

How to register a player for Rec Soccer?

- Click on the link to login: http://arlingtonsoccer.demosphere-secure.com/_registration
- Enter your email address and password
- Look for the "Register" button. Usually located to the right.



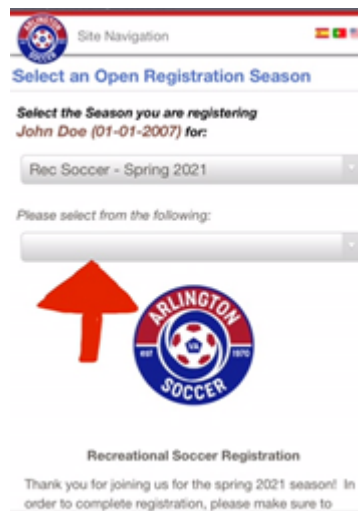
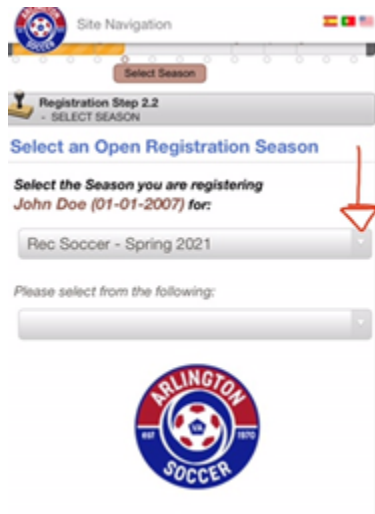
Verify information/fill all household information requested.

- **Step 1.1 Welcome** - Click on the orange "Continue" button.
- **Step 1.2 Household Information** – Verify the information presented is correct and click on "Save and Continue"
- **Step 1.3 Select Order Item** – Click on "Register a Participant".
- **Step 2.1 Identify Participant** – Click on the name of the participant you wish to register. Please make sure the information for the participant is correct. Click "Save and Continue".

*Additional participants can be added later in the registration process.

- **Step 2.2 Select Season** – Select "Rec Soccer - Spring/Fall 202__" as the season you are registering for.

If you have a **NEW** participant, Select the school grade in the second box.



***If your child played the previous season**, and you are within the deadline for "return to team guarantee". A question will appear. The question: **Would you like to return to the same team?**

Select **Yes** if you wish to remain on the same team. Your participant's space on that team will be reserved. Do NOT enter the team in the special request box. This will only delay team placement.

Select **NO** if you do NOT wish to return to the same team. Your participant will NOT be returned to that team and their spot will be filled by another participant. You may enter a "**Special Request**" in **Step 2.4**.

**** If you wish to reserve your spot on the same team in case your special request is not available, select **YES** ****

If you have a returning player but are not within the return to team deadline use the "**Special Request**" box in **Step 2.4** to enter the team name of preference. Remember special requests are not guaranteed.

[Click "Continue"](#)

- Step 2.3 Additional Information –

For returning families: Within each section for Parents and Emergency Contact, Click inside the white box to select the name of the parent. The information on file will prefill. Remember to select the relationship to the participant if it is not already marked.

For new families: You will need to manually enter the information requested. All future registrations will display the drop down menu for prefill.

See images below for reference. Complete the Medical insurance information section.

Only sections marked with a red bar are required. Click "Save and Continue"

The image displays three screenshots of a web-based registration form. The first screenshot shows the 'Parent 1' section with fields for First Name, Last Name, Email Address, Phone Number, and Relationship to Participant. A red arrow points to the 'Select Existing Member' button. The second screenshot shows the 'Parent 2' section with similar fields. A red arrow points to the 'Select Existing Member' button. The third screenshot shows the 'Additional Emergency Contact' section with fields for First Name, Last Name, Email Address, Phone Number, and Relationship to Participant. A red arrow points to the 'Select Existing Contact' button. Red bars are visible on the right side of the form sections, indicating required information.

- **Step 2.4 Registration Form** – You will need to enter/answer the information requested and provide the necessary documentation.

New Participants are required to provide Proof of Age. Only the following documents are acceptable: Official Birth Certificate issued by the state or country, Passport (Foreign and expired are accepted), DMV Identification Card. Upload one of the documents listed in the section labeled: "Proof of Birth: **Browse**"

Answer the questions marked with the **red bar**. Here are the questions:

Does your child play Travel in Arlington or another club?

Does your child play ADP in Arlington?

Player's Grade for the upcoming (Fall 2021) season?

Arlington County Resident (select home zip code):

****Special Request:** Enter team name, coach name or other player name in this section. Special requests are not guaranteed. Club managers do their best to accommodate if space is available.

Financial Aid

Are you applying for financial aid?

How to answer the Financial Aid question:

If you have previously presented a current valid/not expired document, Select option "C – Yes I am requesting Financial Aid. I WILL bring my documentation into the office in order to have my registration COMPLETED and APPROVED" See image #1.

If you have not previously provided a document or need to provide an updated document, Select option "B – Yes I am requesting Financial Aid and Will upload my document here". See image #2. You will need to mark the box corresponding with the document you will be uploading. Click the "Browse" button to upload an image of the document. See image #3.

***All eligibility letters (Medicaid, SNAP/TANF and WIC) require both pages.**

If you do not require Financial Aid, select option "A – NO, I am not requesting Financial Aid"

Remember if the document we have on file is expired or an updated version is not provided, your request will be marked denied.

After you have answered all questions click "Save and Continue"

Site Navigation #1

Financial Aid: (Choose from dropdown menu)
- ¿No necesita ayuda financiera? - Seleccione "A"
- Si necesita ayuda financiera, seleccione "B" o "C"
"B": Subir los documentos que ahora para ser revisados y aprobado.
"C": Traer documentos a la oficina para ser revisados y aprobado.

