



End User Guide


Revised 1/10/2016


Introduction

This document is intended to help end users setup accounts and register to play/volunteer. You initially need to create an account with your basic information, such as contact information. You can then add children and adults to your accounts. Once people have been added to the account, you can register the people to play or volunteer for sports/activities. You will also have the ability to pay for your registrations using credit cards.

Accounts


Log into your account

Step	Action
1	Go to http://www.mbatx.org  Tip: You can bookmark this site in order to easily return to the login page.
2	Click the Click Here To Register banner at the top of the website.

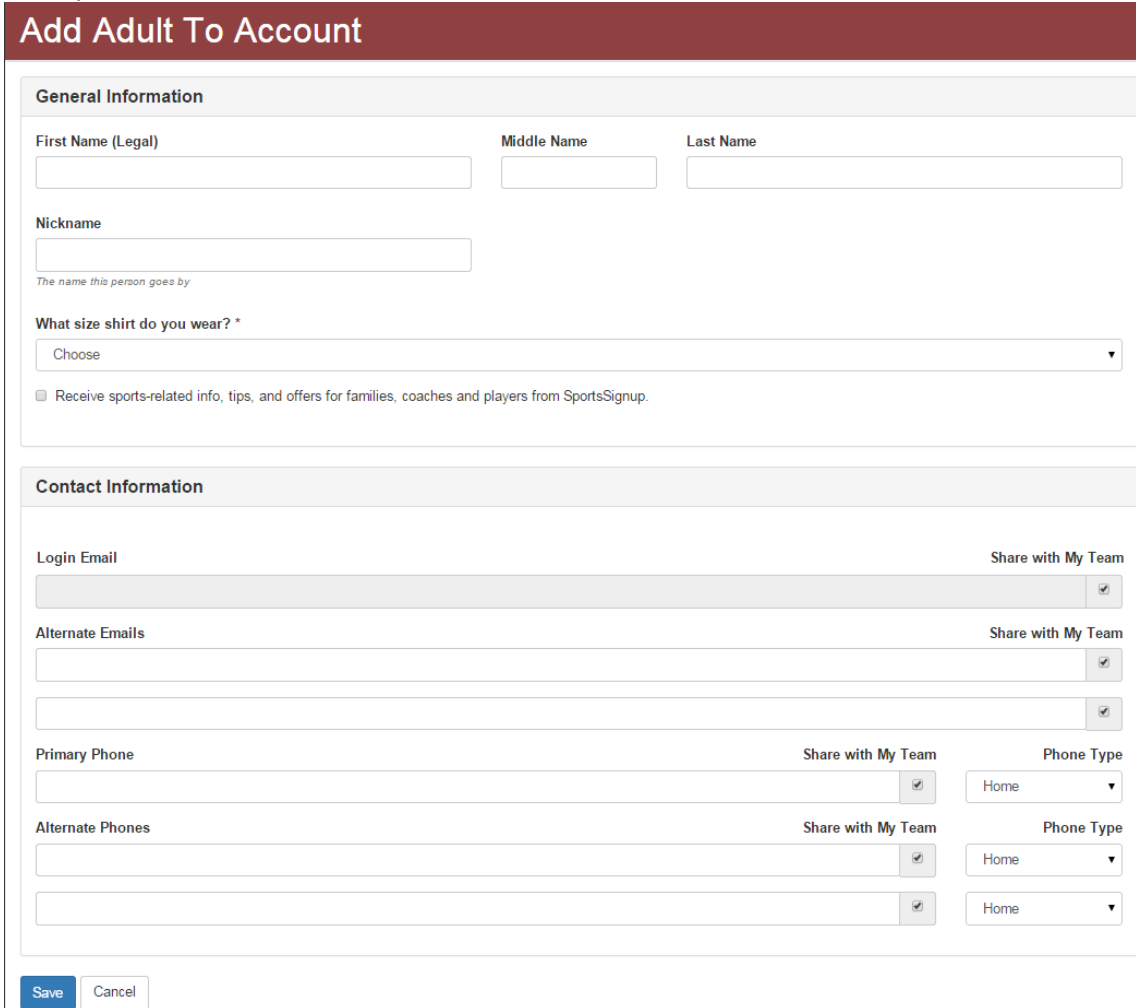

If	Action
You have previously created an account with MBA on the new website	Enter your login information (email and password) and click Login.  Tip: If you forgot your password, you will be able to request a new one. A system-generated password will be sent to the account holder's email.
You have never created an account with MBA on the new website	Click the Create an Account button.

