

Registration Guidebook

Registration powered by SportSavvy



Introduction

- BaseballMilton is proud to rollout a new registration system for the 2018 season.
- This registration site will be reachable from www.baseballmilton.com. It can also be reached directly at <https://registration.sportsavvy.com/baseballmilton>
- This guidebook will cover the basics for our new registration system including:
 - Creating a family profile
 - Signing in with an existing family profile
 - Resetting your password
 - Creating a player profile
 - Signing up to be a volunteer
 - Registering a player
 - Adding an alternate contact




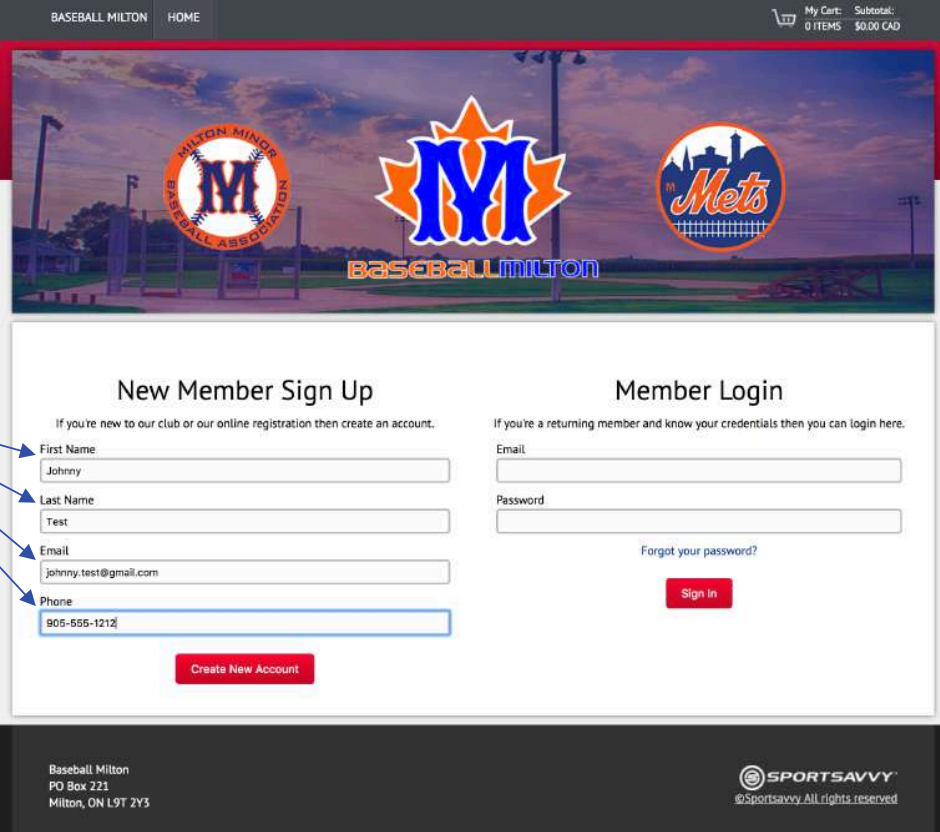
Part 1:

Create A New Family Profile

Create a new family profile

This is the Login/Signup page of the new registration site.

1. Enter your user info under the "New Member Sign Up" section on the left side of the screen.
2. Click 



BASEBALL MILTON HOME My Cart: 0 ITEMS \$0.00 CAD

New Member Sign Up
If you're new to our club or our online registration then create an account.

First Name: Johnny
Last Name: Test
Email: johnny.test@gmail.com
Phone: 905-555-1212

Member Login
If you're a returning member and know your credentials then you can login here.

Email: _____
Password: _____

Forgot your password?


Sign In

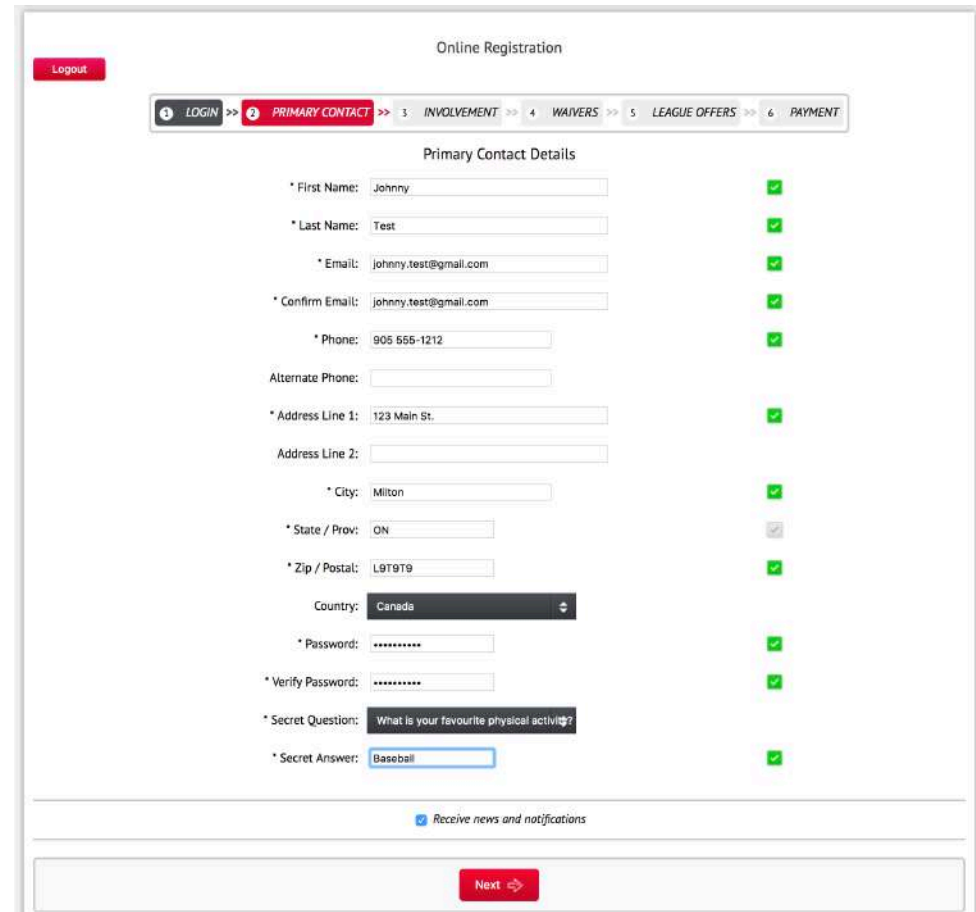
Create New Account

Baseball Milton
PO Box 221
Milton, ON L9T 2Y3

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Create a new family profile, cont'd

3. Enter the remaining profile information.
4. Click 



Online Registration

[Logout](#)

