

### STEP 1 - GO TO <u>WWW.CALGARYMINORSOCCER.COM</u> AT TOP RIGHT CORNER CLICK REGISTER



## STEP 2 - CLICK SIGN IN TO BEING REGISTRATION

Just 2 Calgary Minor Soccer Association - Registration

Welcome to the registration process for Calgary Minor Soccer Association!

You must be logged in with your Demosphere account to proceed with registration. If you do not have a Demosphere account, you can create one on the sign in page.

STEP 3 - LOG IN.... IF YOU DO NOT REMEMBER OR KNOW YOUR LOG IN CLICK RETREIVE ACCOUNT (SEE PICTURE ON NEXT PAGE)

\*\*\* DO NOT CREATE AN ACCOUNT\*\*\*\*



	CLACIENT MINICE CLACIENT MINICE LOCCER ASSOCIATION	
<ul> <li>Demosphere Ur</li> </ul>	iversal Sign In	
Email		
Password		
(	Sign In	
<b>f</b> sij	gn in with Facebook	
G S		
	Create an Account	
	Forgot password or Retrieve Account	
	ad on the Store Google Play	

# STEP 4 - THIS IS YOUR HOUSEHOLD ACCOUNT – CLICK SAVE AND CONTINUE

Step 1 Welcome	Collect Order Item Info			Step 3 Additions	Step 4 Donate	Step 5 Complete Order	
Registrat	ion Step 1.1 - HOUSE	OLD INFORMATION					
A My Household							
ł	Household Name Kerr Your Phone #		Country Address City State / Province / Region	Canada Airdrie AB	V ZIP / Postal Code		
						► Save a	and Cont



## STEP 5 - CLICK REGISTER A PARTICIPANT/PLAYER

						(© Help
p 1 Step 2 Collect Order Item Info			Step 3 Additions	Step 4	Step 5 Complete Order	
Select Order Item						
Registration Step 1.2 - SELECT ORDER ITEM						
at would you like to do?						
	Pogister a Parti	sipant / Playor				
	Register a Partic	cipant / Player				
	Make a D	onation				

STEP 6 - CHOOSE PLAYER NAME- PLAYER PROFILE WILL POPULATE and THEN CHOOSE SAVE AND CONTINUE – if you need to do more than one player in household you will have the opportunity to come back and do another player at the end.

營 Select Household Member to Register				
Makenna Kerr     Kim Kerr     Create New Member				
Select Household Member to Begister				
Select nousehold member to negister				
Makenna Kerr     Kim Kerr     Create New Member				
Permation				
	Eiret Namo Makenna			
	E I DI I VOI I G			
	1			
	Last Name Kerr			
	Last Name Kerr Birthdate			
	Last Name Kerr Birthdate Gender Male	© Female		
	Last Name Kerr Birthdate Gender Date Phone #	© Female		
	Last Name Kerr Birthdate Gender D Male Phone #	© Female		
	Last Name Kerr Birthdate Gender Phone #	© Female		
Additional Information	Last Name Birthdate Gender Phone #	© Female		
Additional Information	Last Name Kerr Birthdate Gender D Male Phone #	© Fenale		
Additional Information	Last Name Kerr Birthdate Gender 🖓 Male Phone #	Female		



STEP 7 - There is a drop-down box under SELECT SEASON – choose PLAYER WAIVER FORM 2023/24 – CLICK CONTINUE

\*\*\* IF YOU ARE A NEW PLAYER A PROOF OF AGE IS REQUIRED (GOVT ID WITH NAME AND DOB SHOWING) – THIS WILL NEED TO BE UPLOADED INTO THIS SITE PRIOR TO BEING ABLE TO CONTINUE TO THE NEXT STEP\*\*\*\* THIS WILL SHOW UP ON THE SAME SCREEN AS BELOW ON THE RIGHT-HAND SIDE (NOT SHOWN IN PICTURE) IF IT HAS NOT YET BEEN UPDATED IN OUR SYSTEM FROM YOUR CLUB



STEP 8 - SELECT EXISTING PARENT FROM DROP DOWN – if you have other parents in current household they will stay, you just need to add parent 1 - SAVE AND CONTINUE

Parent 1 and Parent 2 will be given admin login access to this nousenoid with a valid email address							
a Parent 1	Parent 2						
O Select Existing Member	• Select Existing Member • Create New Member						
Select Kim Kerr	Select 🗸 🗸						
First Name Kim	First Name						
Last Name Kerr	Last Name						
Email Address	Email Address						
Phone Number	Phone Number						
Relationship to Participant Mother	Relationship to Participant						
Back / Edit	► Save and Continue						



### **STEP 9** - REVIEW PLAYER INFORMATION AND CONTINUE

Fees and	Fees and Discounts Document
ver Form Subto	Subtotal

## STEP 10 - READ FULL WAIVER AND ADD SIGNATURE AT END OF WAIVER





# STEP 11 - If you have MULTIPLE CHILDREN/PLAYERS please choose to REGISTER ANOTHER PLAYER – If not, choose PROCEED TO NEXT STEP.

