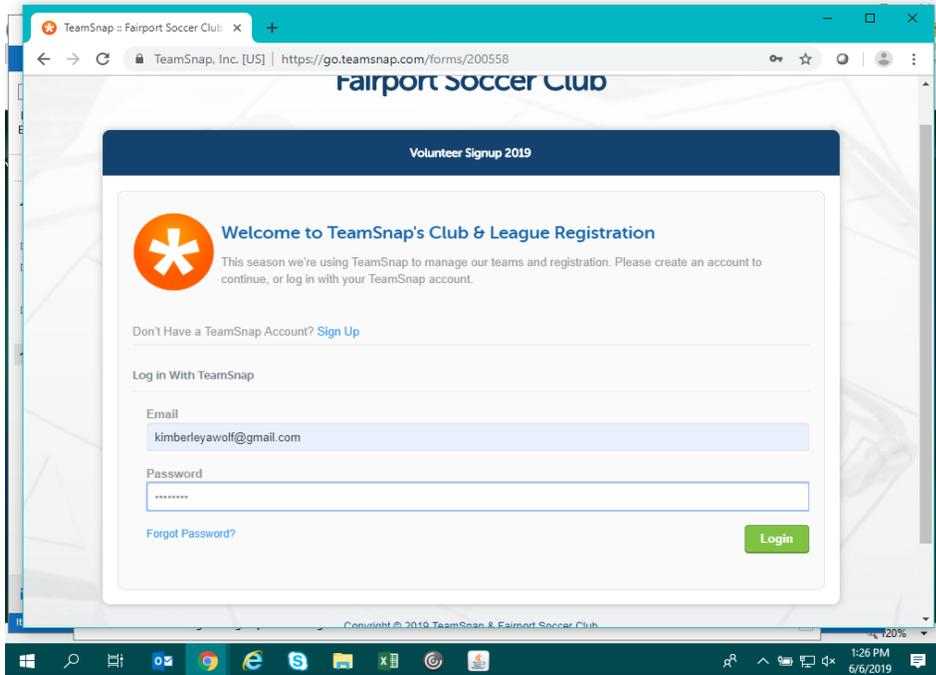
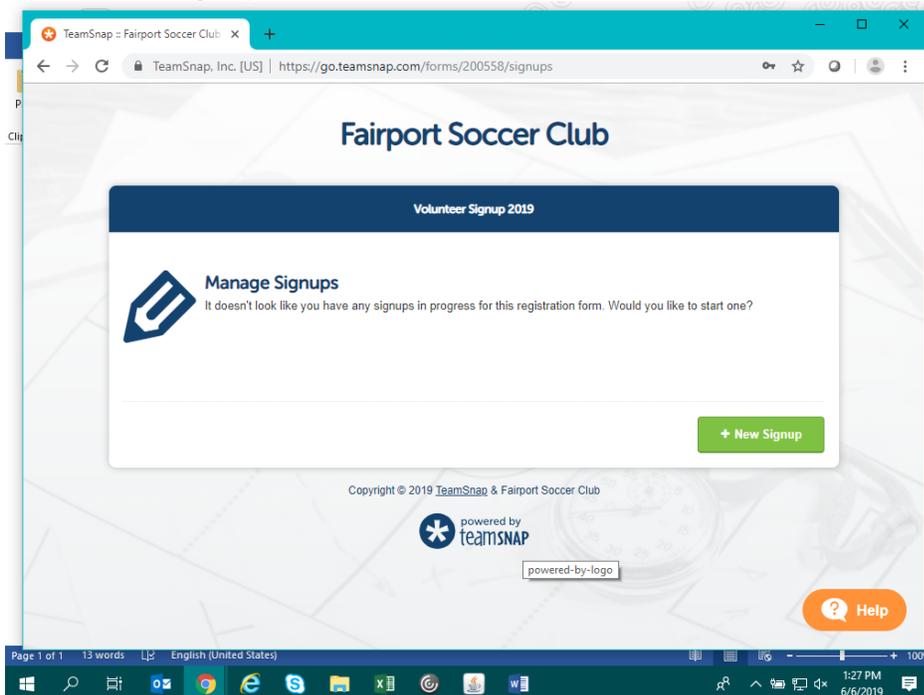


