

## **TURTLE CLUB BASEBALL AND SOFTBALL (TC)**

### **ONLINE REGISTRATION INSTRUCTIONS**

TC's online registration involves 4 steps. Step 1 is the entry of personal information.

On the first screen, you will be asked if the player to be registered is a returning player. A returning player is a player who was registered in one of TC's programs in any prior season in which registration was completed electronically. If the player is a returning player, you will also be asked for the player's access code. An access code was assigned to the player when he or she was previously registered, and it should be indicated on the prior registration's confirmation email. If you do not know the player's access code, click on the "What's my Access Code?" link at the bottom of the screen and enter the first and last names and date of birth of the returning player. The access code will then be emailed to the address on file for the player. Once the correct access code is entered, you will be taken to the Player Information page. If you experience any difficulty in retrieving the access code, please contact our Registrar ([registrar@turtleclubbaseball.com](mailto:registrar@turtleclubbaseball.com)).

Please enter all Player Information requested and check all of the acknowledgment/confirmation/consent boxes. Once done, please click on the Save and Proceed to Step 2 button.

Step 2 is the Programs page. Using the player's date of birth, the system will determine the program(s) available to the player for the 2023 season. Please select the appropriate program for the player. Once done, click on the Save and Proceed to Step 3 button.

Step 3 is the Review and Consent page. Please review the Player and Program Information and please read carefully the waiver and privacy and refund policy information. You will need to check boxes for the waiver (you may need to scroll down for this) and the acknowledgment relating to rules, regulations, bylaws, registration terms and privacy and electronic communication consent. Click on the "Would you like to receive email from our system?" box if you would like to receive email communication from our club (it is very strongly recommended that you do this). Enter the name of the person who will be paying the registration fee, and then click on the Save and Proceed to Step 4 button.

Step 4 is the Payment page. If you are registering in either our Early Early Bird registration period (until October 10, 2022) or our Early Bird registration period (October 11 - December 31, 2022), the fee will include the applicable discount (no coupon code is necessary). Enter your credit card information and click the Submit Payments button. Once complete, you will be directed to the Registration Complete! page, and a confirmation page will be emailed to you. Please note that the confirmation page is your receipt of the paid registration fee.