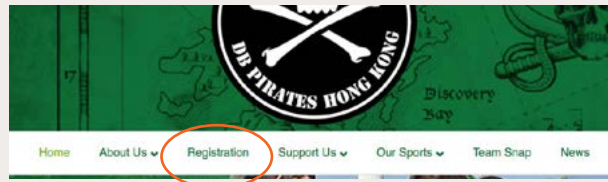




1 Click on the **Registration** link on the DB Pirates website: www.dbpirates.com

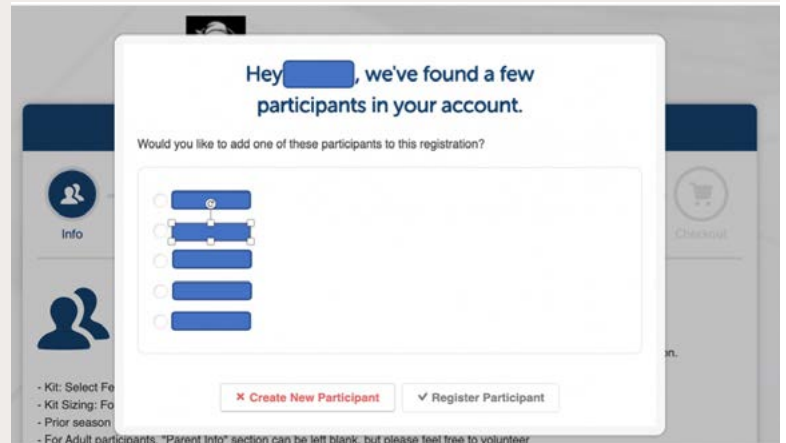


2 This screen will come up the first time anyone clicks on the link.
Click New Signup



3 If you already have an associated existing TeamSnap account, it MAY recognise you, and the following screen will pop up.

You can **select and register a participant** and it will pull out relevant information from your previous Team Snap registrations. Click on the name you want to register and **Click: Register Participant.**



Or just **Create New Participant**

For those who already have TeamSnap accounts with other sports or teams – this will not overwrite anything on existing accounts. This is relevant to our DB Pirates Organisation, and specifically to the teams we have linked this form to.



Note:
Navigating the registration form

Use the **circles** at the top of the form to toggle back to a previous page. The **Info** circle is the starting page.





4 Entering Participant 1 information.

Gender, Birthdate & Sport Info :

These fields drive the options that are available to the participant to register for AND, allocates to specific Team or Age Groups

Additional Partipant Information: Kit sizing.

- It doesn't matter if people fill this out and don't need kit. They will be able to select at the end for Rugby and Hockey to opt in to reuse kit and receive a discount.
- This sizing is for our Canterbury supplier. See the kit section on the Pirates website for size charts.
- Netball is ordering kit from a different supplier, and sizing will be mapped in the backend.

5 Adding another Participant

Following your entry of Participant 1 you can add another participant by either:

- **Add another Participant** or
 - **Import Past Participant**
- It will pop up with that similar screen mentioned before if you already have an account.

6 Parent Information

Fill this out only if you are the parent or guardian of a participant.

Additional Parent Info

Please consider filling this in

This is where any adult can select to help with club **volunteering**.

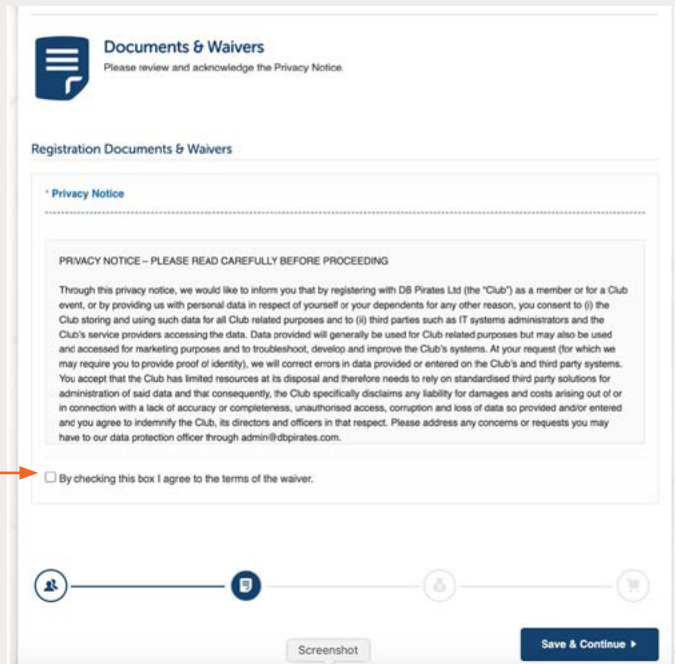
This is also where prior season's volunteers will be able to input a nominated **volunteer code** as a thank you from the club for previous volunteering work. This will enable a **discount** at checkout.



7 Privacy notice screen

The following screen is a Privacy notice. This is important to protect the club - we don't have resources at our disposal to hire a Cyber Security team, so have to keep it simple:

- **Read it**
- **Check the box**
- Click **Save and Continue** button.