## Documented Process to walk you through signing up to Volunteer for the FSC Tournament in Team Snap

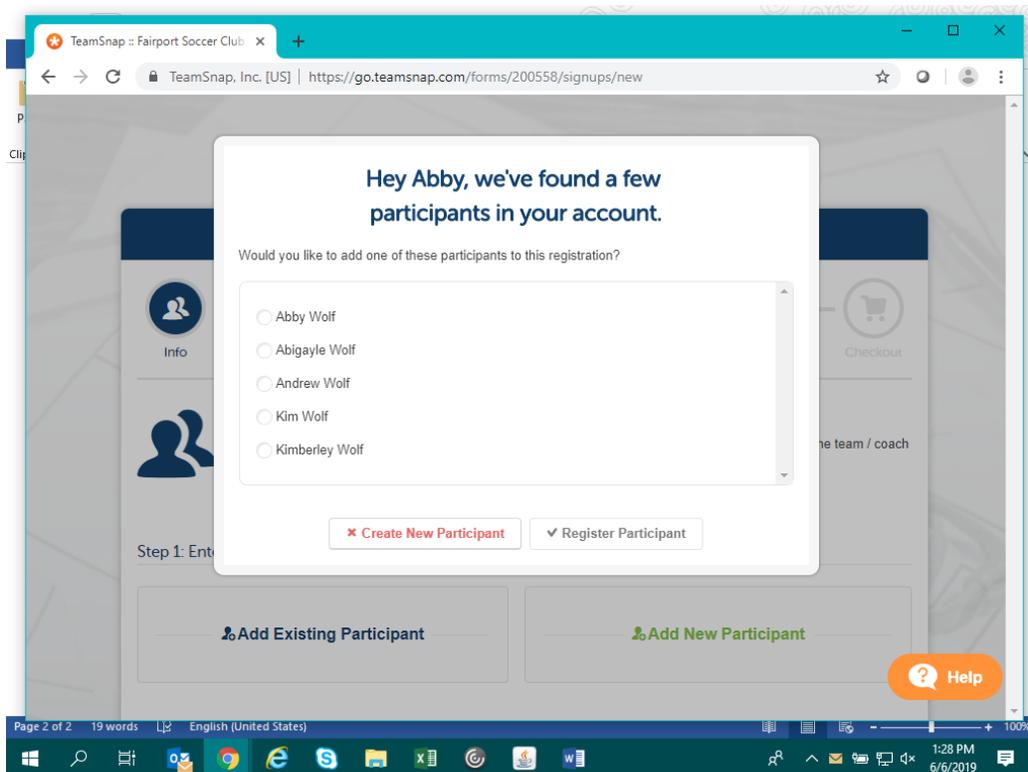
Login using the credentials you established when you registered your players for FSC.



