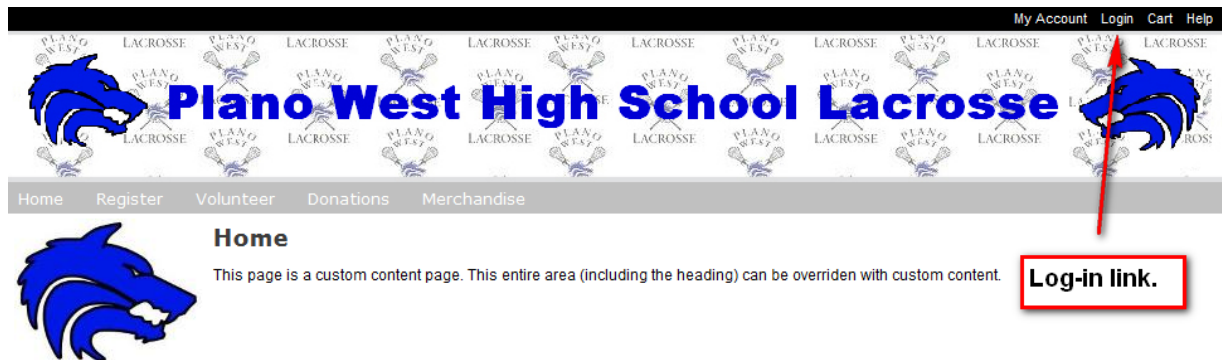
Plano West Lacrosse Club

Player Registration

The registration and ordering process for uniforms and spirit wear will be on-line. We are doing this in order to create a more automated process. This document is to help serve as a guide to the registration steps. There is another document that will help guide you on what uniforms you need to purchase. In order to register a player, follow this easy 5 step process which includes creating a login, registering a player, adding additional information, adding guardians, and checking-out.

1) Create a Login

- Go to the Plano West Lacrosse website: <http://planowestlacrosse.org> and select the “Registration” button on the left hand side. Follow the steps as outlined on this page.
- Or select the following link: <http://planowestlacrosse.countmein.com/ProgramHome.aspx>
- You will be sent to the registration page, that looks like the following:



- Select the Login link in the top right area of the page.
- If you have already created an account, login and go to section 2. Otherwise select the “Create Account” button and continue with creating a login account.



Login

Username (Minimum 6 Characters)

Password (Case Sensitive / Minimum 6 Characters)

[Login](#) [Forgot Password](#) [Forgot Username](#)

Don't have an account with us? You can create one now. Creating an account will save your registration information for future registrations.

[Create Account](#)

You can log onto your 'My Account' page anytime to view your information on file. The 'My Account' page will allow you to manage the following information:

- We are requesting a parent or guardian to be the account holder. Fill in the appropriate information in this page. We will be using a text message alert system during the season to provide up to the minute information on practices changes and cancellations, so **we highly encourage** you to add your **cell number in the "Cell Phone" field** provided. Your contact phone can be your home phone or repeat your cell number again.
- **Retain your username and password** for your records as you will need this in the future when purchasing uniforms, spirit wear, and future registrations. Select the "Save" button when finished.

2) Add a Registrant (Player)

It is assumed at this point you have logged.

<http://planowestlacrosse.countmein.com/Programs.aspx/Fall>

- Select the appropriate grade level link for the player you are registering. While you can register more than one player at a time, these instructions will only show one player being registered at a time. For this reason, we ask that you register just one player at a time to avoid any problems. After selecting the appropriate fall program, you will see the “Programs Detail” page:



Programs Detail

[Programs](#) > [Fall](#) > **2010 Fall Season Boys High School - Varsity & JV**

Program Duration: 9/1/2010 12:00 AM - 11/30/2010 12:00 AM
Program Location: Renner/Jack Carter Park

[Tell A Friend](#)

No Refunds

2010 Fall Season Boys High School - Varsity & JV

Regular Cost: \$575.00 Qty [Add To Cart](#)
Registration Duration: 7/15/2010 12:00 AM - 11/30/2010 12:00 AM

In addition to the registration fees, all players are expected to acquire a US Lacrosse Membership, a uniform package and protective equipment.

- Select the “Add to Cart” button
- On the next page, select the button “Checkout” taking you to a page looking like this:



Checkout Detail

Below is a summary of the programs you are currently registering for.

Remember that you are not registered for a program and products have not been purchased until a payment option has been selected and you receive a confirmation page.

Registration Item (1 Item)				
Program	Registrant	Cost	Cost Description	Remove
2010 Fall Season Boys High School - Varsity & JV Full Field HS Lacrosse	Assign a registrant	\$575.00	Program Costs	✕
Sub Total: \$575.00				

[Continue Shopping](#)

[Continue Registration](#)

- Click the “Assign a registrant” link
- In the pop-up window select the circle next to “Create a new person to add” if this is a new player or select the name of the player in the list if you are a returning player. Select the “Ok” button. Now you will be at the Registrant page in the next picture.

- If you selected “Create a new person to add”, a Registrant window will appear. Fill in the appropriate information in this page. We will be using a text message alert system during the season to provide up to the minute information on practices changes and cancellations, so we highly encourage adding your player’s cell number in the “Cell Phone” field if they have a cell number. The “Contact Phone” should be the home phone or the parent’s cell number.



Registrant

Please complete the following information for the person you are adding to your account.

First Name	Last Name	
<input type="text" value="Nicholas"/>	<input type="text" value="O'Reilly"/>	
Email	Confirm Email	
<input type="text" value="oreillyno24@yahoo.com"/>	<input type="text" value="oreillyno24@yahoo.com"/>	
Birthdate		
<input type="text" value="4"/>	<input type="text" value="25"/>	<input type="text" value="1995"/>
Gender		
<input type="text" value="Male"/>		
Education Level		
<input type="text" value="10th Grade"/>		
Cell Phone (e.g., 206-555-5555)		
<input type="text" value="972-488-9483"/>		
Contact Phone (e.g., 206-555-5555)		
<input type="text" value="972-488-9483"/>		
<input checked="" type="radio"/> 6408 Dakota Dr, Plano, TX 75024		
<input type="radio"/> New Address		
Street 1*		
<input type="text"/>		
Street 2		
<input type="text"/>		
City*	State*	
<input type="text"/>	<input type="text" value="Texas"/>	
Zip*		
<input type="text"/>		
<input checked="" type="checkbox"/> Yes, please send me emails about special events, offers and promotions.		
<input type="button" value="Cancel"/>	<input type="button" value="Create New Person"/>	

- If registering for the fall, enter the grade the player is going to be in starting the fall school year, not what was just finished. Select the “Create New Person” button when finished. You will be sent back to the “Checkout Detail” page with the newly created player now added. It should now look like the following:



Checkout Detail

Below is a summary of the programs you are currently registering for.

Remember that you are not registered for a program and products have not been purchased until a payment option has been selected and you receive a confirmation page.

Registration Item (1 Item)				
Program	Registrant	Cost	Cost Description	Remove
2010 Fall Season Boys High School Varsity & JV Full Field HS Lacrosse	Nicholas O'Reilly	\$575.00	Program Costs	
		Sub Total: \$575.00		

[Continue Shopping](#) [Continue Registration](#)

- If you need to purchase uniforms or spirit wear, select the “Continue Shopping” button. Otherwise, select the “Continue Registration” button and go to the Checkout instructions.