

Online Registration

All registrations must be submitted online.

Detailed instructions/screen shots and a link to the registration website

(<https://active.leagueone.com/Olr/Pages/Welcome.aspx?ClubId=13659>) can be found on our home page
www.partroywestbaseball.org

Directions

Creating Your Family Account

- 1) Visit the registration website and click "Create Account" on right hand side
 - 2) Follow the 3 steps
 - a. Register a Youth Player
 - b. Enter Information for the Primary Guardian (there is a button under the account access section to add information for a **Secondary Guardian**) and for Child 1 (there is a button **Add a Child** to enter information for additional children)
 - 3) Verify the information and submit
- Now you are ready to register!

Registering Players

After setting up your family account, you can register players.

- 1) Click Register button to add your child to the cart
- 2) Answer all registration questions. Special registration requests (e.g. teammates for Tee Ball and Farm, requests to advance to the next level) should be submitted in the appropriate section.
- 3) Carefully read and acknowledge all policies, including the Code of Conduct. **By registering, you are certifying that all**

members of your family (including divorced/separated parents/guardians) will adhere to the policies and code of conduct, and will be subject to sanctions if violated.

- 4) Choose method of payment (Visa/MasterCard online, or select to mail in a check)
 - 5) Process/submit your cart.
- When your online registration is successfully submitted, you will receive a confirmation email from noreply@LeagueOne.com with information about what to expect next and the blank medical form attached (also available on the PTWLL website under "forms").

Completing Your Registration

Registrations are considered complete (making your child eligible for placement/ drafting onto a team) only after:

- ✓ You set up your family account in the online registration tool;
- ✓ You complete the online registration for each child (you will see completed registrations when you login);
- ✓ You submit payment of your registration fees (check your cart on the website to make sure it is empty);
- ✓ You submit a check, dated May 1, 2017, for your \$100 family work bond;
- ✓ You submit a medical form for each child; and
- ✓ You submit a copy of your child's birth certificate (new players only).

For Questions or Help

Please contact Amanda Jusino, PTWLL Secretary, at volunteer4ptwll@gmail.com

PTWLL Fees

For 2017, the following fees are required:

Registration Fees:

\$85 per child (includes non-refundable administration fee)

If you are registering more than one child, and all children are registered at the same time online, you will receive a family discount. No refunds will be issued for additional fees charged for children registered separately.

- **\$135 for two children**
- **\$165 for three children**
- **An additional \$10 each** for each child (4 or more)

Candy Fundraiser:

All children are required to participate in the candy fundraiser. You have the option to sell a **\$60 box of candy per child** or pay the **buyout of \$30 per child** (collected at registration).

Family Work Bond:

\$100 per family (regardless of the number of children registered).

Paying Your Fees:

Payment is due for the **registration and candy fundraiser** fees when you register your child(ren). If you are paying online with a Visa/MasterCard, the total will be charged. If you are paying by check, the total amount due includes both fees.

Work bonds must be submitted via a separate check only, and dated May 1, 2017.

Make all checks payable to "PTWLL"

Please note your child(ren)'s name(s) in the memo line.