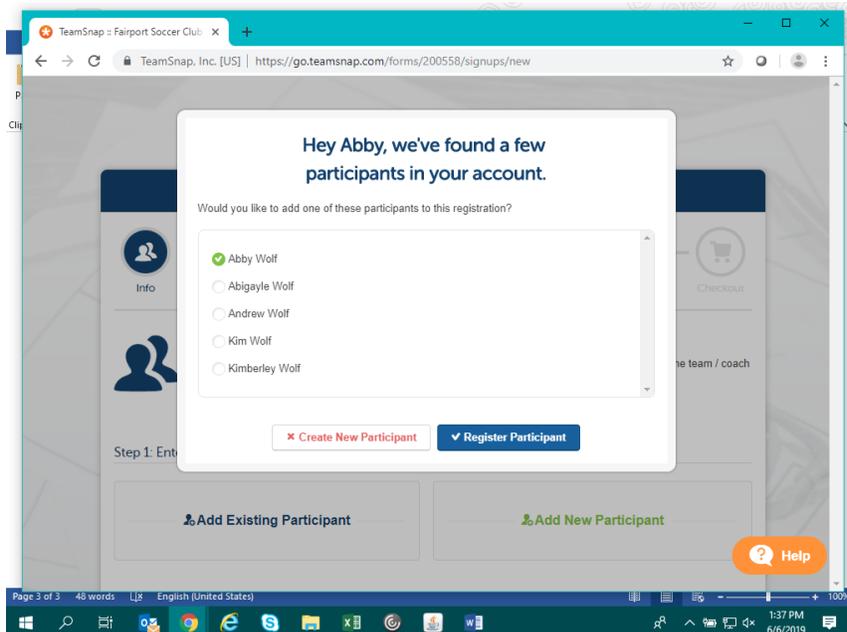
Click "New Signup" at this screen



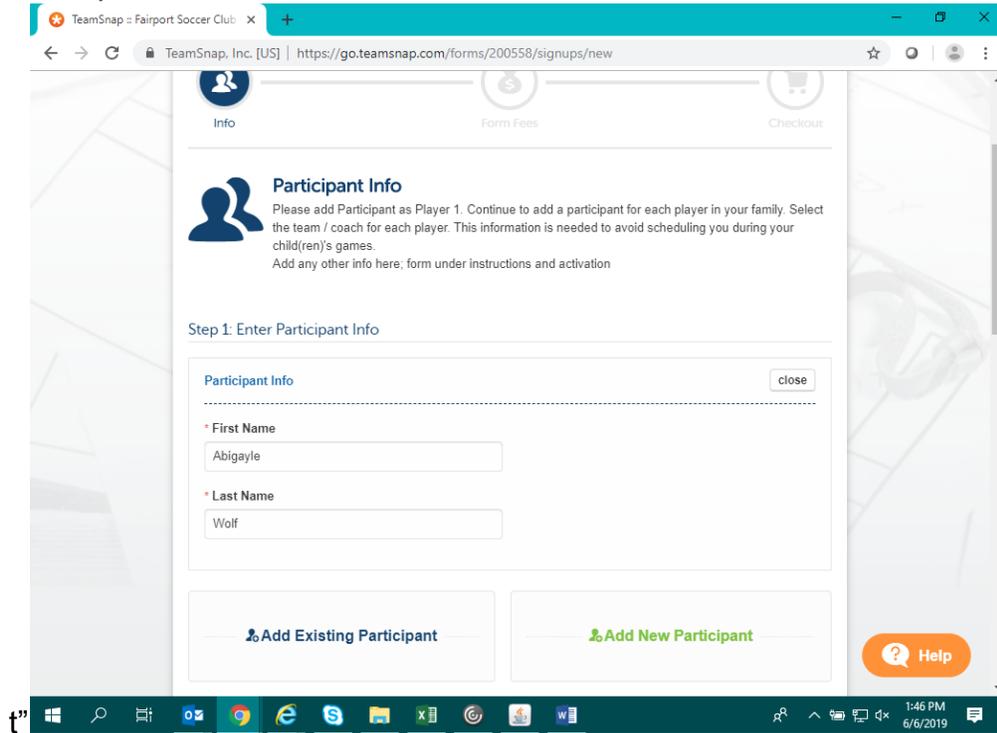
You should get a screen that looks like this, but it will have your name and your players name listed.



