

BSC ACCOUNT INFORMATION - How to Create and Manage Your BSC Account

This guide should help you with the most frequently asked questions in the registration process. If you have additional questions with registering, please contact the club: Info@brookssidesoccer.org

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REGISTRATION

All BSC registration is done online. You can access the system anytime by going to www.brookssidesoccer.org and choose **Login** or **Register** in the upper right-hand corner.

Registrations are done at a family or individual level. As a family, you will register one account with visibility to multiple family members' BSC activity (participants). You can then log back into this account to have a player participant join all BSC programs, accept player positions, see team schedules and notifications, make payments and register for tryouts.

The contact information on the account is where email notices will be sent for club information. Birthdates will be used for placement when required. These can be updated at any time by logging in to your account.

LOG IN. After selecting Login or Register – your player portal will display.

Existing Players – Select Sign In

- Enter user ID and password
- Select *Sign In*

There are options if have forgotten user name and password to reset for account.



If new to BSC, see instructions below to add a new family account.

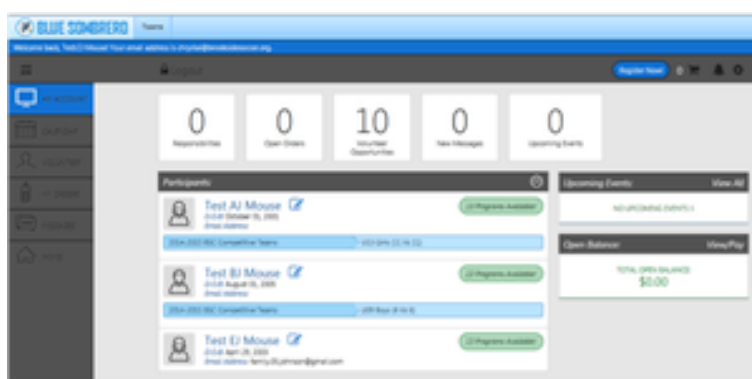
New Players – Select Register Now!

If new to Brookside Soccer Club – Add new family account

- Select Register Now to set up new family account
- Complete account information such as user id and password
- Complete parent information including name, address, cell, email and gender. Should include both parents if want for team contacts. (Note – if desired player account can be set up with two user id/passwords for joint ownership.)
- Add participant information (children and/or parents) including name and birthday. Address if different from parents. The participants are those going to register for any BSC program such as recreational league, competitive tryouts, high school or adult league or any camp or clinic.

Family Account

Once logged in, from My Account - a screen similar to below will display with participants for a family. This screen is a summary of family participants, programs, announcements, account balance and is where can update contact information.



Contact information – the account email and phone number will be used for BSC notices and provided to coach or team manager for communication.

Select the **Edit Account Info (gear symbol)** in top right to review and update account primary and secondary parent name(s), address, email, phone and emergency contact(s). From here you can add additional account holders, and change your password.

For competitive teams – the contact information will be used as contact for coach to call and email offer. It will also be used for player Zoom Report evaluations on player strengths and development.

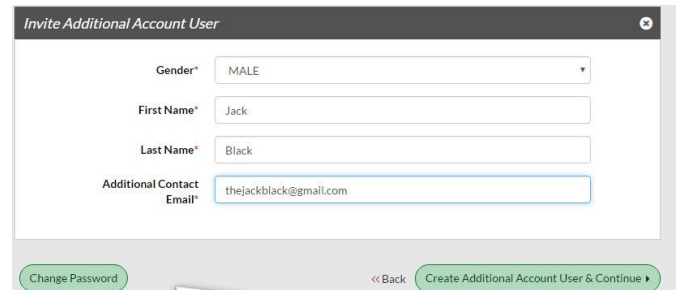
Primary Account contact

Secondary Account contact

Secondary Account Contact / Additional User

There is now an option to provide two separate usernames and passwords for parents to same participants if needed – add an additional user to be linked to a single account! An invite can be sent through email to be added onto an account, where the additional user will have their own username and password to access the account. This will allow multiple users to get updates, view payments and volunteer while linked to one account but still have a separate log in.

To add an additional user, you can add them as an additional contact while initially creating an account, as a volunteer during registration, or add them later from your **My Account Screen** > **Edit Account Info**.

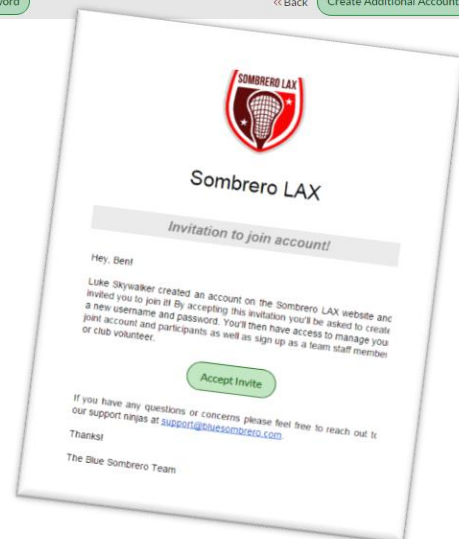


The screenshot shows a form titled "Invite Additional Account User" with the following fields:

