

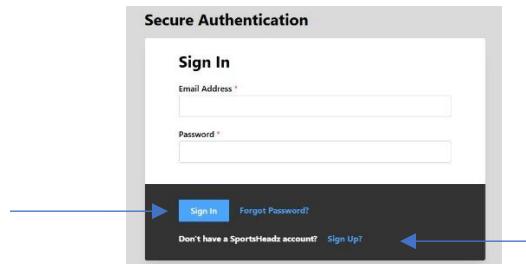
Sportsheadz Help Page

NOTE: Step by Step Guide begins after you've clicked "[Register Here](#)" and have been directed to the Sportsheadz Registration page

Step 1) Find the appropriate age you want to register your child for and click the red "Register Now" box.



Step 2) "Sign In" if you already have an account or "Sign Up" if you don't have an account



Step 3) Create a Participant (your child) from the top right "My Account" drop down box

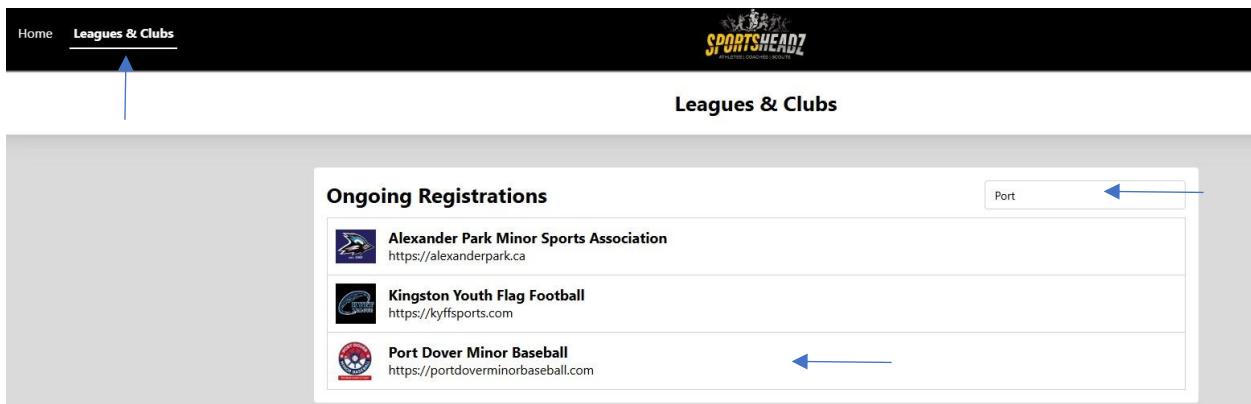


Step 4) Click the blue “Create” box and fill out the information for your child.
When finished you should have your child listed as a Participant



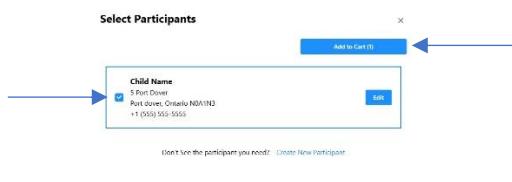
The screenshot shows a user interface for managing participants. At the top right is a blue button labeled "Create +". Below it is a table with one row. The first column contains a circular icon with "CN" and the text "Child Name 01/01/2014". The second column contains "Port dover, Ontario Canada". The third column contains a "Actions" dropdown menu. The entire row is enclosed in a light gray border.

Step 5) You are now ready to Register your child and will need to get back to the Registration Page. Click [HERE](#) for the link or Search for “Port Dover” under “Leagues & Clubs” (top left) to get back to the Registration page



The screenshot shows a navigation bar with "Home" and "Leagues & Clubs" (which is underlined and highlighted). The main content area is titled "Ongoing Registrations" and lists three entries: "Alexander Park Minor Sports Association" (with a link to <https://alexanderpark.ca>), "Kingston Youth Flag Football" (with a link to <https://kyffsports.com>), and "Port Dover Minor Baseball" (with a link to <https://portdoverminorbaseball.com>). A blue arrow points from the "Leagues & Clubs" link in the navigation bar to the "Leagues & Clubs" section in the content area.