1 LOGIN >> 2 PRIMARY CONTACT >> 3 INVOLVEMENT >> 4 WAIVERS >> 5 LEAGUE OFFERS >> 6 PAYMENT

Primary Contact Details

* First Name: ✓

* Last Name: ✓

* Email: ✓

* Confirm Email: ✓

* Phone: ✓

Alternate Phone:

* Address Line 1: ✓

Address Line 2:

* City: ✓

* State / Prov: ✓

* Zip / Postal: ✓

Country: ✓

* Password: ✓

* Verify Password: ✓

* Secret Question: ✓

* Secret Answer: ✓

Receive news and notifications

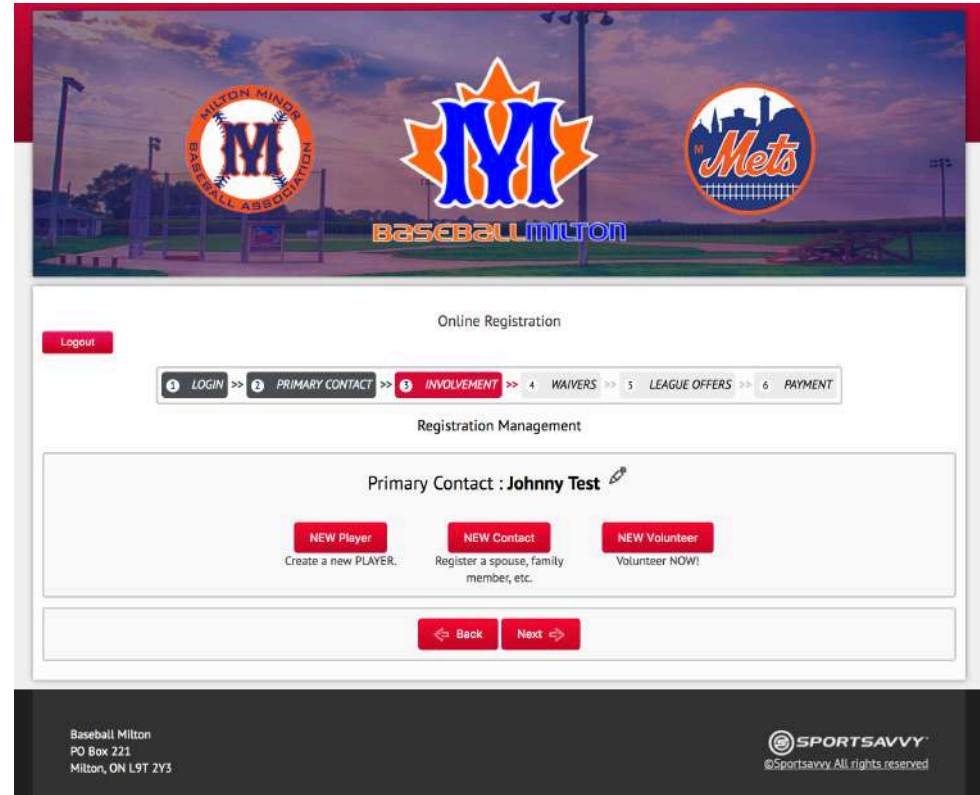
[Next >>](#)

Create a new family profile, cont'd

5. This is the Family Profile overview page with only the primary contact identified.

❖ Player and additional contacts can be added from this page at anytime after the family profile has been created

❖ You can also sign up for volunteer opportunities from this page





Part 2:

Sign In With An Existing Family Profile

Sign in with an existing profile

This is the Login/Signup page of the new registration site.

1. Enter your user info under the "Member Login" section on the right side of the screen.
2. Click

Sign In

BASEBALL MILTON HOME My Cart: Subtotal: 0 ITEMS \$0.00 CAD

New Member Sign Up
If you're new to our club or our online registration then create an account.

First Name
Johnny

Last Name
Test

Email
johnny.test@gmail.com

Phone
905-656-1212

Create New Account

Member Login
If you're a returning member and know your credentials then you can login here.

Email

Password

Forgot your password?

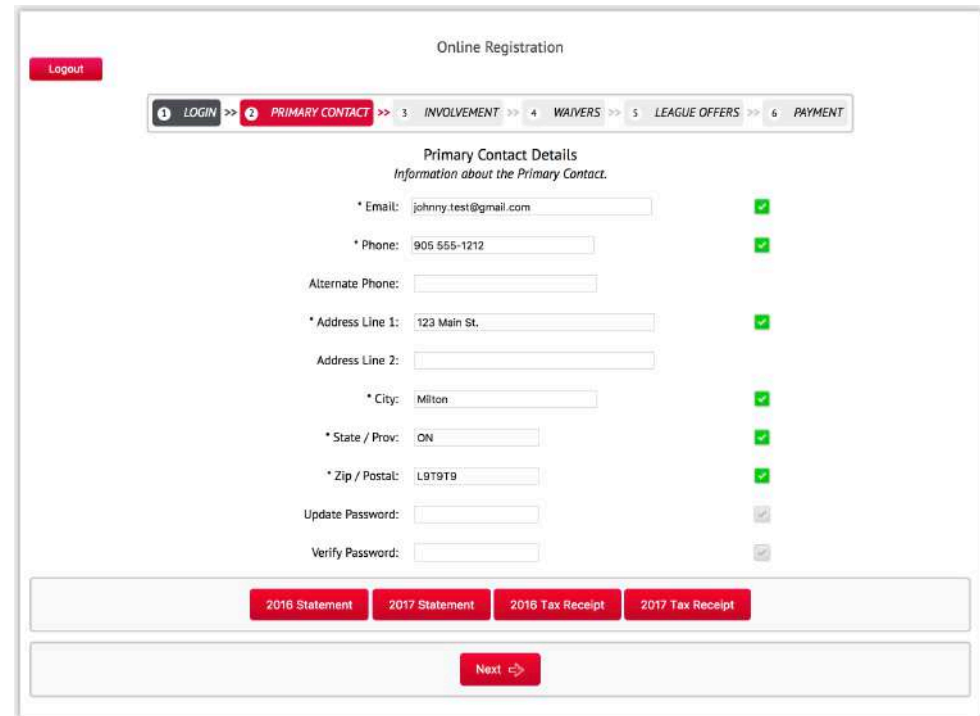
Sign In

Baseball Milton
PO Box 221
Milton, ON L9T 2Y3

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Sign in with an existing profile, cont'd

2. Confirm profile info.
3. Click 



The screenshot shows the 'Online Registration' interface. At the top, there is a 'Logout' button and a progress bar with steps: 1 LOGIN, 2 PRIMARY CONTACT (highlighted), 3 INVOLVEMENT, 4 WAIVERS, 5 LEAGUE OFFERS, and 6 PAYMENT. Below the progress bar is the 'Primary Contact Details' section, titled 'Information about the Primary Contact.' It contains several input fields with corresponding validation icons (green checkmarks or grey X's) to the right:

