## Documented Process to walk you through signing up to Volunteer for the FSC Tournament in Team Snap

Login using the credentials you established when you registered your players for FSC.

- → C	TeamSnap, Inc. [US]   https://go.teamsnap.com/forms/200558	0 3
	Fairport Soccer Club	
4	Volunteer Signup 2019	
1	Welcome to TeamSnap's Club & League Registration This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.	
	Don't Have a TeamSnap Account? Sign Up	
	Log in With Teamsnap	
	Email	
	kimberleyawolf@gmail.com	120
	Password	107
	•••••	1
	Forgot Password?	1
	Convict @ 2010 TeamSoan & Fairmart Soccar Club	

Click "New Signup" at this screen

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← → C	nups	07	☆	0 8	:
Fairport Socce	er Club				
Volunteer Signup 201	9				
Manage Signups It doesn't look like you have any signups in progress for this re	gistration form. Would you like to start one	9?		~ /	
	+ N	ew Signu	P		
Copyright © 2019 TeamSnap & Fairp	ort Soccer Club				
teamsnap	, (25 15//				
	powered-by-logo				
	powered-by-logo		4	? Help	
e 1 of 1 13 words LB English (United States)	powered-by-logo	F6 -		? Help	

You should get a screen that looks like this, but it will have your name and your players name listed.



## Select a player (not yourself) and click "Register Participant"



Ensure the Players First Name and Last name are populated and then click "Add New Participant

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	Info			
	- Participant	t Info		
	Please add Part the team / coach child(ren)'s gam Add any other in Step 1: Enter Participant In	ticipant as Player 1. Continue to add a participant for each player in your fam h for each player. This information is needed to avoid scheduling you during tes. nfo here; form under instructions and activation nfo	your	
	Participant Info		close	
	Participant Info* * First Name		close	
	Participant Info * First Name Abigayle		close	
	Participant Info  First Name Abigayle Last Name		close	
	Participant Info  First Name Abigayle Last Name Wolf		close	

It will now appear this way and you will type in the First Name for the next player and click on the Add New Participant after each. NOTE: Only a total of 3 players can be added this way. If you have additional players please list their name, Head Coach Last Name and Age/Team Name in the "Comments" field which will be in the next section.

Participant Info Please add Participant as Player 1. Continue to add a participant for each player in your fa the team / coach for each player. This information is needed to avoid scheduling you duriny child(ren)'s games. Add any other info here, form under instructions and activation	mily. Select g your
Step 1: Enter Participant Info	
Abigayle Wolf	edit
Participant Info	close
* First Name	
* Last Name	
Wolf	
å	Delete
Add Existing Participant     Add New Participant	Help

Once all your players have been added click on the Delete button to remove the blank Participant

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← → C 🔒	TeamSnap, Inc. [US]   https://go.teamsnap.com/forms/200558/signups/new	☆ ○ ⑧ :
	Add any other into here; form under instructions and activation	
	Abigayle Wolf edit	399
	Andrew Wolf edit	
	Participant Info close	1
	• First Name	/
	* Last Name	
	Wolf	
	3o Delete	
	2 Add Existing Participant 2 Add New Participant	<b>?</b> Help
II 2 日	#^ % 🚺 🖬 🐻 🛃 👰 🚰	■ 🖫 4× 1:53 PM

## The following pop up will appear and click Delete again.

Step 1: Enter Participant Info		
Abigayle Wolf	edit	
Andrew Wolf	edit	
Participant Info	close	/ /
* First Name		
* Last Name		
Wolf	Are you Sure? Deleting this player will delete all the associated info, docs, waivers, and fees	
	Cancel The Cancel	

Edit button next to the Participants names above to ensure that they First Name and Last Name are still populated.

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	Info Form Fees Checkoux	
	Participant Info Please add Participant as Player 1. Continue to add a participant for each player in your family. Select the team / coach for each player. This information is needed to avoid scheduling you during your child(ren)'s games. Add any other info here; form under instructions and activation	2
	Step 1: Enter Participant Info Abigayle Wolf edit	173
	Andrew Wolf edit	$\Box$
	SAdd Existing Participant	1
	Step 2: Enter Parent Info	2 Help
	Additional Parent Info	,
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You need to select the Coach/Team for the players in the order that you added them as Participants. Then continue to complete the rest of the field.