Create Account

Once an account has been created, the information will always be retained. You won't have to enter your contact information again and you can easily edit your information if it changes.

Step	Action
1	<p>Enter the primary account holder's email (the email you will use to log into the account) in the email and the confirm email field.</p> <p> Tip: This is typically the first adult on the account. The second adult and children, as well as additional optional email addresses can be added once the account is created.</p> <div data-bbox="315 621 1218 1419" style="border: 1px solid #ccc; padding: 10px;"> <h3 style="background-color: #800000; color: white; padding: 5px;">Login Credentials</h3> <p style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;">Enter the email address and password you want to use to log in to your account.</p> <p>Email*</p> <input style="width: 100%; height: 25px; margin-bottom: 10px;" type="text"/> <p>Retype Email*</p> <input style="width: 100%; height: 25px; margin-bottom: 10px;" type="text"/> <p>Password*</p> <input style="width: 100%; height: 25px; margin-bottom: 10px;" type="password"/> <p>Retype Password*</p> <input style="width: 100%; height: 25px; margin-bottom: 10px;" type="password"/> <p style="margin-top: 10px;"> <input style="background-color: #0056b3; color: white; padding: 5px 15px; border: none;" type="button" value="Create User"/> or <input style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 3px;" type="button" value="Cancel"/> </p> </div>
2	Create a Password
3	Click "Create User"

Add Additional Adult to Account

Step	Action
1	Click Account Settings > Add Adult under Account Options
2	<p data-bbox="285 380 781 407">Enter person's information and click Save</p> <div data-bbox="285 407 1414 1409">  <p>The screenshot shows a form titled "Add Adult To Account" with two main sections: "General Information" and "Contact Information".</p> <p>General Information:</p> <ul style="list-style-type: none"> First Name (Legal): [Text Input] Middle Name: [Text Input] Last Name: [Text Input] Nickname: [Text Input] <small>The name this person goes by</small> What size shirt do you wear? *: [Dropdown Menu with "Choose" selected] <input type="checkbox"/> Receive sports-related info, tips, and offers for families, coaches and players from SportsSignup. <p>Contact Information:</p> <ul style="list-style-type: none"> Login Email: [Text Input] Share with My Team <input checked="" type="checkbox"/> Alternate Emails: [Text Input] Share with My Team <input checked="" type="checkbox"/> [Text Input] Share with My Team <input checked="" type="checkbox"/> Primary Phone: [Text Input] Share with My Team <input checked="" type="checkbox"/> Phone Type: [Home] Alternate Phones: [Text Input] Share with My Team <input checked="" type="checkbox"/> Phone Type: [Home] [Text Input] Share with My Team <input checked="" type="checkbox"/> Phone Type: [Home] <p>Buttons: Save (blue), Cancel (white)</p> </div> <p data-bbox="285 1451 1344 1570">  Note: To disable sharing additional phone numbers and emails that you may have added with your team, uncheck the Share with My Team boxes. </p>



Add Child to Account

Step	Action
1	Click Account Settings > Add Child under Account Options
2	Enter person's information and click Save

Edit Account Information

If you want to....	Then take the following action...
Edit Account Information (address)	Click Account Settings , then Edit under Account Information
Edit Person Information	Click Account Settings , then click the child's or adult's name, then Edit under Options
Edit Emergency Contact	Click Account Settings , then Edit under Emergency Contact
Change your password	Click Account Settings , then Change Password under Account Information



Edit Account Info Sharing

You can choose to share your address, phone number, and email address securely with other team members. If you do not want to share your contact information with your team, you can disable the Account Info Sharing feature by doing the following:

Step	Action
1	Click Account Settings
2	Click on the Adult Name > Edit under Adult Options
3	Uncheck the Share with My Team boxes and Save

Enabling easyAlert (text message notifications)

MBA and coaches have the ability to send important team related text messages to your phone. You can opt in to receive these text messages by:

Step	Action
1	Click Account Settings
2	Click on the Adult Name > Edit under Adult Options
3	Ensure a phone number is listed under Primary or Alternate Phone

After a phone number is on the account:

Step	Action
1	Click Account Settings
2	Click on Mobile Phone Settings under Account Options
3	For each phone number you would like to receive text messages, click Enable Texting
4	Following the instructions below, you will receive a text message with a confirmation code which you will then enter into the box and click Save .