- * Email: johnny.test@gmail.com [✓]
- * Phone: 905.555-1212 [✓]
- Alternate Phone: []
- * Address Line 1: 123 Main St. [✓]
- Address Line 2: []
- * City: Milton [✓]
- * State / Prov: ON [✓]
- * Zip / Postal: L9T9T9 [✓]
- Update Password: [] [X]
- Verify Password: [] [X]

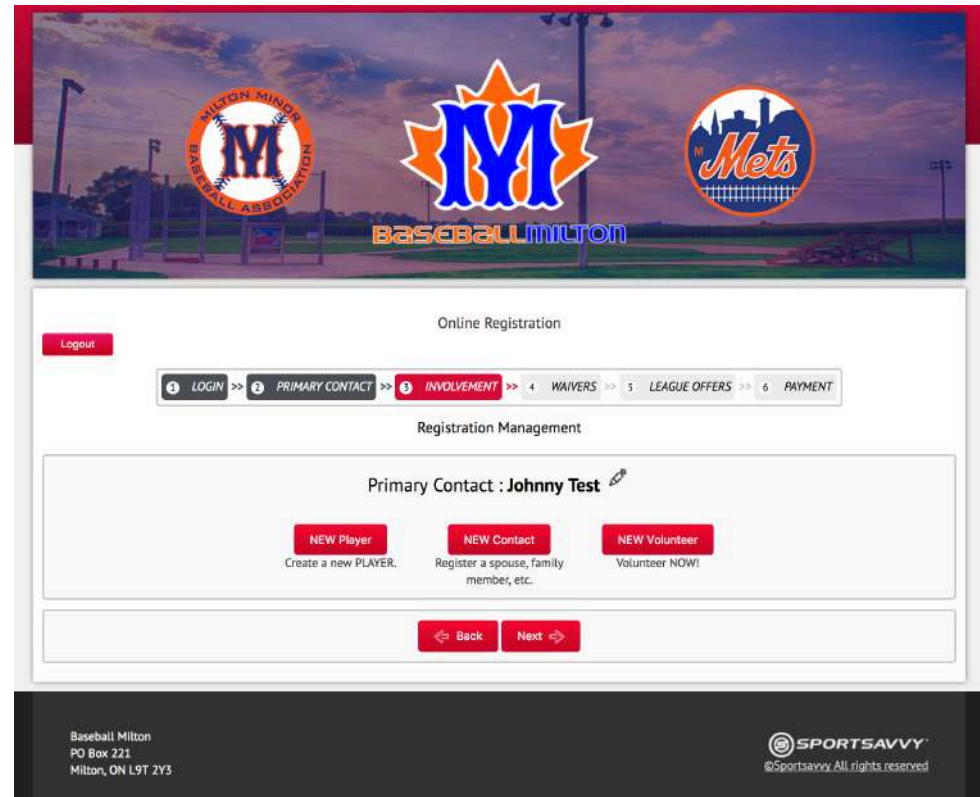
At the bottom of the form, there are four buttons: '2016 Statement', '2017 Statement', '2016 Tax Receipt', and '2017 Tax Receipt'. Below these is a large 'Next' button with a right-pointing arrow.

Sign in with an existing profile, cont'd

4. This is the Family Profile overview page with only the primary contact identified.

❖ Player and additional contacts can be added from this page at anytime after the family profile has been created

❖ You can also sign up for volunteer opportunities from this page





Part 3:

Reset Your Password

Reset your password

This is the Login/Signup page of the new registration site.

1. Click the "Forgot your password?" link.

BASEBALL MILTON HOME My Cart: Subtotal: 0 ITEMS \$0.00 CAD

New Member Sign Up
If you're new to our club or our online registration then create an account.

First Name
Johnny

Last Name
Test

Email
johnny.test@gmail.com

Phone
905-656-1212

Create New Account

Member Login
If you're a returning member and know your credentials then you can login here.

Email

Password


Forgot your password?

