



2019 Football Membership Online Registration Instructions

STEP 1: Launch a web browser and enter the following URL: <https://clubs.bluesombrero.com/beavercreekfootball>

STEP 2: Select the "REGISTRATION INFO" tab and the "AVAILABLE PROGRAMS" drop down option
At this time, you should be presented with the 2019 Club Membership option for \$40.00 (discounts will be applied at check-out)

STEP 3: Click the "Register Now" button

STEP 4: Perform either of the two options below:

STEP 4a: If you already have an account, enter your credentials and select the "Log In" button, select each desired participant in your account and skip to STEP 8

STEP 4b: Select the "Register here!" link, enter an email address, password and select "Create Account"

STEP 5: Enter your parent contact information and select the "Continue" button

STEP 6: Select "I am a parent or guardian"

STEP 7: Enter your player's information

STEP 8: Perform either of the two options below:

STEP 8a: If you have additional players to register, click "+ New Participant" and return to STEP 7

STEP 8b: If no additional players require registration, select the "Continue" button

STEP 9: Select the "Continue" button

Note: At this time, you may see the \$40.00 charge per participant and the \$5.00 early bird discount. If your player is a middle school participant, the subsequent questions on the registration will further discount the membership by an additional \$10.00

STEP 10: For each selected participant, answer questions regarding graduating class, T-shirt size, team association and payment selection.

Note: You can pay by Visa, MasterCard, American Express (for a \$1.50 fee/participant) or by check

STEP 11: Select the "Continue" button

Note: Your order summary on the upper right will reflect the final membership fees and all applicable discounts

STEP 12: Select the "Continue" button

STEP 13: Perform either of the two options below:

STEP 13a: If you opted to pay by credit card, enter your card information and select the "Continue" button

STEP 13b: If you wish to mail or hand-deliver a check, select the "Check" option in the "Registration Payment Method" drop down selection (just beneath the Payment Information section).

Note: The system will provide the mailing address for check payments on the next screen

STEP 14: Select the "Submit Order" button

Note: You will receive a confirmation email with an Order No. Please be sure to include this Order Number on the memo of your check.