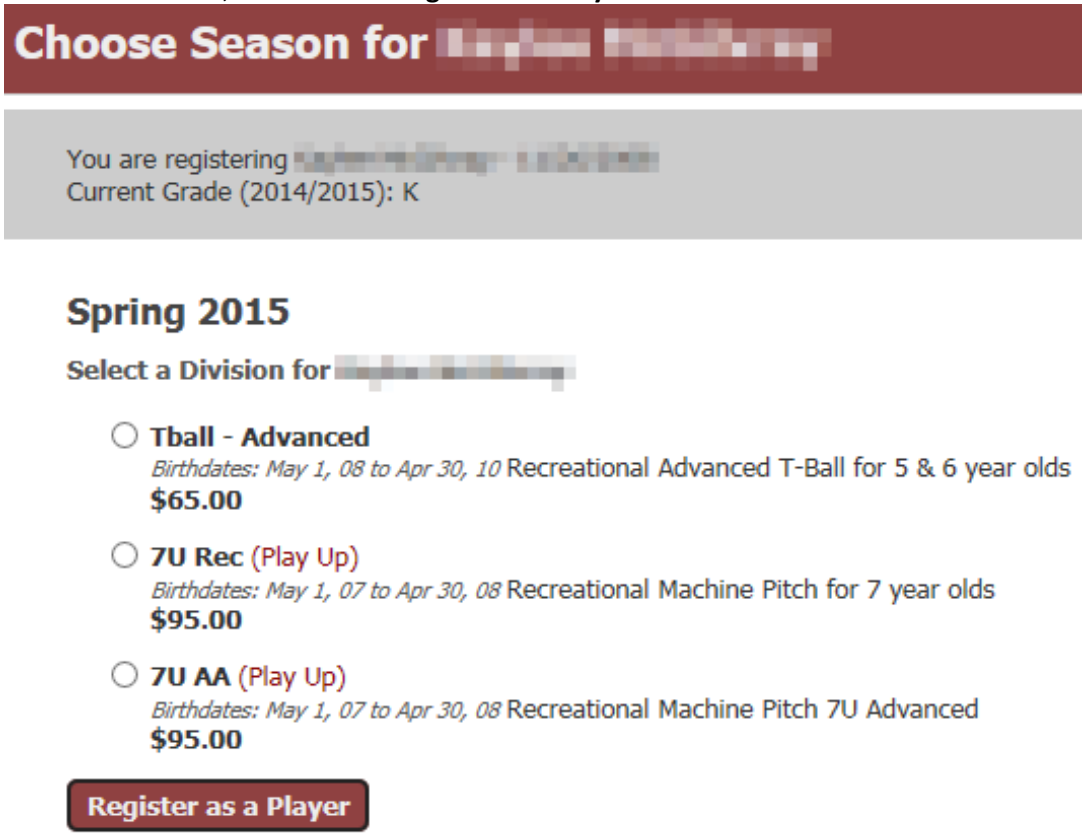


Activate For Receiving easyAlerts


1. Text **NEW** to **698326** using the phone with number listed above
2. A Confirmation Code will be sent to your phone
3. Please enter the confirmation code here:

By opting-in my phone, I agree to the [Terms of Service](#).



or

Registering Children

Step	Action
1	Click Register to Play/Participate on the account screen
2	Select the person that you would like to register, or choose "New Child" if needed and click Register Now.
3	<p>Select the Division, then click on Register as a Player</p>  <p>Choose Season for</p> <p>You are registering Current Grade (2014/2015): K</p> <p>Spring 2015</p> <p>Select a Division for</p> <ul style="list-style-type: none"> <input type="radio"/> Tball - Advanced <i>Birthdates: May 1, 08 to Apr 30, 10 Recreational Advanced T-Ball for 5 & 6 year olds</i> \$65.00 <input type="radio"/> 7U Rec (Play Up) <i>Birthdates: May 1, 07 to Apr 30, 08 Recreational Machine Pitch for 7 year olds</i> \$95.00 <input type="radio"/> 7U AA (Play Up) <i>Birthdates: May 1, 07 to Apr 30, 08 Recreational Machine Pitch 7U Advanced</i> \$95.00 <p>Register as a Player</p> <p> Note: Only divisions the child is eligible for (per age or grade) will be available for selection.</p>
4	If your address falls outside the City of McKinney, you will be prompted with a page notifying you of the Non-Resident Fee. If you received this message in error, please continue the registration and select to pay by check. MBA will verify the address and remove the fee. Please contact the MBA Administrator if there are any issues with the map boundary.
5	<p>Answer any additional Registration Information, select a team, and click Continue.</p> <p> Note: If the team you want to play on is not listed, select – Unassigned – and you will be placed on the team later.</p>