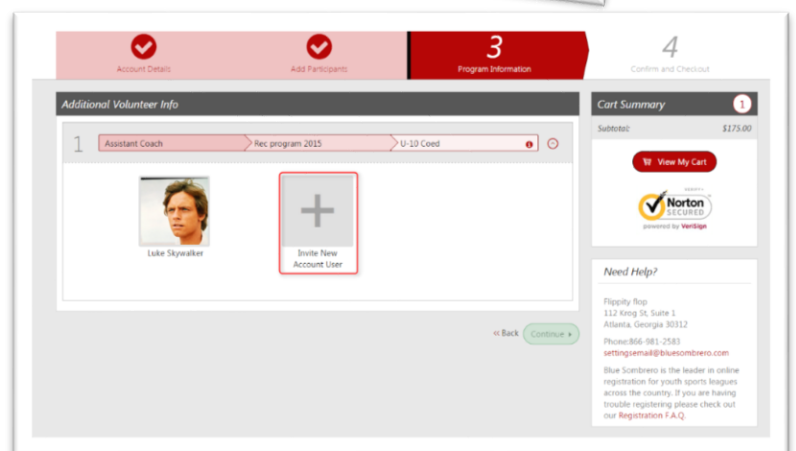
- Gender*: MALE (dropdown menu)
- First Name*: Jack (text input)
- Last Name*: Black (text input)
- Additional Contact Email*: thejackblack@gmail.com (text input)

At the bottom, there are two buttons: "Change Password" and "Create Additional Account User & Continue". A "Back" link is also visible.

The additional user will receive an email where they can accept the invite to the account. They will then be prompted to make their own Username and Password.



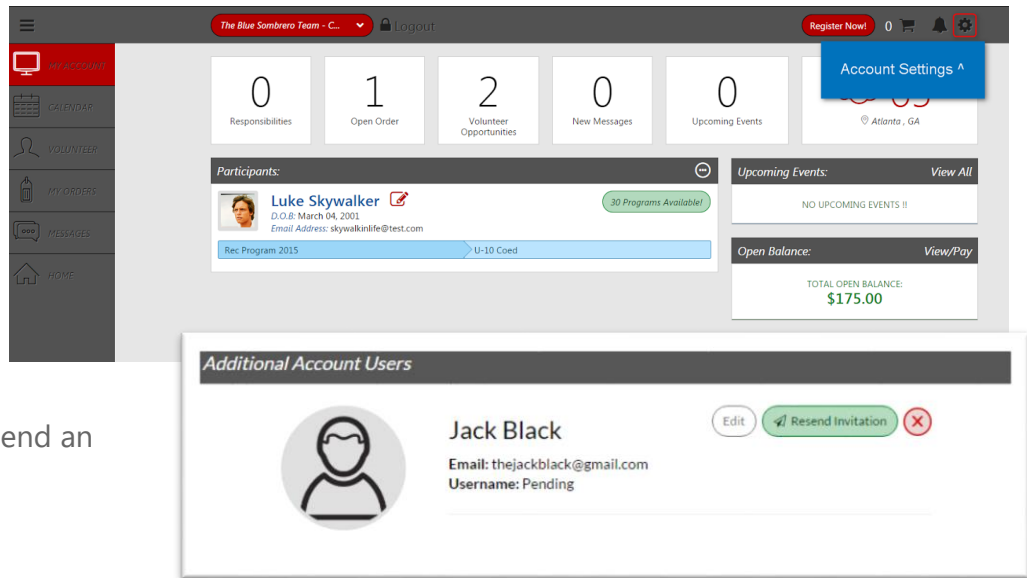
To add the additional user in as a volunteer.



The screenshot shows the "Additional Volunteer Info" screen in a registration process. The top navigation bar has four steps: 1. Account Details, 2. Add Participants, 3. Program Information (current step), and 4. Confirm and Checkout. The main content area shows a list of participants with one entry: "1 Assistant Coach" linked to "Rec program 2015" and "U-10 Coed". Below this is a profile card for "Luke Skywalker" with a photo and a button to "Invite New Account User". A "Cart Summary" sidebar on the right shows a subtotal of \$175.00, a "View My Cart" button, and a "Need Help?" section with contact information for Flippy Pop.

To re-send an invite to the additional user, cancel the invitation to the additional user, or invite an additional user at a later time, go to account settings/edit account info in the top right corner of the My Account screen.

You will then be able to resend an invite, cancel the invite, or invite another user.



Please note: you can invite more than one additional user to your account. If the additional user does not accept the invite and create a new username/password, the additional user will still receive Team and Schedule communication from your organization.

Tip: If the additional user invite is being sent because of an added volunteer role, but your family only wants one login, consider changing the primary contact first name and last name to that of the volunteer/additional user.

PROGRAM REGISTRATION

Register Now! is for registration to all the program available by participant with Brookside Soccer.



PAYMENTS



Look for this button on the right side by your payments – to view bill, pay bill and set up automatic payments.