**<u>NOTE</u>**: One person can do both 2hour shifts or 2 people. The volunteer does not need to be a parent. The volunteer needs to be at least 16 years old; except for Grill Cook and Parking the volunteer needs to be 18 years old.

**NOTE**: For the Job Preference field we now have an option if you would prefer to pay the Opt Out Fee \$150 in lieu of completing the 2 2 hour shifts each family is required to volunteer by selecting that option. If you elect the Opt Out Fee you will be required to pay by credit card later in the process.

**NOTE for Comment Field**: Please identify if you days and times you are not available to volunteer; if you prefer to volunteer during your players games; would like to work back to back shifts; would like to volunteer with a particular person and if you have more than 3 players you need to list your additional players here with their name, Head Coach Last Name and Age/Team Name

Additional Parent Info	close
* Player 1 Coach/Team 🧕	Volunteer 2 First Name
Player 2 Coach/Team 🧕	Volunteer 2 Last Name
Player 3 Coach/Team 🧕	Volunteer 2 phone
* Volunteer 1 First Name 🧕	Volunteer 2 email
* Volunteer 1 Last Name	Volunteer2 Job Preference 1
° Volunteer 1 Phone ᠊ <b>⊉</b>	Volunteer 2 Job Preference 2
* Volunteer 1 email	Comments
* Volunteer 1 Job Preference 1	
Volunteer 1 Job Preference 2	
· · · · · · · · · · · · · · · · · · ·	

Once all the information in Step 2 is complete you can ignore the Step 3 and Click "Save & Continue"

Hide all contact information fro	m teammates	
8		
		Save & Continue )

If you elect to perform the Volunteering, select Statement 1. If you selected "Opt Out" as your Job Preference, then select the 2<sup>nd</sup> statement. Click "Save & Continue" after you have selected the appropriate statement

**<u>NOTE</u>**: The "Opt Out" fee is not per volunteer it is per family. If 2 different people are volunteering and one wants to "Opt Out" then the fee needs to be paid.

/olunteer Op	t Out \$150 Fee * (Required)	)		
f you choose i redit card will	ot you volunteer at the tourna be charged \$150.	ment, you may opt out	of the 2 2-hour blocks. Your	
Our family	will volunteer for 2 - 2 hour	shifts.		
Our family	declines to volunteer for 2	- 2 hour shifts   \$150.0	0	
		•		

This is the screen you will see if you elect to volunteer and you will click "Finish Checkout"

Checkout You have no fees to pay! To complete registration, click the Finish Che	ckout button.
Volunteer Signup 2019 Fees	
Form Fees	
Our family will volunteer for 2 - 2 hour shifts.	\$0.00
Total Fees	
Participant Fees	\$0.00
Form Fees	\$0.00
Total	\$0.00
Finish Checkout	
	Finish Checkout >

This is what you will see if you elect to Opt Out except your Credit Card information may not be populated if you did not pay your Player Registration by Credit Card. You will complete you Credit Card information and then you will click "Confirm Payment". You will then receive a screen showing credit card transaction was completed. We believe you get a screen then that has a button that says "Finish & Checkout" which you will click.

Checkout Please review your registration fees and select a payment method if you	owe money.
Volunteer Signup 2019 Fees	
Form Fees	
Our family declines to volunteer for 2 - 2 hour shifts	\$150.00
Total Fees	
Participant Fees	\$0.00
Form Fees	\$150.00
Total	\$150.00
Image: Second state of the second s	
✓ Visa xxxxx2848	Remove
+ Add a New Credit Card	
Order Summary	
Registration Fees	\$150.00
Checkout Total	\$150.00
	✓ Confirm Payment

This is the final screen you will get if you choose to work your volunteer shifts.

We believe this will be the final screen that you would get if you choose to Opt Out of volunteering and pay the fee.

Fairport Soccer Club			
	Volunteer Signup 2019		
X	Thanks for Registering!		
	Visit Your Dashboard         Log in to TeamSnap and visit your dashboard         Image: Comparison of the second se	ard to see your status.	
	What's Next? Once the tournament schedule is complete assigning volunteer jobs. Please be patient	e, we will <b>START</b> t.	

You will receive an email like this. Which means you have successfully signed up  ${}_{\bigcirc}$ 



Hi Abby,

Congratulations! You just finished the registration for Fairport Soccer Club (Volunteer Signup 2019).

This registration is for:

- Abigayle Wolf
- Andrew Wolf

Log In To Your Account