

Steps to complete SGS 2012 On-Line Registration.

1. Make sure your computer has access to the Internet.
2. Open your browser and go to the SGS home page, which is www.spartagirlssports.org.
3. Pop-ups need to be enabled for the registration process.
4. Once on the home page, follow the links for On-Line Registration.
5. You will be prompted to enter either your user id or your last name to gain access. Please read the information on the “Welcome” screen, and then scroll to the bottom of the page and click on the “go to next step” button.
6. You will proceed to the “Parents” screen.
7. Once in the “Parents” screen, click on the “Add a Parent” button or “Update” if you are returning.
*** If you are a returning parent you will need to verify your information before continuing.**
8. After entering your information, scroll to the bottom and click on the “Update” button.
9. You will now return to the “Parents” screen and see your entry. At this point, enter information for your spouse. (If needed)
10. After you have completed entering information for all parents, scroll to the bottom of the page and click on the “go to next step” button.
11. You will proceed to the “Children” screen.
*** In this screen you will see any players that were previously registered. If you want to register a player that is listed, choose the check box by their name and click the update button.**
12. If this is your 1st time registering your daughter, click on the “add player” button. (This will bring you to the Children detail page where you will enter your child’s information.)
*** In the children’s screen, make sure you don’t use spaces or special characters in the name.**
**** When selecting uniform shirt sizes, choose NA for Diamonds softball.**
***** In the comment section add any team placement requests.**
13. After entering the information, scroll to the bottom of the screen and click the “create” or “update” button.
14. After you have completed entering information for all your children, scroll to the bottom of the page and click on the “go to next step” button.
15. You will proceed to the “Registration Type” screen. Please check the box by your daughter’s name for the correct sport / team or clinic.

16. You will proceed to the “Rules” screen.
Agree to the rules and then scroll to the bottom of the page and click on the “go to next step” button.
17. In this screen you can let SGS know you would like to coach.
If you are not interested in coaching click on the “go to next step” button.
18. You will proceed to the “Sponsorship” screen.
If you are interested in sponsoring a team, choose the appropriate check box, and then scroll to the bottom of the page and click on the “go to next step” button.
If you are not interested, scroll to the bottom of the page and click on the “go to next step” button.
19. You will proceed to the “Fee Summary” screen.
Scroll to the bottom of the page and click on the “go to next step” button.
If there is an error, you can go back and edit your information.
You will proceed to the “Payment” screen.
At this point you have 2 choices;
 - a. Pay on-line with a credit card.
 - b. Pay by check.

*** We only accept Visa and MasterCard.**

**** If paying by check, mail the check to the PO box on the summary screen.**

***** Your child will not be allowed to practice or play if payment is not received!**

20. Choose an option for payment, and then scroll to the bottom of the page and click on the “Finalize Registration” button.
21. You will proceed to the “Thank You” screen.
This screen contains your “Parent ID”. Please print a copy for you records?
22. You have completed your registration and can close the window.