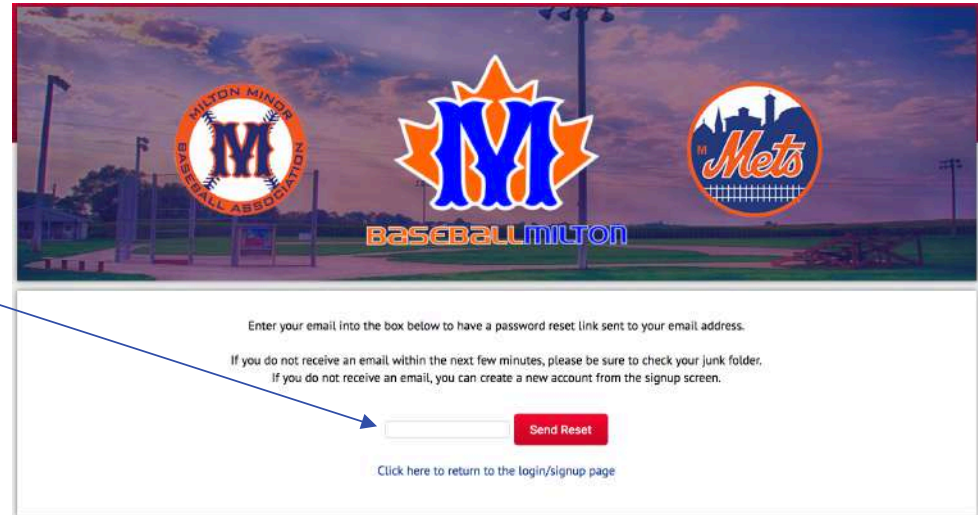
Sign In

Baseball Milton
PO Box 221
Milton, ON L9T 2Y3

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Reset your password, cont'd

2. Enter email address associated with your Family Profile primary contact.
3. Click 

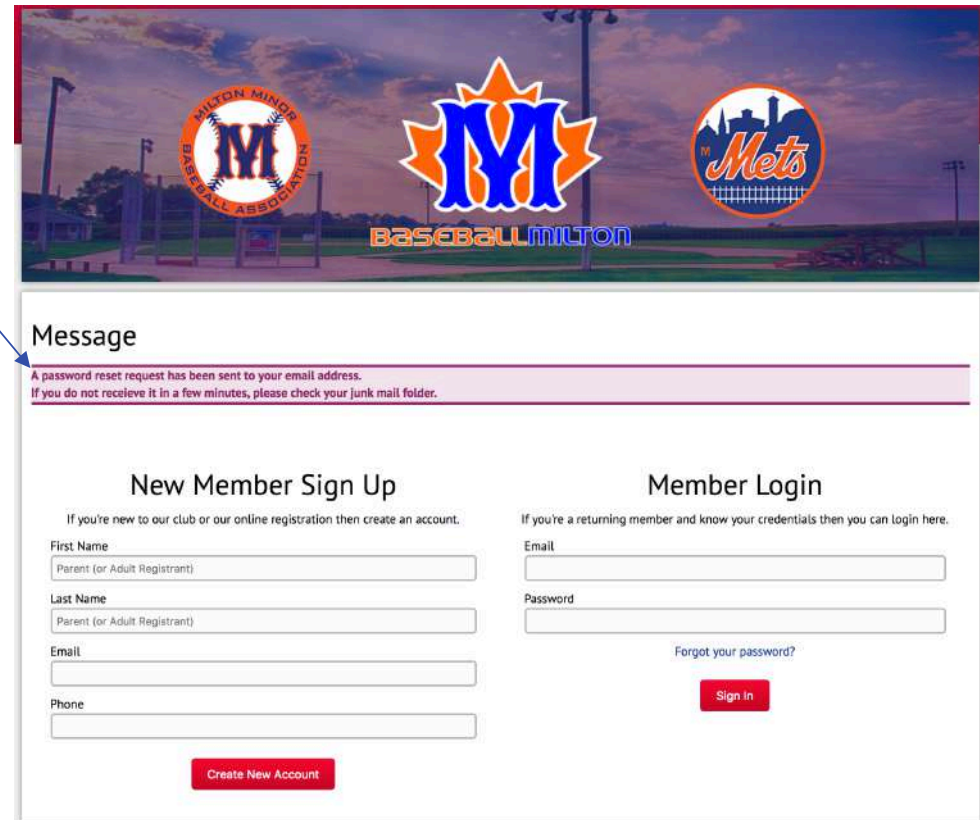


Enter your email into the box below to have a password reset link sent to your email address.
If you do not receive an email within the next few minutes, please be sure to check your junk folder.
If you do not receive an email, you can create a new account from the signup screen.

[Click here to return to the login/signup page](#)

Reset your password, cont'd

4. You will then be taken back to the Login/Sign Up page. Note the message regarding your password reset request.
5. An email will be sent to you with further instructions.




The screenshot displays the Baseball Milton website interface. At the top, there are three logos: the Milton Minor League Baseball Association logo, the Baseball Milton logo, and the Mets logo. Below the logos is a banner image of a baseball field. A message box is visible, stating: "Message: A password reset request has been sent to your email address. If you do not receive it in a few minutes, please check your junk mail folder." Below the message, there are two main sections: "New Member Sign Up" and "Member Login". The "New Member Sign Up" section includes fields for "First Name", "Last Name", "Email", and "Phone", each with a "Parent (or Adult Registrant)" label. A "Create New Account" button is located at the bottom of this section. The "Member Login" section includes fields for "Email" and "Password", a "Forgot your password?" link, and a "Sign In" button.

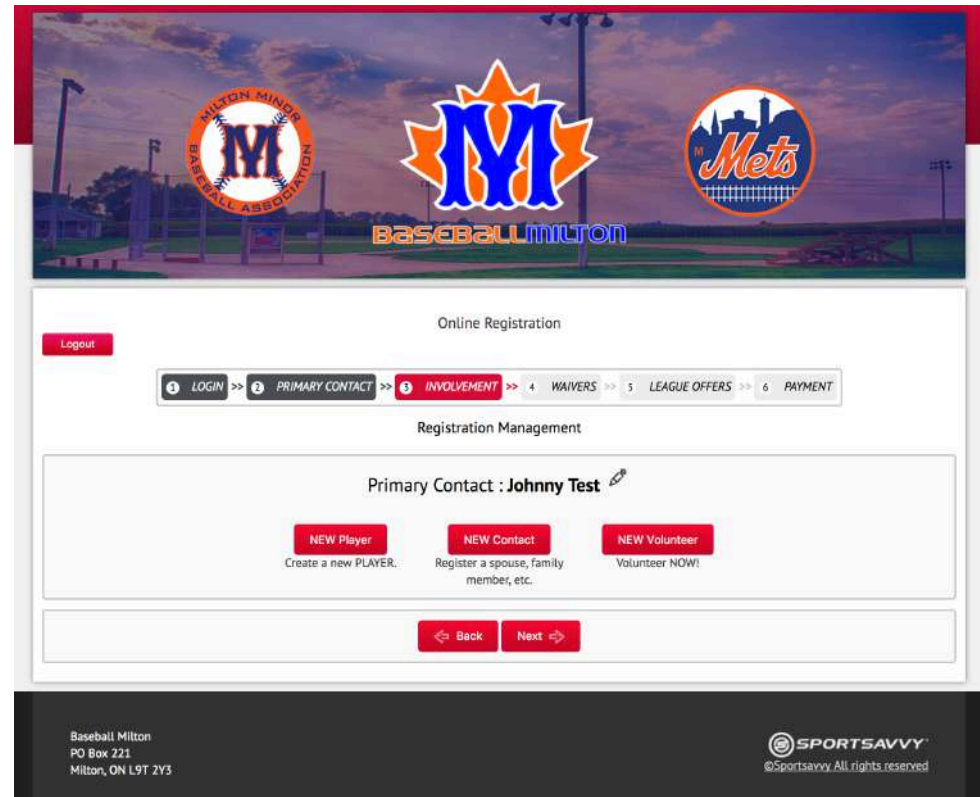


Part 4:


Create A Player

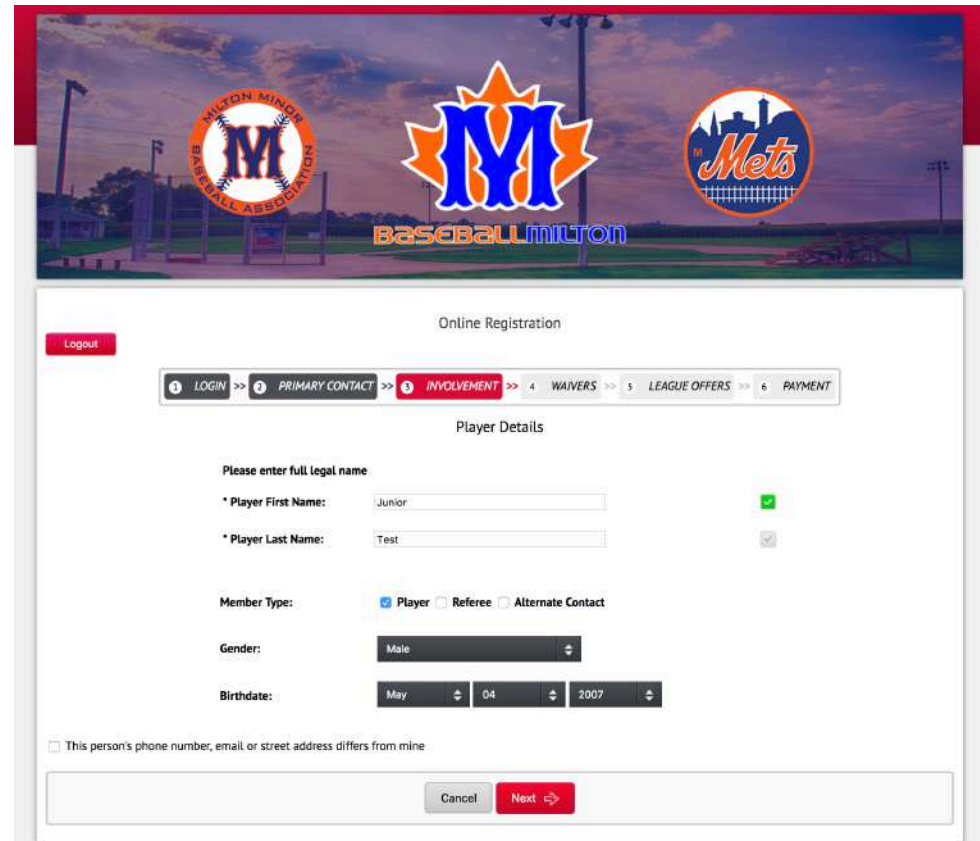
Create a player

1. Go to the Family Profile overview page.
2. In the primary contact window, click 



Create a player, cont'd

3. Enter player information.
4. Click 



The screenshot shows the 'Online Registration' page for Baseball Milton. At the top, there are three logos: the Milton Minor League Baseball Association logo, the Baseball Milton logo, and the Mets logo. Below the logos is a navigation bar with steps: 1 LOGIN, 2 PRIMARY CONTACT, 3 INVOLVEMENT (highlighted in red), 4 WAIVERS, 5 LEAGUE OFFERS, and 6 PAYMENT. A 'Logout' button is visible on the left. The main section is titled 'Player Details' and contains the following fields:

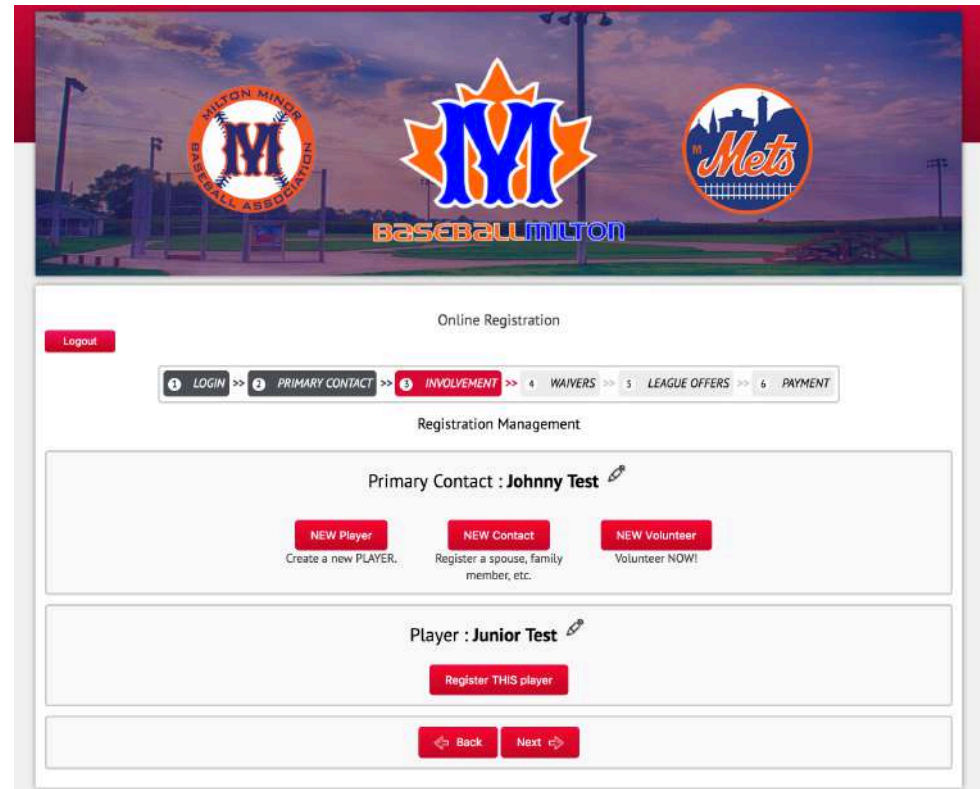
- Please enter full legal name:**
 - * Player First Name: Junior (with a green checkmark icon)
 - * Player Last Name: Test (with a grey checkmark icon)
- Member Type:** Player Referee Alternate Contact
- Gender:** Male (dropdown menu)
- Birthdate:** May (dropdown), 04 (dropdown), 2007 (dropdown)

At the bottom, there is a checkbox: This person's phone number, email or street address differs from mine. Below this are 'Cancel' and 'Next' buttons.

Create a player, cont'd

5. This is the Family Profile overview page with the primary contact and the player identified.

❖ Additional players can be created at this time by following steps 1 to 5.







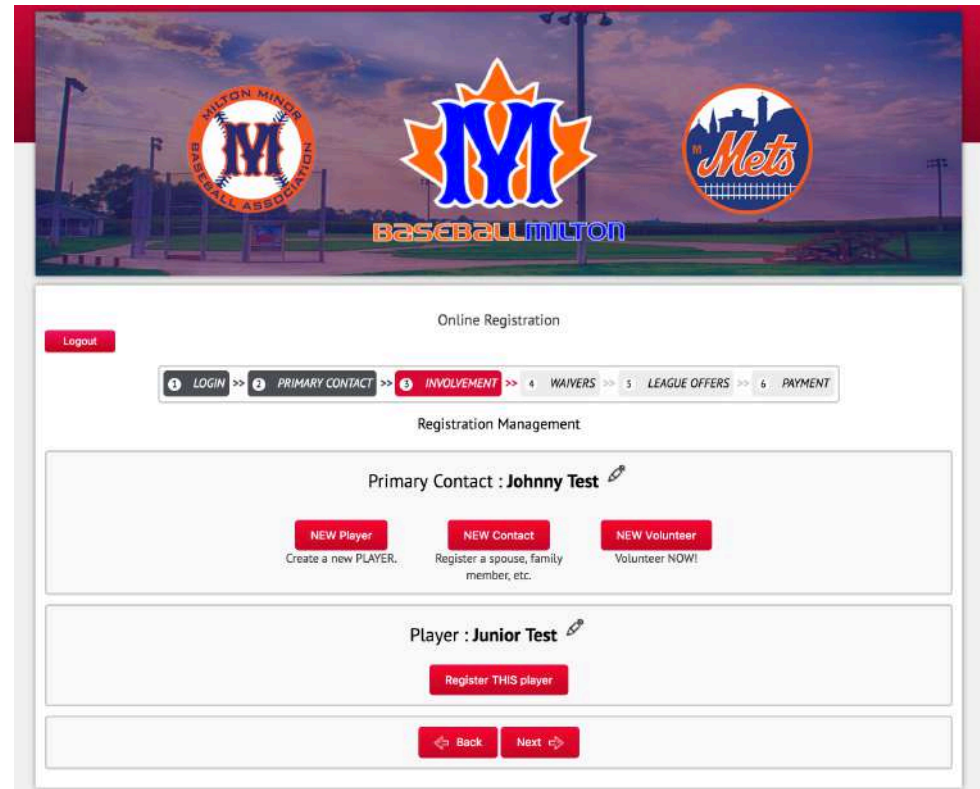
Part 5:

Sign Up To Be A Volunteer


Sign up to be a volunteer

1. Go to the Family Profile overview page.
2. In the primary contact window, click 

❖ Please note, the  button is available for alternate contacts as well.



