

Sports Planner™ Online Registration Help

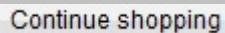
Completing your registration and payment is an easy and straight forward process.

Step 1: Fill out the registration form including all possible fields (boxes). Click the Register Now button. If you have missed filling out a required field, you will receive a message and be asked to complete that field.

Step 2: You will be shown a screen with one or more payment buttons (depending on your organization). Each fee that your organization requires payment for will have an Add to Cart button. Some organizations have more than one fee at registration time so there may be multiple buttons.

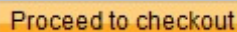
A yellow button with rounded corners and a slight gradient, containing the text "Add to Cart" in blue.

Start with the first button that has a fee and click it. It will open up the PayPal * payment processing window. Your fees will be added to your "Shopping Cart". If you have multiple fees to pay, click the "Continue Shopping" button which will return you to the payment button.

A white button with rounded corners and a thin grey border, containing the text "Continue shopping" in black.

Click the next button for the next fee until all required fees have been added to the cart.

Step 3: Once all your fees have been added to the cart it is time to proceed to checkout by clicking the button:

A yellow button with rounded corners and a slight gradient, containing the text "Proceed to checkout" in black.

You can now make your payment either by payment from an existing PayPal account (if you already have one) or by credit card. You DO NOT need to create a PayPal account to pay by credit card. Simply click the "Continue" link as shown and provide your credit card information.



The payment will go to your organizations account as soon as it is processed. You are now registered and paid.

* The Sports Planner™ uses the PayPal payment method for secure online payments.