Where you a head coach last season?

Are you applying for financial aid?
(C) YES, I am requesting Financial Aid. I WILL bring my documentation into the office in order to have my registration COMPLETED and APPROVED

Save and Continue
Back / Edit

Site Navigation #2

Are you applying for financial aid?
(B) YES, I am requesting Financial Aid and will upload my document here

FINANCIAL AID:

To apply for financial aid, please select option below. You will need to upload a copy of one of the following:
Certification for Free or Reduced Lunch Program, Certification for Food Stamps, Food stamps, NAP program, Parks & Recreation letter. An email will be sent to you after your aid is approved requesting you to make payment of the reduced fees. Please note that your child will not be available to be rostered on a team until payment and documentation are received. If no document is submitted then financial aid application will not be considered and unable to be approved.

Current Proof of Eligibility for Free or Reduced Lunch Program (copy of current lunch letter, if player is at private school then

Browse...

Save and Continue
Back / Edit

Site Navigation #3

Current Proof of Eligibility for Temporary Assistance to Needy Families Program (TANF) (actual prueba de elegibilidad para Asistencia Temporal a Familias Necesitadas (TANF, por sus siglas en inglés))

Current Proof of Eligibility for Supplemental Nutrition Assistance Program (SNAP) (formerly food stamps) (actual prueba de elegibilidad para el Programa de Asistencia de nutrición Suplementaria (SNAP) (antes estampillas para comida))

Click on Button to upload income verification document (For security purposes please feel free to cover up social security numbers) (Haga clic en el botón para cargar el documento de verificación de ingresos (Por motivos de seguridad, síntese libre de cubrir los números del seguro social))

Browse...

Save and Continue
Back / Edit

- Step 2.5 Volunteer Information – This section contains information for those who may be interested in becoming a volunteer coach. Click "Continue"

- **Step 2.6 Volunteer Options** – If you are not interested in becoming a volunteer coach Select “NO, I do not wish to register to Volunteer”. Click “Save and Continue”.

- **Step 2.7 Review Registration** – This section displays the answers you previously provided. **This is not the end.** **You are not finished!** Review the answers to make sure everything is correct.

Click "Continue" **only if everything looks good.**

If **you need to make corrections**, click the "Back/Edit" button.

- **Step 2.8 Seasonal Waiver** - Provides the waivers, policies and code of conduct. Read and review the information provided.

- Mark the small box located towards the bottom of the page labeled "**I agree to the above terms and conditions**". Click “Continue”.

- **Step 3.1 Register Another** – This section asks if you need to complete additional registrations.

If you are registering **more participants**, you will need to complete the process for the additional participant. Click "**Register a participant**". Go back to the top of these instructions and complete the steps for the additional participant.

If you are only registering **one participant**, Click "**No, Proceed to Next Step**".

- **Step 4.1 Donation Options** - This section asks if you would like to make a donation.

- If you wish to make a donation select one of the options listed.

- If you wish to make a donation of a different amount, click on the box labeled "I wish to make a different amount" and enter the amount in the box \$. If you would like to add a remark with your donation you may do so in the designated area.

- If you are unable to or do not wish to make a donation at this time, no need to mark anything. The option labeled "No donation at this time" is automatically selected.

Click "**Save and Continue**" to move on to the next step.

- **Step 5.1 Review Order:** This section will display the name of participants, the program they are being registered for and the fees associated with the registration. These amounts do not reflect Financial Aid.

If you are **NOT** requesting Financial Aid, click on "Pay in Full".

If you are requesting Financial Aid, click on "Apply for Financial Aid".

Multiple registrants: You must make a selection for each registrant.

Registration Step 5.1 - REVIEW ORDER ** PREVIEW MODE **

Review Cart Contents

PARTICIPANT / PLAYER: JOHN DOE | REC SOCCER - SPRING 2022

Participant / Player	Registration Info	Fees and Discounts - 8th Grade
John Doe	Rec Soccer - Spring 2022	Arlington County Fee \$8.00
Birthdate: 2007-01-01		Rec Registration Fee (1st Through 8th Grade) \$109.00
		Participant / Player Reg. Total \$117.00

How to pay? (This season allows you to make payments with financial aid)

☐ Pay in Full ☐ Apply for Financial Aid

Order Total \$117.00

Register Another Proceed to Checkout

Give the system a moment to refresh. If you selected "Pay in Full" it will appear in **green**. If you selected "Apply for Financial Aid" it will appear in **yellow**.

Then click on "Proceed to Checkout".

- **Step 5.2 Make Payment-** Read Below.

If you selected "Apply for Financial Aid" This page will display your order amount as \$0 and the phrase "pending financial aid". Your registration and documents provided will be reviewed. Should your request be Approved or Denied you will be notified by email. Your balance due will also be included in that email.

If you did not request Financial Aid the page will ask for payment information. There will be 3 options displayed:

- 1- Credit Card (payment will be processed immediately)
- 2- Check or
- 3- Cash

Site Navigation

Rec Soccer Spring 2021 - 7th Grade

\$102.00

\$102.00

Payment Information

Select payment type: 1 2 3

Selected Payment Method: Credit Card

-Click "**Submit Order**", then click "**Finish and Return to Dashboard**".

Important!

Registration is NOT considered complete until payment is received. Any payment mailed or dropped off may take a couple days to process.

Families requesting Financial Aid: You will receive an email notification about your request. Once approved or denied, the registration / order will be available for payment. Applications are generally processed within 48 hours. Be on the lookout for any communication related to your financial aid application.