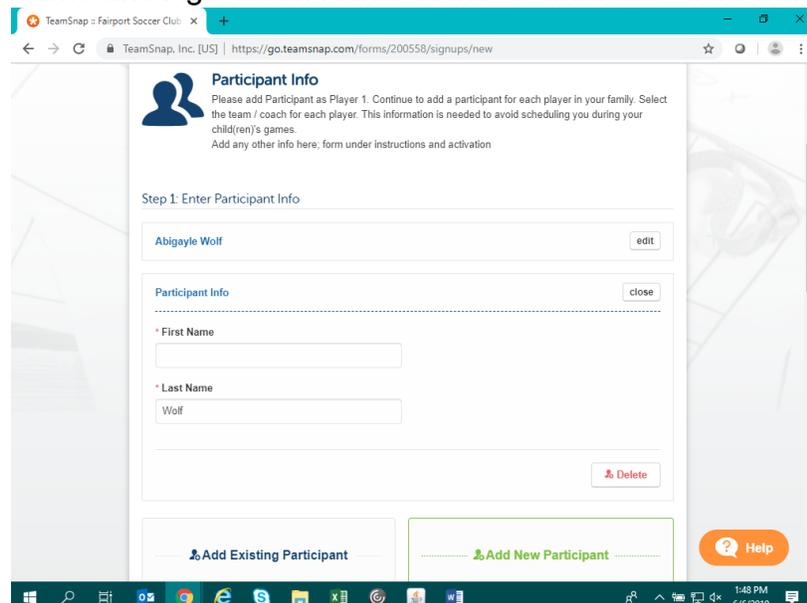
Select a player (not yourself) and click "Register Participant"



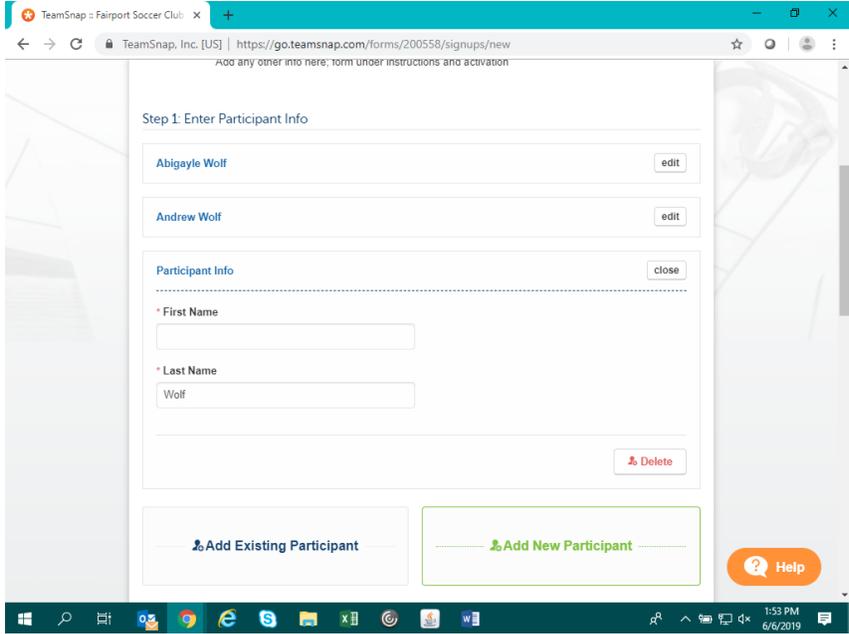
Ensure the Players First Name and Last name are populated and then click “Add New Participant