8 Participant Fee Screen

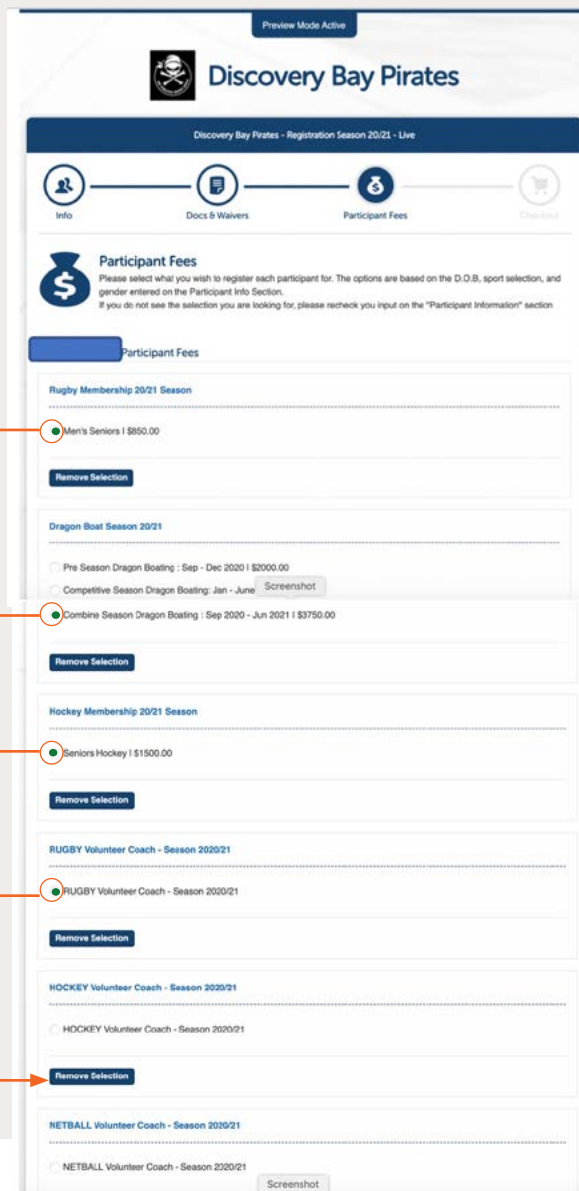
This is where EACH participant will have options to choose from based on the the information tht was entered in the earlier "Info" screen.

In this example, I am a 20 year old male, :) and because I selected all sports, based on my age and gender, it gave me the relevant options.

Select the ones you are definitely registering for by clicking each circle beside the sport/volunteer role.

At this point you can also choose to **Remove Selection** of those things you are not interested in participating in.

The circle will remain empty.

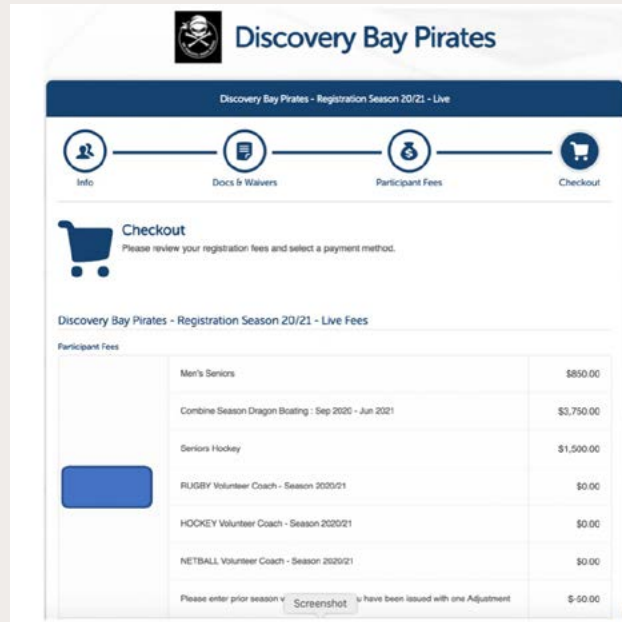




9 Checkout

This is your opportunity to make sure everything is OK.

Registrants can [go back](#) to any section without losing information they filled out by clicking the circled icons at the top of the page.



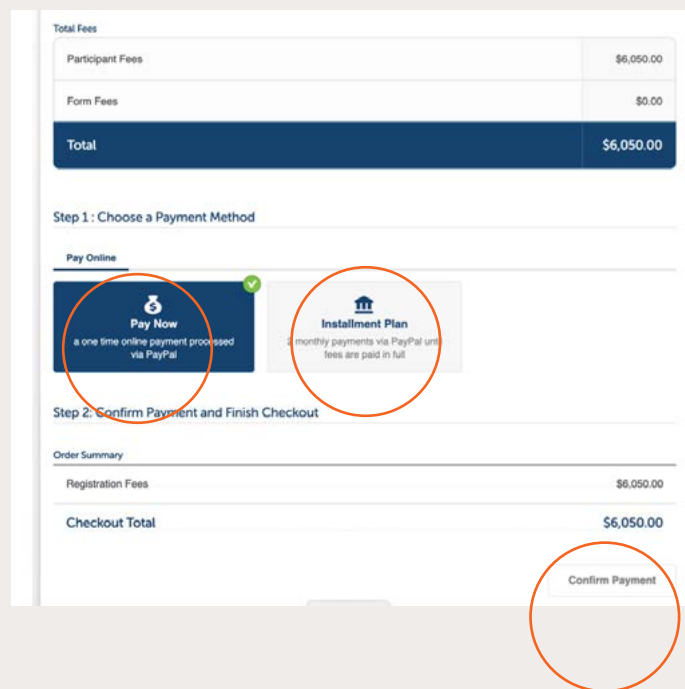
Payment options

You will have two options of paying:

- Pay immediately with credit card through PayPal
- OR
- Pay by 2-part installment via credit card through PayPal.

You do not need to have a PayPal account to use your credit card.

Click Confirm Payment



10 Confirmation

Registration is completed upon payment.

You will receive an email confirmation of your payment to the email address you registered with.

Note:

Kit has a 12-14 week lead time so we thank you for **registering early** to get your kit at season start.

You will not be allocated to a team or be visible on the Team Snap system that will be used for team messaging and other team-related data unless your registration is completed and paid for.