



ExCEL



HOW TO – REGISTER MY STUDENT / PLAYER?

Step	Action
S T E P 1	<p>Sign In and Sign Up</p> <p>Go to the "Current Programs" tab, find your favorite Programs and click the "Sign Up Now!" button. We have a secure Registration Process, so when you click the "Sign Up Now!" button you will be prompted to Sign In. If you are a new user, you will complete a brief "Sign Up" process so you can sign in.</p>
S T E P 2	<p>Enrollment Cart</p> <p>After you Sign In and Sign Up, you will be on the "Enrollment Cart" page. On this page:</p> <ol style="list-style-type: none"> 1) Click the "Add Enrollee" link to add your student's information – (repeat this step to add all family members needed – including additional parents / guardians). 2) After adding all information, Click the "Enroll" button 3) Select the "Enrollee" – (the person you want to register) 4) Select the "Program" 5) Select the "Offering" 6) Click the "Add" button to add your item to the Cart, *Optional – Repeat Steps 3-6 to add any other registrations to your cart, then... 7) Click the "Proceed to Checkout" button at the bottom of the page.
S T E P 3	<p>Program Specific Information</p> <p>On the "Program Specific Information" page, answer & acknowledge (checkbox) all the required information and click the "Next" button at the bottom of the page. (Repeat this process if you have more than 1 program enrollment in your cart – The Enrollee's name will be at the TOP of the page so you know who you are answering the questions for)</p>
S T E P 4	<p>Checkout</p> <p>On the Checkout page, complete the Billing and Payment Information -- then click the Place Order button at the bottom of the page.</p>
S T E P 5	<p>Registration Completed!</p> <p>After you have checked out, you will receive an Order Confirmation Receipt to the email provided.</p>