•						Register Another		
4	Registration	Step 3.1	- REGISTER ANO	THER				
Do you	u h <mark>ave</mark> an addi	tional regist	ration to make	?				
		Registe	er a Participant	/ Player		► No <sub>7</sub> Pr	oceed to Next Step	
						-		

STEP 12 – DONATION PAGE - This is where you could donate to CMSA to help support other families in soccer. THIS IS OPTIONAL. CLICK SAVE AND CONTINUE

Would you like to make a dona	ition?		
Bronze Tier	O \$5.00	O \$10.00	O \$25.00
Silver Tier	O \$50.00	○ \$75.00	
Gold Tier	O \$100.00		
O I wish to make a different amount: \$ Donation Remarks	(limited to \$5,000.00)		
O No donation at this time			•



## STEP 13 - CLICK PROCEED TO CHECKOUT

Registration Step 5.1	REVIEW ORDER	O O	R	eview Order	
Review Cart Contents					
PARTICIPANT / PLAYER: MAKENNA KER	RR I PLAYER WAIVER FORM - 2023/24 PLAYER WAIVER FOR	RM		✓ EDIT REGISTRATION	1
Participant / Player Makenna Kerr	Registration Info Player Waiver Form - 2023/24 Player Wa	aiver Form			
Birthdate: FEMALE					
				Order Total \$0.00	
✓ Register Another				Proceed to Checkout	
			Registration service provided by Demosphe	ere International, Inc review the Privacy Policy	

## STEP 14 - SUBMIT ORDER

						(© Hel
Step 1 Welcome	Step 2 Collect Order Item Info		Step 3	onate Ste	ep 5 liete Order	
° ₽						Make Payment
Registration	Step 5.2 - MAKE PA	YMENT				
Payment Amount						
Туре	Description	Registration Info		Registration Tota	I	Due Today
Participant / Player	Makenna Kerr	Player Waiver Form 2023/24 Player Waiver Form - Document			\$0.00	
					\$0.00	
✤ Back / Edit						Submit Order
			Registration	service provided by Demosphere	International, Inc	- review the Privacy Policy.

STEP 15 – THE WAIVER IS COMPLETED. YOU MAY PRINT YOUR RECEIPT (PROOF OF COMPLETED WAIVER – example on next page) AND FINISH AND RETURN TO DASHBOARD

	(1) Help
Step 1 Step 2 Coast Order Dan Info	Step 3 Step 4 Step 5 Optimis Optimis Optimis
•	Order Confirmation
Segistration Step 5.3 - ORDER CONFIRMATION	
Registration Order Complete!	
Additional Seasonal Information	
Player Waiver Form - 2023/24 Player Waiver Form	
Seasonal Contirmation Into Thank you for completing the waiver.	
	<b>•</b>
S View/Print Receipt	Finish and Return to Dashboard
,	



## EXAMPLE OF RECEIPT AND PROOF OF COMPLETED WAIVER

This has been automatically generated on behalf of Calgary Minor Soccer Association .

To view these order details online click on this link: https://calgaryminorsoccer.demosphere-secure.com/ my\_household/#622aa0147688342856523ef4/orders/6504817478b4517284ff8f52

### **Calgary Minor Soccer Association**

Registration Order Confirmation Order Date: 09/15/2023 10:08 am Order #6504817478b4517284ff8f52

### **Additional Seasonal Information**

Player Waiver Form - 2023/24 Player Waiver Form Seasonal Confirmation Info

Thank you for completing the waiver.

#### **Order Items**

#### Player Registration: #2

irst Name:	Makenna
ast Name:	Kerr
JUID:	
Sender:	FEMALE
Registration Date:	09/15/2023 10:08 am
Program:	Player Waiver Form
Season:	2023/24 Player Waiver For
Grouping:	Document
Registration Status:	ACTIVE
nstallments:	NO