6	<p>Read the Consent statement and click I Agree.</p>  <p>Note: You must click, I Agree in order to continue. If you click Cancel, the registration will end and you will be brought back to your account.</p>
7	If there are additional registrations you would like to add to your order, click Register .
8	If you would like to complete your order, click Checkout .


Registering Adults

Step	Action
1	Click Apply to Coach/Volunteer on the account screen
2	Select the person that you would like to register, or choose " New Adult " if needed and click Register Now .
3	Select the role and the division, then click Register .
4	Answer any additional Registration Information questions and click Continue .
5	<p>Read the Consent statement and click I Agree.</p>  <p>Note: You must click, I Agree in order to continue. If you click Cancel, the registration will end and you will be brought back to your account.</p>
6	<p>Click Checkout, and you will be prompted to Begin the Background Check.</p> <p>In order to register ██████████ to be a Coach in the Spring 2015 Season you must register him for a background check.</p>  <p>If you are not willing to complete a background check for ██████████, you can cancel his registration to Spring 2015.</p>




Background Checks

The City of McKinney and MBA requires all coaches, assistant coaches, or team volunteers to complete a background check. Users are asked to enter information about their name, maiden name, birth date, address, prior addresses, social security number, etc. Once the account information is recorded, the user can submit the information to complete the background check. After the background check expires, the user will be prompted to login and complete a new background check.


Step	Action
1	<p>Enter your legal name.</p>  <p>Note: To avoid delays in the background screening process, use your LEGAL NAME that is on your driver's license or social security card. If you go by another name, please enter it in the Nickname field.</p>
2	Enter your Social Security Number and Birth Date , then click Continue .

3	<p>Answer the set of “self-admission” questions and click Continue.</p>  <p>Note: If you answer “Yes” to any question, you will be prompted with an open text field to provide additional information.</p>
4	Read the Disclosure statement, enter your initials, and click I Agree .
5	Read the Authorization to Obtain Background Checks, enter your initials, and click I Agree .
6	Read the Release statement, enter your initials, and click I Agree .
7	If you would like to complete your order, click Checkout .

Check Out

Step	Action
1	Click Checkout to place order.
2	<p>Choose Payment Method and click Continue.</p> <p>Payment Options</p> <p><input type="radio"/> Pay By Credit/Debit Card <i>MasterCard, Visa</i></p> <p><input type="radio"/> Pay By Check <i>- You'll be instructed where to mail your check</i></p> <p>Continue or Cancel</p>
3	<p>If paying by credit card, enter the appropriate information and click Continue.</p> <p>Credit/Debit Card Information</p> <p>Card Number*</p> <p><input type="text"/>  </p> <p>Expiration Date*</p> <p>-- Select Month -- / -- Select Year --</p> <p>CVV*</p> <p><input type="text"/> What's this?</p> <p><input checked="" type="checkbox"/> Save payment information for future transactions</p> <p>Payment Amount*</p> <p><input type="text"/></p> <p>Continue or Cancel</p>  <p>Note: You can edit the expiration or delete saved payment information by going to Account Settings > Saved Payment Information</p>
4	Click Place Order .



	 Note: If you chose to pay by check, you will be instructed where to mail payment.
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View Order

On the Accounts page, you can view the order on an individual registration by clicking the **Receipt** link next to the registration under **Recent Registrations**. You can also see a history of current and past orders or view/print receipts by clicking on **Order History** under **Account Options**.

Recent Registrations		
[Redacted]	Spring 2015 (8U AA)	Receipt
[Redacted]	Spring 2015 (8U AA)	Receipt
[Redacted]	Background Checks	Receipt