Step 6) Click the red “Register Now” box for the appropriate age and select your child and “Add to Cart”



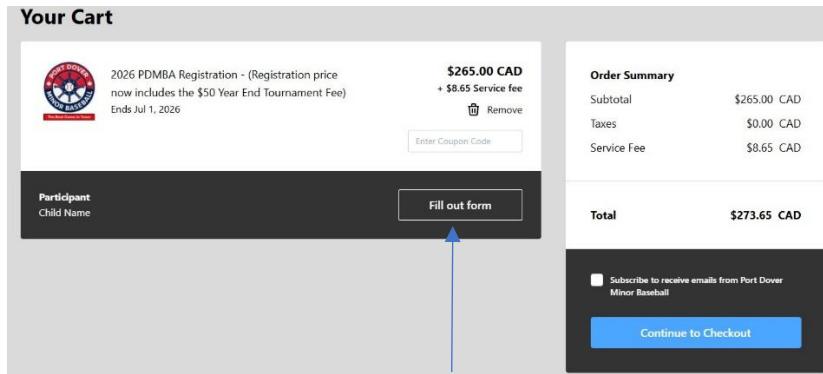
The screenshot shows a "Select Participants" dialog box. It contains a table with one row. The first column is a checkbox next to "Child Name". The second column contains "Port Dover" with a checked checkbox and "Port dover, Ontario N0A1N2 +1 613 555 5555" with an unchecked checkbox. The third column contains a blue "Add to Cart" button. A blue arrow points from the "Add to Cart" button to the "Add to Cart" button in the "Select Participants" dialog.

Step 7) Click “Proceed to Checkout”



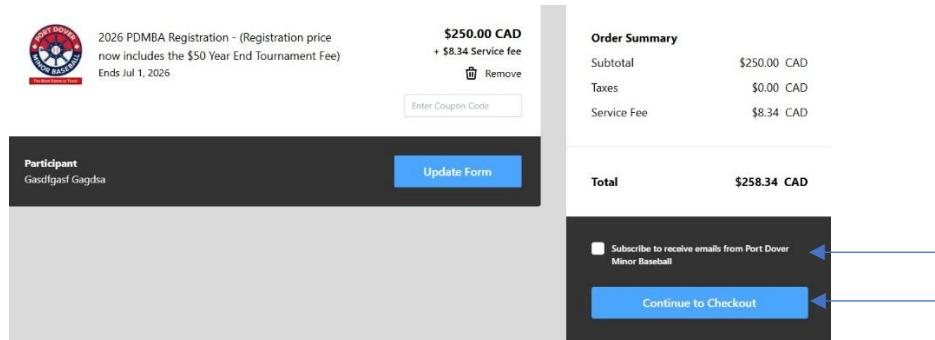
The screenshot shows a "Continue Shopping?" dialog box. It displays a green checkmark next to "Added to Cart" and a small logo. To the right, it shows "Cart subtotal (1 item): \$265.00 CAD". Below that are two buttons: "Keep shopping" and "Proceed to checkout (1 item)". A blue arrow points from the "Proceed to checkout" button in the "Select Participants" dialog to the "Proceed to checkout" button in the "Continue Shopping?" dialog.

Step 8) Click “Fill out form” and fill out the form to register your child



Step 9) Click “Continue to Checkout” (the “subscribe” box must be checked)

- Note that the service fee is a percentage of the price and is charged by the service provider – Not by Port Dover Minor Baseball



Step 10) Enter credit card information to pay

Port Dover Minor Baseball [EN](#) [FR](#)

Invoice Number	REG166454		
Amount	\$ 258.34		
Cardholder Name			
<input type="text" value="Enter name on card"/>			
Card Number		Expiry	Year
<input type="text" value="Enter card number"/>	<input type="text" value="--"/>	<input type="text" value="--"/>	
Your card data is securely managed			
CVV ?			
<input type="text"/>			
Cancel	Pay \$ 258.34		