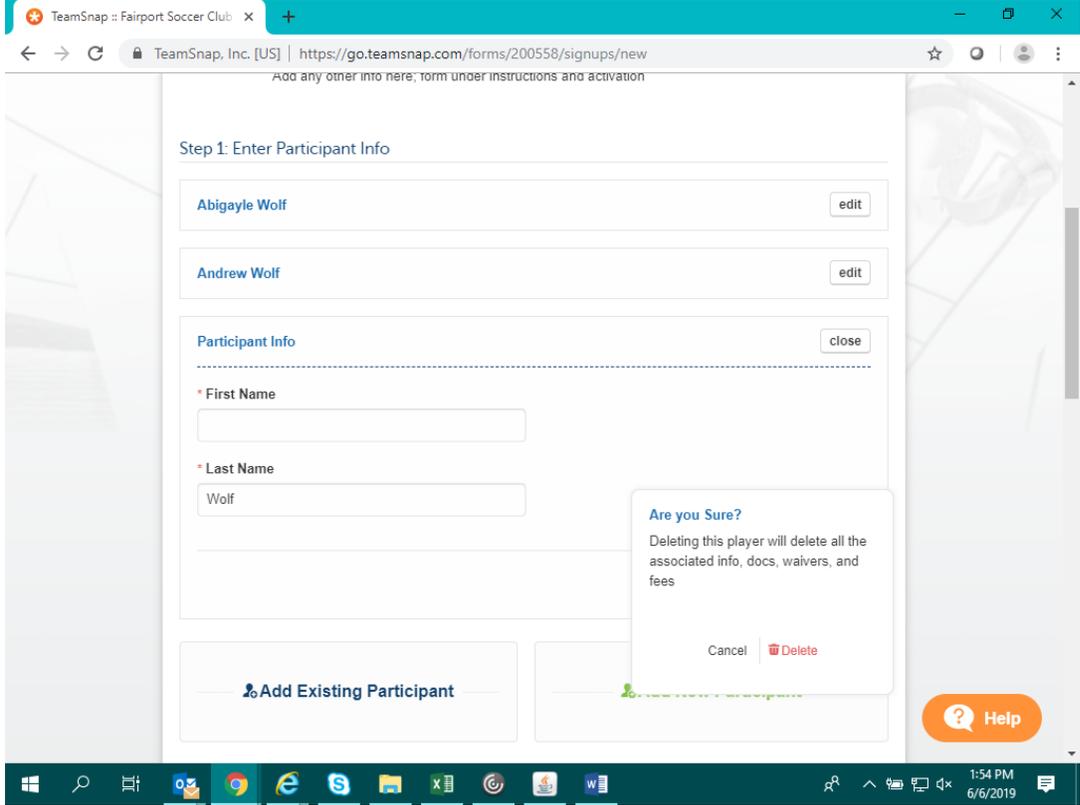
It will now appear this way and you will type in the First Name for the next player and click on the Add New Participant after each. NOTE: Only a total of 3 players can be added this way. If you have additional players please list their name, Head Coach Last Name and Age/Team Name in the “Comments” field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



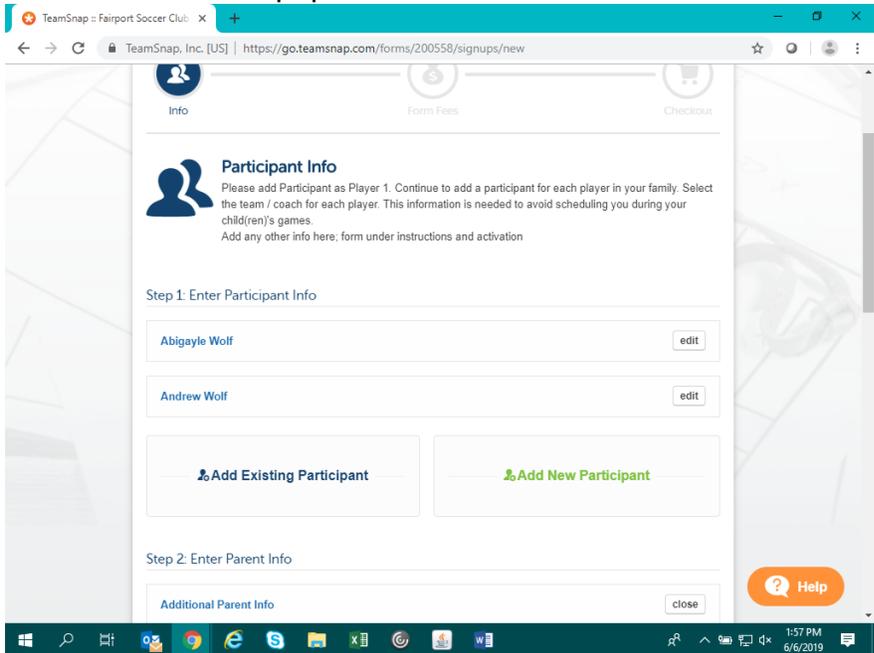
Once all your players have been added click on the Delete button to remove the blank Participant



The following pop up will appear and click Delete again.