Sign up to be a volunteer, cont'd

3. Select volunteer options that you are interested in.
4. Set specific options such as league or player that you would like volunteer with.
5. Click 

Online Registration

[Logout](#)

1 LOGIN >> 2 PRIMARY CONTACT >> 3 INVOLVEMENT >> 4 WAIVERS >> 5 LEAGUE OFFERS >> 6 PAYMENT

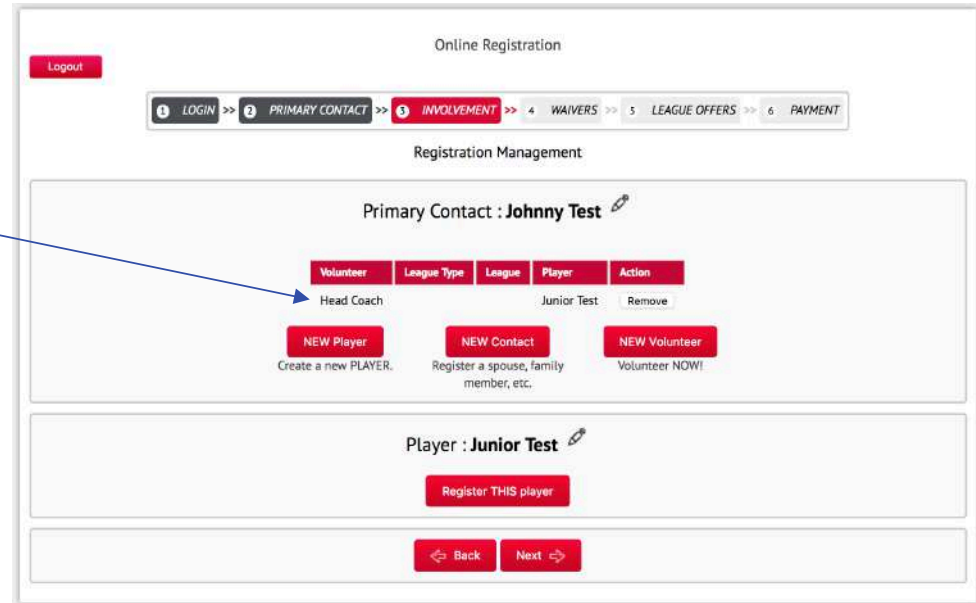
Volunteer Selection

Opportunity	Description	League
<input checked="" type="checkbox"/> Head Coach	A head coach will provide a positive learning environment in which children will develop their baseball skills. They will ensure that children develop a love of the game, have fun, and enjoy themselves. They will make sure the baseball experience is fun and well rounded, while remembering that player development, not winning is the main goal.	League Type: 2018 House League Season League: Any Player: Junior
<input type="checkbox"/> Assistant Coach	An assistant coach will support the head coach in providing a positive learning environment in which children will develop their baseball skills. They will ensure that children develop a love of the game, have fun, and enjoy themselves. They will make sure the baseball experience is fun and well rounded, while remembering that player development, not winning is the main goal.	League Type: Any League: Any Player: Any
<input type="checkbox"/> General Volunteer (Adult)	Provides general assistance to the association.	League Type: Any League: Any Player: Any
<input type="checkbox"/> General Volunteer (Youth)	Provides general assistance to the association. Available for youth looking to complete community hours.	League Type: Any League: Any Player: Any

[Cancel](#) [Next](#)

Sign up to be a volunteer, cont'd

- This is the Family Profile overview page with the volunteer option displayed for the primary contact.



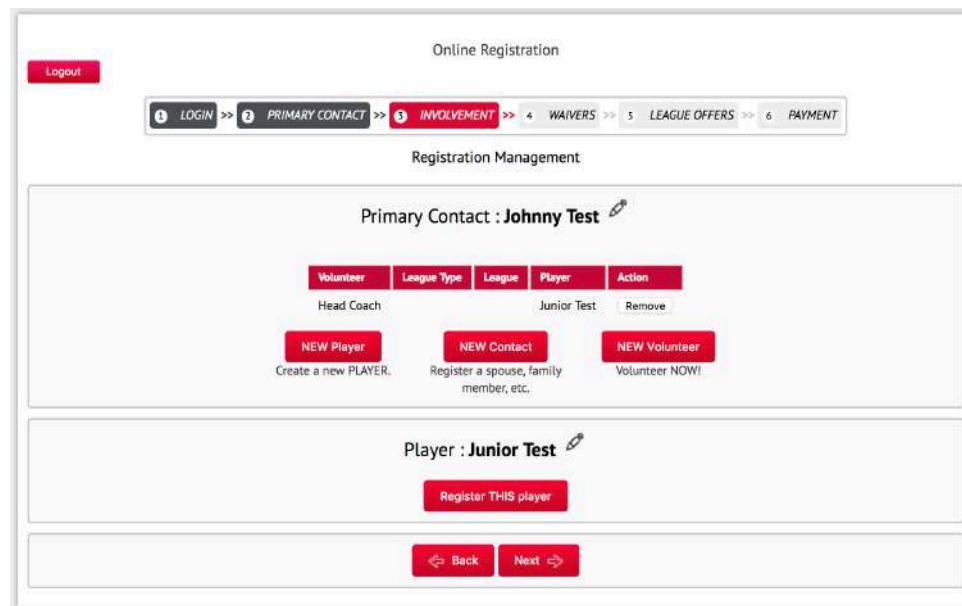


Part 6:

Register A Player

Register a player

1. Go to the Family Profile overview page.
2. In the player window, click 



The screenshot shows the 'Online Registration' web application interface. At the top, there is a 'Logout' button and a breadcrumb trail: '1 LOGIN >> 2 PRIMARY CONTACT >> 3 INVOLVEMENT >> 4 WAIVERS >> 5 LEAGUE OFFERS >> 6 PAYMENT'. Below this is the 'Registration Management' section. The primary contact is identified as 'Johnny Test'. A table lists roles: 'Head Coach' (with a 'NEW Player' button), 'Junior Test' (with a 'NEW Contact' button), and 'Remove' (with a 'NEW Volunteer' button). Below the table, there is a 'Player : Junior Test' section with a 'Register THIS player' button. At the bottom, there are 'Back' and 'Next' navigation buttons.

