

# **LeagueApps Parent User Guide**

Welcome to the LeagueApps Parent User Guide! We have switched registration platforms for a couple main reasons:

- Easy online registration and payment collection
- Credit card storage easily save your card for future use
- Mobile friendly you can access schedules, standings, and team rosters via your mobile device or tablet!
- Automatic game reminders and announcements
- Player check-in capabilities

We're sure there will be some hurdles as we all learn the new system, so we appreciate your understanding during the transition. Below are some helpful links with screenshots to help you get accustomed to the new platform.

Please do share any feedback and let us know if any questions/issues come up. We're committed to making the transition as smooth as possible.

How do you access LeagueApps Support? Visit support.leagueapps.com.

## **Table of Contents**

- <u>1. How to register</u>
- 2. How to login after registering
- 3. How to maneuver around your dashboard
- A) How to add additional members to your family account
- B) How to view your invoices
- <u>C) How to update your credit card on file</u>
- D) How to view your Schedule
- E) How to Sync your Schedule to your Personal Calendar
- 4. How to access additional LeagueApps Support



## 1. How to register

You will be prompted to create an account during your first registration process.

### Step 1: Create a Parent Account or Login

- A. To Create a Parent Account:
  - a. Create a **Username** and **Password**
  - b. Enter the following parent details: **Parent First Name**, **Parent Last Name**, **Parent Email**, **Gender**, and **Residential Address**.
  - c. Click Create my account & go to next step
- B. To Login every time you register in the future:
  - a. Enter your Username and Password on the sidebar below Already have an account?
  - b. Click Log In

1 Account	Create your Account	Already have an account?
2 Details	Username	Username or email
3 Waiver	Username cannot be an email address. It can contain only letters, digits, dashes and underscores.	Password
4 Payment	Password	Forgot your password?
5 Confirmation	Password can be anything you want - the more complicated, the more secure, but it's up to you.	Log In Remember
	Confirm Password _	
	First Name * Last Name *	

#### Step 2: Create a Child Account or Select Child

- A. To Create a Child Account:
  - a. Click **Add a player now** and enter the following child details: First Name, Last Name, Gender, Birth Date, Email\*, and Address.
  - b. Click Create
  - c. Review the program selection under Select a Program and click Register Child Name
- B. To Select a Child every time you register in the future:
  - a. Click on the child's name you'd like to register below **Choose a player**

b. Review the program selection under **Select a Program** and click **Register Child Name** \*Child Emails may only be entered for players over the age of 13 due to COPPA compliance.

2 Player Info	First Name * Last Name *
	test
3 Details	Birth Date *
4 Waiver	- Month + Year -
5 Payment	Gender *
6 Confirmation	
6 Confirmation	Enal
6 Confirmation	Inst
6 Confirmation	Email
6 Confirmation	



### **Step 3: Select Registration Role**

A. Click on the Role you'd like to register as (ie. Player, Coach, etc.)

Select an Option:	
Group Player	
	Cancel

### Step 4: Fill out Registration Terms & Waiver

- A. Select payment method under Registration Terms (if applicable)
- B. Enter all required registration questions under Player Information
- C. Check that you have read and agree to the waiver(s) (if applicable)
- D. Click Register for Program Name

		Ø	Parent/Guardian Info	Registering: molissa jr. test $\rightarrow$ Group Player
		0	Player Info	Waivers
Parent/Guardian	Resisterina: melissa ir, test → Group Plaver	0	Details	Accept all waivers before proceeding  - I have read and agree to the Waiver requirements
Info Player Info	Registering: melissa jr. test → uroup Payer Select Your Group Group to join *	4	Waiver	In consideration of being allowed to participate in the event or activity referenced above, lacknowledge, appreciate, and agree that: 1) The risk of plugy from the activities involved in this program is significant, including the potential for permanent paralysis and
3 Details	Groups with available slots \$	5	Payment	death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of aerious injuy obse exist, and, 21 INKOVINDICI VAD FREEV ASQUEE ALL SUCH RISKS, both innovan and uninovan, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full reasonability for my participation; and, 31 Willingh agree to comply with the stated and customary terms and conditions for participation; I however, I observe y unusual significant hazard during my presence or participation; I will remove myself from participation and a bring such to the attempt and the state of the stat
4 Waiver 5 Payment	Registration Details Payment requirements depend on particular Group you want to join (select above).	6	Confirmation	
6 Confirmation	Player Information			other participants, sponsoring agencies, sponson, advertisers, and if applicable, owners and leasor of permises used to conduct the event (RELEASEES). WITH RESPECT TO ANY AND ALL NURY, DISABILITY, DEATH, or loss or damage to person or propenty, WHETHER ARISING FROM THE NECLIGENCE OF THE RELEASEES OR OTHERWISE, to the fulset extent permitted by law. I HAVE READ THIS RELEASES OR OTHERWISE, to the fulset extent permitted by law. I HAVE READ THIS RELEASES OR LABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY VIDERSTAND ITS
	Numbers only, no dashes, spaces or special characters. This field is required. If you'd like to receive text messages from us about upcoming games or cancellations, takes enter your molecone number have			LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTATULA RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

#### **Step 5: Enter Payment Details**

- A. If a deposit is allowed, click on the amount you want to pay (optional)
- B. Enter billing details
- C. Enter credit or debit card details
- D. Click Pay securely for your registration

### 2. How to login after registering

Visit: https://austinjuniors.leagueapps.com/login

### 3. How to maneuver around your dashboard

To visit your dashboard, click here (https://austinjuniors.leagueapps.com/dashboard)



## A) How to add additional members to your family account

To add additional members to your family account, (ie. additional parents, children, grandparents, guardians, etc.) visit "My Family Account" on your sidebar or <u>click here</u> (<u>https://austinjuniors.leagueapps.com/groupAccountDashboard</u>)

## B) How to view your invoices

To view your invoices, <u>click here</u> (<u>https://austinjuniors.leagueapps.com/invoices</u>) or select "Invoices" on your dashboard sidebar.

## C) How to update your credit card on file

To update your credit card on file, <u>click here</u> (<u>https://austinjuniors.leagueapps.com/addEditStoredPayments</u>) or select "Payment Settings" on your dashboard sidebar.

## D) How to view your Schedule

To view your player's schedule of games and events, click on "My Schedule" on your dashboard sidebar or <u>click here</u> (<u>https://austinjuniors.leagueapps.com/schedule</u>)

## E) How to view your Sync your Schedule to your Personal Calendar

Visit the "My Schedule" on your dashboard sidebar or <u>click here</u> (<u>https://austinjuniors.leagueapps.com/schedule</u>). Click the "Subscribe to Calendar" button. Choose the host of your personal calendar and click Add.

## 4. How to access additional LeagueApps Support

Visit <u>support.leagueapps.com</u>!