

Hill Country Youth Soccer Organization

HOW DO I?

Perform common updates on my account



How do I...

Add an additional user to an account?

You can add on an additional user to be linked to a single account. This will allow multiple users to get updates, view payments and volunteer while linked to one account but still have a separate log in.

- While initially creating an account
 - Click on "Create Additional Account User & Continue"

- After initially creating an account
 - log in to your account
 - under "Manage Account", select "View Account"
 - click on the gear on the top row
 - click on "Add Additional Account Holder" at the bottom
- the additional account holder will be sent an email that will prompt him/her to create login credentials

Check the status of an order?

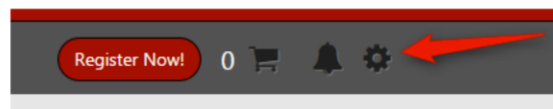
- Log into your account
- Click on My Orders tab (left side)
- Look at your Order History

ORDER #	DATE	AMOUNT	STATUS	
3499450	10/02/2014	\$60.00	Completed	View
3326819	07/18/2014	\$0.00	Completed	View
3278793	07/01/2014	\$60.00	Completed	View
2758497	11/12/2013	\$180.00	Pending	View Pay

You can also check your email to see if you received an order confirmation email - this email is like a receipt. Your child is not considered registered until you have received an order confirmation email.

Change my username or email address

- log in to your account
- click on the Gear button on the top row to change any Account Information such as email address, address, or telephone number. Unfortunately, usernames cannot be changed.



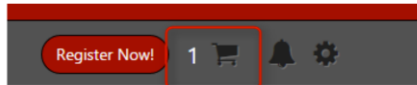
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Edit account information?

- Log in to your account
- Under “Manage Account”, select “View Account”
- Click on the pencil next to the player’s name
- Make corrections – you can only edit the information that has not been greyed out
- Click Update

Finish the order I see sitting in my shopping cart?

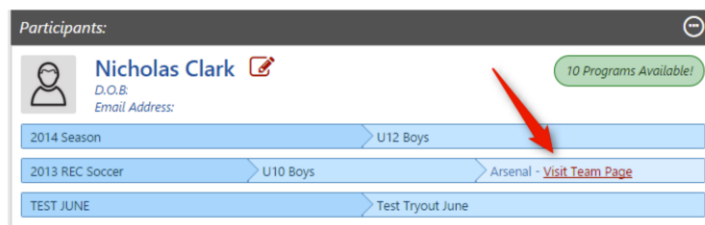
- Log in to your account
- Click on the Shopping Cart button on the top row to pick up right where you left off. Some pages may need to be completed again because they are tied to the checkout screen.



- Follow the steps through to the checkout screen and make sure you click on the Submit button to complete the registration.

View my child's roster and schedule

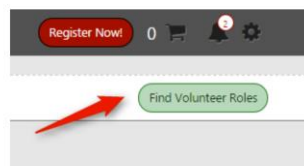
- Log in to your account in which your child is registered
- Click the team that the child is playing on. This will take you to your child’s Team Page.



- You can view schedules, rosters, a calendar, news articles, and discussions
- A PDF version of the schedules is located on the home page.

Sign up to volunteer

- While you are registering your child
 - Select the appropriate program and role that you would like to sign up for and enter all required information
- After you register your child
 - Log in to your account
 - Click on the Volunteer tab on the left
 - Click on Find Volunteer Roles



- click on Sign Up for each role that you wish to volunteer for – each player is listed separately
- click on Continue and enter all required information



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- If you are registering as a volunteer without having a participant in the family
 - Go to the Registration page
 - Scroll down to the bottom
 - Click on “Register Now” next to the Volunteer Registration line

Once you are a volunteer, the role will display in your account.



Change a player's birth date?

- log in to your account
- under “Manage Account”, select “View Account”
- click on the three dots
- select “View Player Profile” and then the player's name
- click “Edit” in the corner of the Player Info box
- correct the birth date
- click “Save Settings”

Remove a participant/account holder?

- log in to your account
- under “Manage Account”, select “View Account”
- click the “Edit” pencil next to the participant/account holder's name
- scroll down to the bottom of the screen and click “Archive”