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



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.

**NOTE:** 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

Step 2: Enter Parent Info

**Additional Parent Info** close

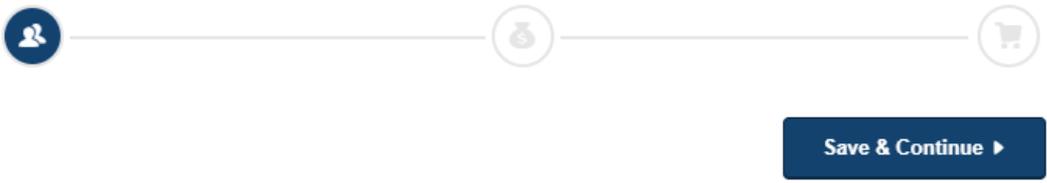
---

* Player 1 Coach/Team <a href="#">?</a>	Volunteer 2 First Name
<input type="text"/>	<input type="text"/>
Player 2 Coach/Team <a href="#">?</a>	Volunteer 2 Last Name
<input type="text"/>	<input type="text"/>
Player 3 Coach/Team <a href="#">?</a>	Volunteer 2 phone
<input type="text"/>	<input type="text"/>
* Volunteer 1 First Name <a href="#">?</a>	Volunteer 2 email
<input type="text"/>	<input type="text"/>
* Volunteer 1 Last Name	Volunteer2 Job Preference 1
<input type="text"/>	<input type="text"/>
* Volunteer 1 Phone <a href="#">?</a>	Volunteer 2 Job Preference 2
<input type="text"/>	<input type="text"/>
* Volunteer 1 email	Comments
<input type="text"/>	<input type="text"/>
* Volunteer 1 Job Preference 1	
<input type="text"/>	
Volunteer 1 Job Preference 2	
<input type="text"/>	

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

Step 3: Show or Hide Info

Hide all contact information from teammates



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

**NOTE:** 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.

 **Form Fees**  
If you plan to volunteer, select xx, else select xxx and your credit card will be charged \$150.

Form Fees

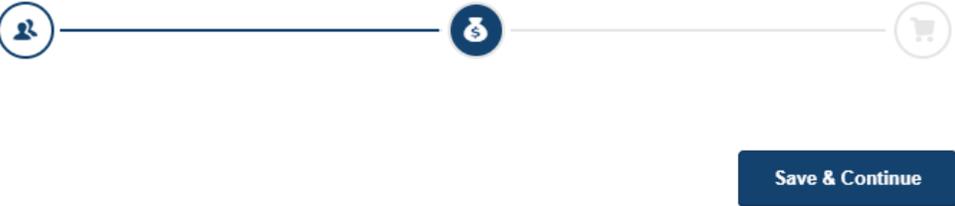
**Volunteer Opt Out \$150 Fee \*** (Required)

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If you choose not you volunteer at the tournament, you may opt out of the 2 2-hour blocks. Your credit card will be charged \$150.

Our family will volunteer for 2 - 2 hour shifts.

Our family declines to volunteer for 2 - 2 hour shifts | \$150.00



Save & Continue

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 Checkout 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
<b>Total</b>	<b>\$0.00</b>

---

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.