Volunteer	League Type	League	Player	Action
Head Coach			Junior Test	Remove

NEW Player
Create a new PLAYER.

NEW Contact
Register a spouse, family member, etc.

NEW Volunteer
Volunteer NOW!

Player : **Junior Test**

Register THIS player

Back **Next**

Register a player, cont'd

3. This where the eligible programs for your players age are displayed.
4. Select the appropriate program.

Online Registration

Logout

1 LOGIN >> 2 PRIMARY CONTACT >> 3 INVOLVEMENT >> 4 WAIVERS >> 5 LEAGUE OFFERS >> 6 PAYMENT

Registration Selection

Player Details:
Full Name: Junior Test
Gender: Male
Birthdate: May 04, 2007

2018 House League Season HIDE

Program	Status	Cost
<input type="checkbox"/> 2018 House League Season: Mosquito	Available	\$250.00

Cancel Next =>

Register a player, cont'd

- Once a program is selected, program specific questions are displayed. Complete these questions.
- Click 

Online Registration

Logout

1 LOGIN >> 2 PRIMARY CONTACT >> 3 INVOLVEMENT >> 4 WAIVERS >> 5 LEAGUE OFFERS >> 6 PAYMENT

Registration Selection

Player Details:
Full Name: Junior Test
Gender: Male
Birthdate: May 04, 2007

2018 House League Season HIDE

Program	Status	Cost
<input checked="" type="checkbox"/> 2018 House League Season: Mosquito	Available	\$250.00

Program Specific Questions:

* Emergency Contact Name: Jack Test (Grandfather)

* Emergency Contact Email Address: grampa@gmail.com


* Emergency Contact Phone Number: 416-555-1212

Allergies and Medical Concerns: None


Roster Request (1 only please): Marcus Stroman

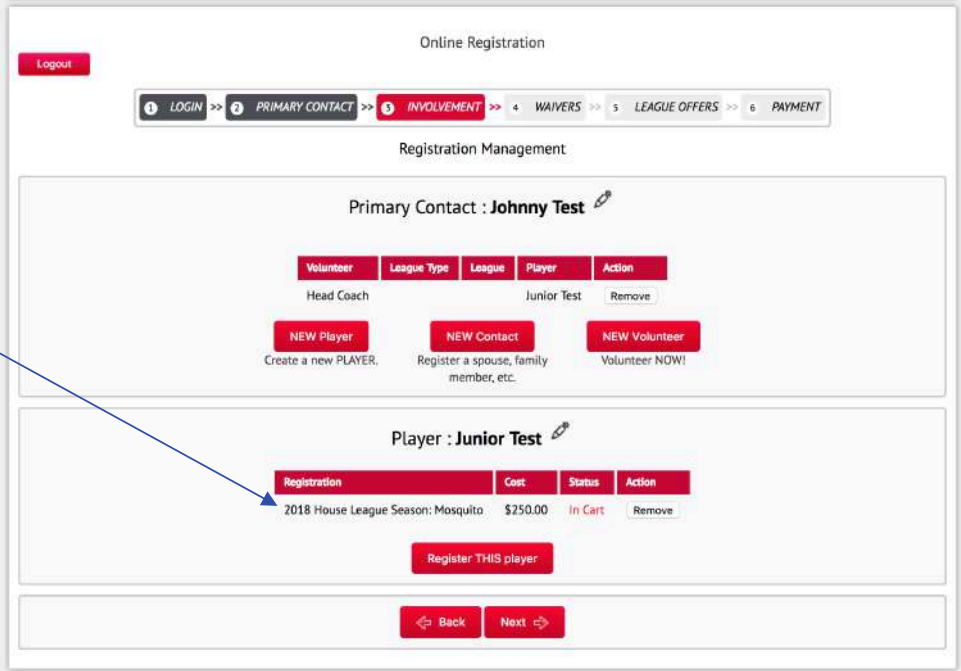
Additional Comments:

* Authorize photographs for use on BaseballMilton.com: Yes

Cancel 

Register a player, cont'd

- You will then be brought back to the Family Profile overview page where the program you selected is displayed in the player window.
- At this point, if you have more than one player, you can select additional programs for these players by repeating steps 2 to 6.
- To complete your registration, click 



The screenshot displays the 'Online Registration' interface. At the top, there is a 'Logout' button and a progress bar with six steps: 1 LOGIN, 2 PRIMARY CONTACT, 3 INVOLVEMENT (highlighted in red), 4 WAIVERS, 5 LEAGUE OFFERS, and 6 PAYMENT. Below the progress bar is the 'Registration Management' section. It shows the 'Primary Contact : Johnny Test' with a pencil icon. Underneath, there are three buttons: 'NEW Player' (Create a new PLAYER), 'NEW Contact' (Register a spouse, family member, etc.), and 'NEW Volunteer' (Volunteer NOW!). Below these is a table for the 'Player : Junior Test' with a pencil icon. The table has columns for 'Registration', 'Cost', 'Status', and 'Action'. One row is shown: '2018 House League Season: Mosquito' with a cost of '\$250.00', status 'In Cart', and a 'Remove' button. Below the table is a 'Register THIS player' button. At the bottom, there are 'Back' and 'Next' buttons.

Register a player, cont'd

10. A personal injury waiver and a weather disclaimer are then presented. Both must be agreed to in order to complete registration.

Online Registration

Logout

1 LOGIN >> 2 PRIMARY CONTACT >> 3 INVOLVEMENT >> 4 WAIVERS >> 5 LEAGUE OFFERS >> 6 PAYMENT

Waivers

To continue with the registration process, you must agree to the following conditions: Waiver 1 of 2

Personal Injury Waiver

The sport of baseball is not without risk of personal injury. While every effort is made to ensure your child has a safe and enjoyable season, there remains an element of risk. Your acceptance below will serve as an acknowledgement of this risk and relieves the Coaching Staff and the Milton Minor Baseball Association (BaseballMilton) from any liability in connection with any baseball event including but not limited to: practices, workouts, tryouts, games, tournaments, and travel to and from locations.

Decline

Online Registration

Logout

1 LOGIN >> 2 PRIMARY CONTACT >> 3 INVOLVEMENT >> 4 WAIVERS >> 5 LEAGUE OFFERS >> 6 PAYMENT

Waivers


To continue with the registration process, you must agree to the following conditions: Waiver 2 of 2

Weather Disclaimer

BaseballMilton makes every effort to play the entire schedule as outlined at the start of the season. However, cancellations do occur as a result of the weather or fields being deemed unplayable by the town of Milton. BaseballMilton cannot guarantee that every cancelled game can be rescheduled or made up. As such, no refunds will be issued for games cancelled under these circumstances.

Decline

Register a player, cont'd

11. Confirm your programs.
12. Enter payment details.
13. Click 

Online Registration


[Logout](#)

[1 LOGIN](#) >> [2 PRIMARY CONTACT](#) >> [3 INVOLVEMENT](#) >> [4 WAIVERS](#) >> [5 LEAGUE OFFERS](#) >> [6 PAYMENT](#)

Registration Payment
To complete the process of registering, you must authorize the payment of the outstanding fees.

