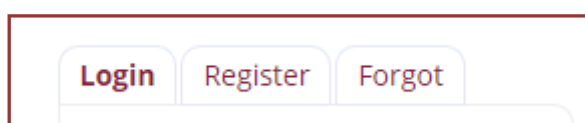




MRSC ONLINE Club Registration – Work Instruction

Welcome to registering online this year for Monbulk Rangers Soccer Club. 2017 is our first year using an online system, so we're hoping all goes smoothly. It is very much an 'online shopping' system turned around to be used by us, so bear with us while we're stuck with some shopping related terms like 'Proceed to Checkout'. Obviously there may be some errors and we are working to fix them.

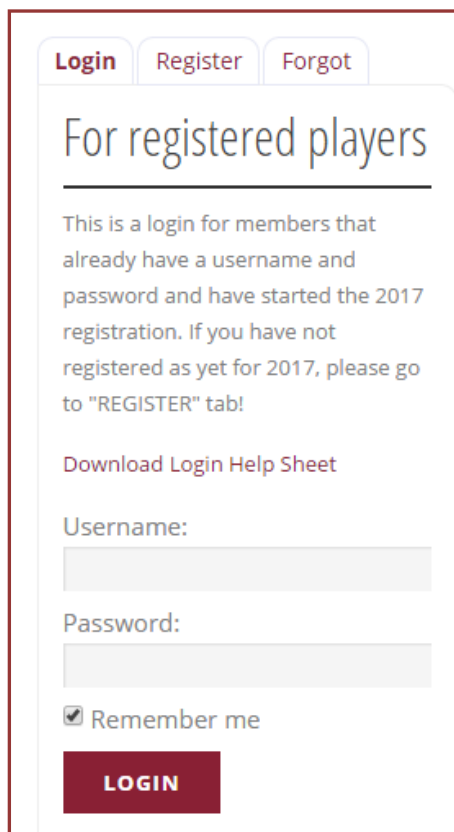
When you open the Monbulk Rangers Soccer Club website (<http://www.monbulkrangers.org.au>) you will have 3 options presented on the Right Hand side of the Home Page:



- **Login** – This is for members that have already created their account. Each club member will need to have their own **unique** username and password. This will link to an email address; this email address does NOT need to be unique for each family member.
 - When you first register a member, you will receive an email from 'Monbulk Rangers Soccer Club' confirming your username. Please file this email for future reference (i.e. it will be needed if you ever forget your password or username).
- **Register** – This is where you Register as a player. Take your time and you will be guided through each stage
 - Step 1. Create username for each family member and an associated password
 - Step 2. Register the family member for the league they will be playing in
 - Step 3. Organise payment (our Bank & Address details are on the home page of our website):
 - Direct debit via Internet Banking
 - Cash & Credit card needs to be done at MRSC
 - Cheques – ensure player(s) details are on the reverse, and post cheque to MRSC
 - Step 4. Logout & repeat for the next family member (DO NOT ADD ADDITIONAL FAMILY MEMBERS AFTER STEP 3)
- **Forgot** – when you create a username, you also create a password. Like so many sites, we have so many passwords and are inclined to forget them! But this can easily be solved by selecting this tab. You will be required to know your MRSC username; refer to the email from 'Monbulk Rangers Soccer Club' advising your username when you first created it.

Time to get started

LOGIN Tab



The screenshot shows a web interface with three tabs: 'Login', 'Register', and 'Forgot'. The 'Login' tab is selected. The main heading is 'For registered players'. Below this, there is a paragraph of text explaining the login process for members who have already created a username and password and have started the 2017 registration. It also includes a link to 'Download Login Help Sheet'. There are two input fields: 'Username:' and 'Password:'. Below the password field is a checked checkbox labeled 'Remember me'. At the bottom is a dark red button with the text 'LOGIN' in white.

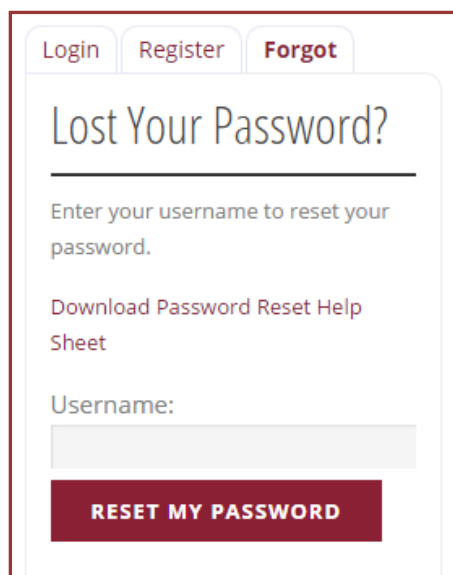
This is for players who have already created a username, and can remember the associated password!

This tab is used to:

1. Finalise your registration for the coming season (if you stopped).
2. Register for any clinics e.g. winter clinic, goalkeeping etc
3. Register for the SummerComp and . . . for the 2018 season
4. Update player details
5. Etc, etc

It's that simple!