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### 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
<b>Total</b>	<b>\$150.00</b>

---

### Step 1 : Choose a Payment Method



**Pay With Credit Card**  
All Major Cards



**Pay With Bank**  
Straight from your bank account

---

### Step 2 : Confirm Payment and Finish Checkout

**Past Credit Cards**   **New Credit Card**

✓ Visa xxxxxx2848 Remove

+ Add a New Credit Card

---

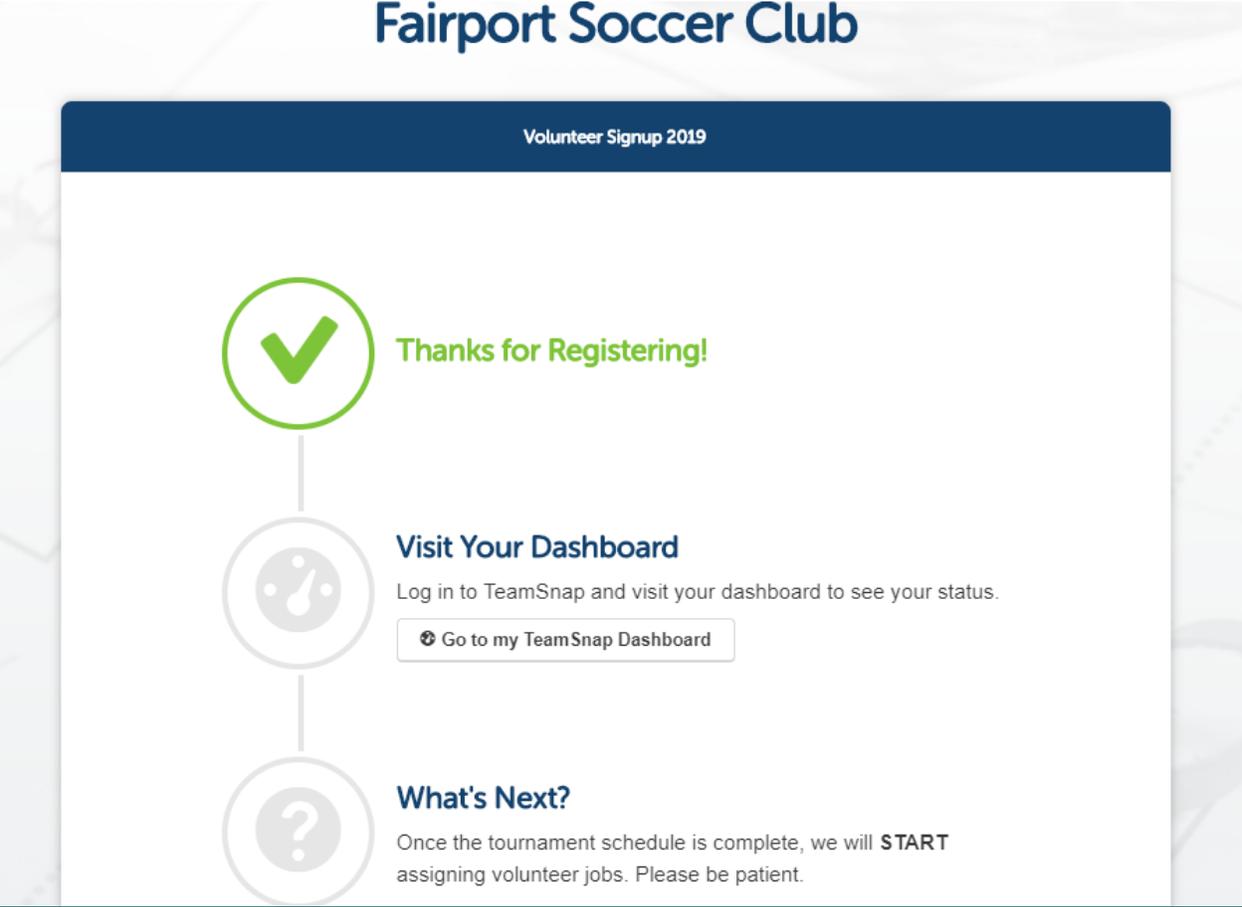
**Order Summary**

Registration Fees	\$150.00
<b>Checkout Total</b>	<b>\$150.00</b>

[✓ 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.



You will receive an email like this. Which means you have successfully signed up 😊



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](#)