Product	Quantity	Unit Cost	Price	Action
2018 House League Season:Mosquito:Payment Required	1	\$250.00	\$250.00	[Remove]
Balance:			\$250.00	

Use a different billing address



Name on card

Card number
ex: 4444555566667777

Expiry date: Security code

[Submit](#)

[Cancel](#)



Part 7:

Add An Alternate Contact

Add an alternate contact

1. Go to the Family Profile overview page.
2. In the primary contact window, click **NEW Contact**

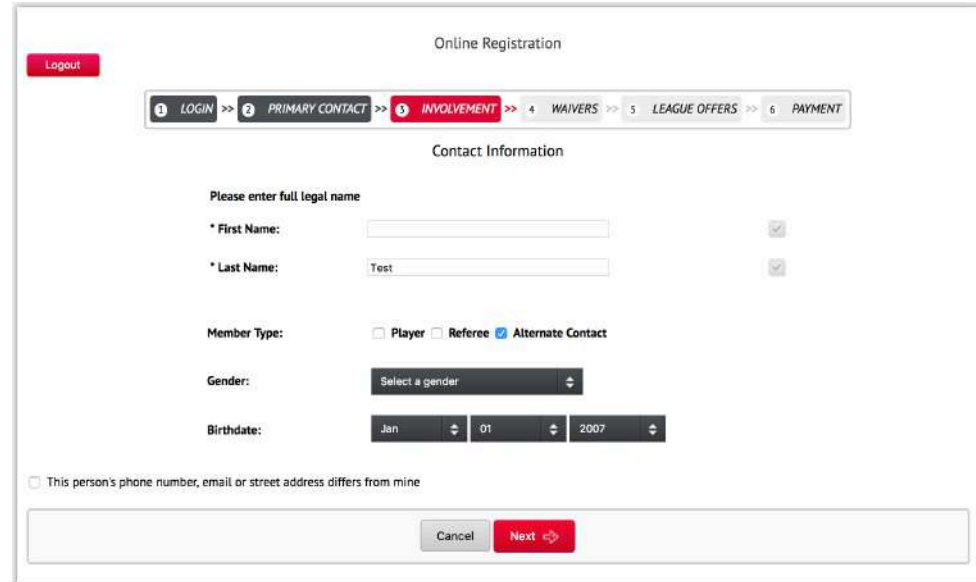
The screenshot displays the 'Online Registration' interface. At the top, there is a 'Logout' button and a navigation menu with steps: 1 LOGIN, 2 PRIMARY CONTACT (highlighted), 3 INVOLVEMENT, 4 WAIVERS, 5 LEAGUE OFFERS, and 6 PAYMENT. Below the navigation is the 'Registration Management' section. The primary contact is identified as 'Johnny Test'. A table lists contact roles: 'Head Coach' (Volunteer), 'Junior Test' (League Type), and 'Remove' (Action). Below the table are three buttons: 'NEW Player' (Create a new PLAYER), 'NEW Contact' (Register a spouse, family member, etc.), and 'NEW Volunteer' (Volunteer NOW!). The 'Player' section below shows 'Junior Test' with a 'Register THIS player' button. At the bottom, there are 'Back' and 'Next' navigation buttons.

Add an alternate contact, cont'd

3. Enter alternate contact information

4. Click 

❖ Gender and Birthdate are not required for non-player alternate contacts.



The screenshot shows the 'Online Registration' interface. At the top, there is a 'Logout' button and a progress bar with steps: 1 LOGIN, 2 PRIMARY CONTACT, 3 INVOLVEMENT (highlighted in red), 4 WAIVERS, 5 LEAGUE OFFERS, and 6 PAYMENT. Below the progress bar is the 'Contact Information' section. It includes a 'Please enter full legal name' instruction, followed by 'First Name' and 'Last Name' fields with checkmarks to their right. The 'Last Name' field contains the text 'Test'. Below this is the 'Member Type' section with radio buttons for 'Player', 'Referee', and 'Alternate Contact' (which is selected). There are also 'Gender' and 'Birthdate' fields, both of which are currently empty. The 'Birthdate' field is a date picker showing 'Jan', '01', and '2007'. At the bottom of the form, there is a checkbox labeled 'This person's phone number, email or street address differs from mine' and two buttons: 'Cancel' and 'Next' (with a right-pointing arrow).

Add an alternate contact, cont'd

- This is the Family Profile overview page with the primary contact, the player, and the alternate contact identified.

The screenshot shows the 'Online Registration' interface. At the top, there is a 'Logout' button and a progress bar with steps: 1 LOGIN, 2 PRIMARY CONTACT, 3 INVOLVEMENT (highlighted), 4 WAIVERS, 5 LEAGUE OFFERS, and 6 PAYMENT. Below the progress bar is the 'Registration Management' section. It is divided into three main sections: 'Primary Contact : Johnny Test', 'Alternate Contact : Jenny Test', and 'Player : Junior Test'. The 'Primary Contact' section includes a table with columns 'Volunteer', 'League Type', 'League', 'Player', and 'Action'. The row shows 'Head Coach', 'Junior Test', and 'Remove'. Below this are three buttons: 'NEW Player' (Create a new PLAYER), 'NEW Contact' (Register a spouse, family member, etc.), and 'NEW Volunteer' (Volunteer NOW!). The 'Alternate Contact' section has a 'NEW Volunteer' button (Volunteer NOW!). The 'Player' section includes a table with columns 'Registration', 'Cost', 'Status', and 'Action'. The row shows '2018 House League Season: Mosquito', '\$250.00', 'In Cart', and 'Remove'. Below this is a 'Register THIS player' button. At the bottom of the page are 'Back' and 'Next' navigation buttons.

Online Registration

Logout

1 LOGIN >> 2 PRIMARY CONTACT >> 3 INVOLVEMENT >> 4 WAIVERS >> 5 LEAGUE OFFERS >> 6 PAYMENT

Registration Management

Primary Contact : **Johnny Test**

Volunteer	League Type	League	Player	Action
Head Coach			Junior Test	Remove

NEW Player
Create a new PLAYER.

NEW Contact
Register a spouse, family member, etc.

NEW Volunteer
Volunteer NOW!

Alternate Contact : **Jenny Test**

NEW Volunteer
Volunteer NOW!

Player : **Junior Test**

Registration	Cost	Status	Action
2018 House League Season: Mosquito	\$250.00	In Cart	Remove

Register THIS player

Back Next



Thank You

Thank you for reviewing this guidebook. We will be opening up additional features as approach the start of the season. We hope that you will find our new registration system more usable and more functional.

If you have any questions, concerns, or feedback, please feel free to reach out to info@baseballmilton.com. We'd love to hear from you!