FORGOT Tab



The screenshot shows a web interface with three tabs: 'Login', 'Register', and 'Forgot'. The 'Forgot' tab is selected. The main heading is 'Lost Your Password?'. Below this, there is a paragraph of text asking the user to enter their username to reset their password. It also includes a link to 'Download Password Reset Help Sheet'. There is one input field labeled 'Username:'. At the bottom is a dark red button with the text 'RESET MY PASSWORD' in white.

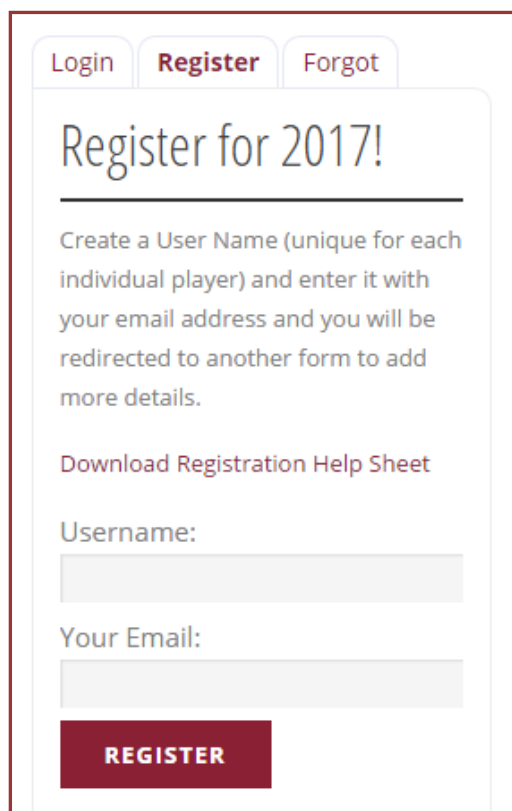
We all do it – forget our passwords for sites that we don't use often. You do need to know or remember your username.

Enter your username and an email will be sent to you with a link to reset.

It's that simple!

REGISTER Tab

This is the step where you create a unique username and it will allow you to register for 2017, clinics, etc, etc.



Step 1.

Create a username – keep this simple for ease of remembering, using a combination of first and surname, maybe even middle initial.

- Don't create something like **'johns'** as there is a high chance someone else has this unique username!
- If you get the Error Message: **"Couldn't register you... please contact the webmaster"** it most likely means that you have used a Username which is already in use by someone else. Before you contact the webmaster please try again with a different (more unique) Username!
- An email address can be shared amongst family members

Step 2.

Select <click here>. This will start the registration for the required season, clinic, etc.

Step 3.

Take your time here. There are 3 options:

- **Social Memberships** – only required when you have no child playing, don't play yourself but intend to attend games
- **2017 – Club Memberships:** If this is the FIRST (or only) member being registered, select this
- **2017 – Club Memberships – Family Discount – Apply for second and subsequent member:** This is for additional family members who will be paying. This option gives the family discount to the 2nd and subsequent members.

Step 4.

After selecting the appropriate membership, you now need to **select the appropriate league, clinic, etc.**

- ◇ Goalkick (5+ years)
- ◇ Juniors (U12 – U18)
- ◇ Senior FFV
- ◇ Senior VCFA
- ◇ Sub Juniors (U8 – U11)

- **Select <ADD TO CART>**

Step 5.

Confirm you have selected the correct Membership. Once confirmed, **select <PROCEED TO CHECKOUT>**. **Do not select 'CONTINUE SHOPPING'** (you only need one membership...).

Step 6.

Player Details. This step is where you will enter all the relevant details for the player.

- For subsequent members, autofill DOES NOT populate for **'State'**
- If you have a team preference or friendship request; please state that, otherwise simply state the age the player has on the 1st of January, or type: N/A (not applicable).

Step 7.

Medical Information. If there is a medical condition that the Club needs to be aware of, please complete the medical form (using link) and forward scanned copy to registration@monbulkrangers.org.au.

Step 8.

Emergency Contact Info 1. Complete as requested. For subsequent members, autofill DOES NOT populate for 'State'.

Step 9.

Emergency Contact Info 2. Complete as requested. For subsequent members, autofill DOES NOT populate for 'State'.

Step 10.

Volunteering. We are all volunteers and without such, our Club would not exist. Please volunteer where you can or if you can do some tasks from home; every bit helps and we truly appreciate it.

- You must select a response to all volunteer activities before you can finalise registration

Step 11.

Your order. This will provide details on how you can pay your registration fees. You need to read and accept the terms & conditions.

- Once done tick <I've read and accept the terms and conditions> box
- Click <Place order>
- It will advise at the top if any mandatory fields have not been completed; it does not state which form. Use the <Back> to go through & check **mandatory fields** (these have an *). You will not lose data on any pages.
- A summary of the player details will now display

Step 12.

Select <Home> at the top of MRSC's website. If you need to register another family member; **repeat from Step 1.**

Step 13.

Complete payment according to your chosen method.