

# REZYSA Online Registration Instructions

There is a bit of work to do the first time you want to use the online registration, but the majority is only done once when you setup your family profile, and once that is completed the registration is step-by-step and is generally quick and easy for the current season and subsequent seasons.

## ***Registration Checklist for First-time Users of Online Registration***

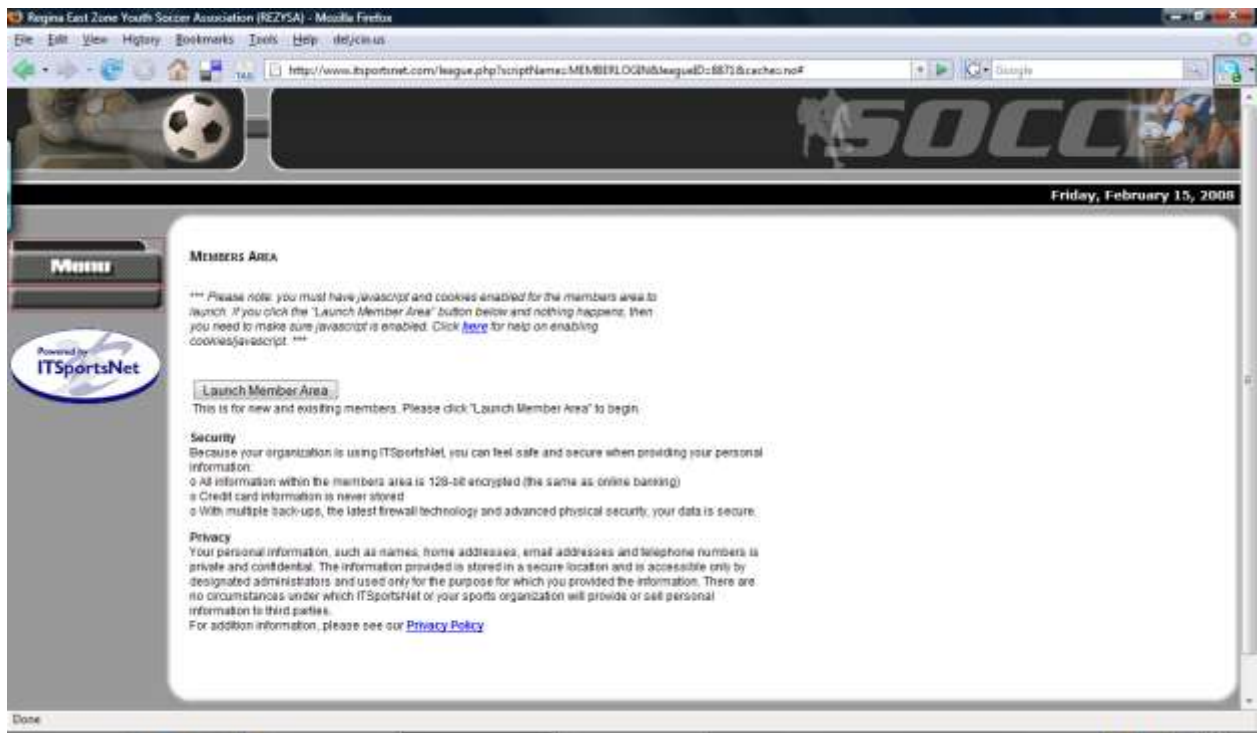
√	Task
	Set up account
	Login to account
	Create family profile
	Add family members
	Start registration process
	Accept the waiver of responsibility
	Complete parent information screen(s)
	Complete Family Membership screen
	Complete volunteer signup screen(s)
	Complete Child Info screen(s)
	Complete Child Registration screen(s)
	Double check your invoice and click "select payment option"
	Select your payment method
	Print the invoice summary page

## ***Registration Checklist for Returning Users***

√	Task
	Login to account
	Start registration process
	Accept the waiver of responsibility
	Complete parent information screen(s)
	Complete Family Membership screen
	Complete volunteer signup screen(s)
	Complete Child Info screen(s)
	Complete Child Registration screen(s)
	Double check your invoice and click “select payment option”
	Select your payment method
	Print the invoice summary page

## Detailed Registration Instructions

1. Go to <http://www.rezysa.com/registration/>
2. This will take you to the ITSportsNet login page.



To proceed past this point you need to make sure that cookies and javascript are enabled in your browser and that you permit pop-ups from itsportsnet.com.

Click on “Launch Member Area” button.

3. The login page will look like below

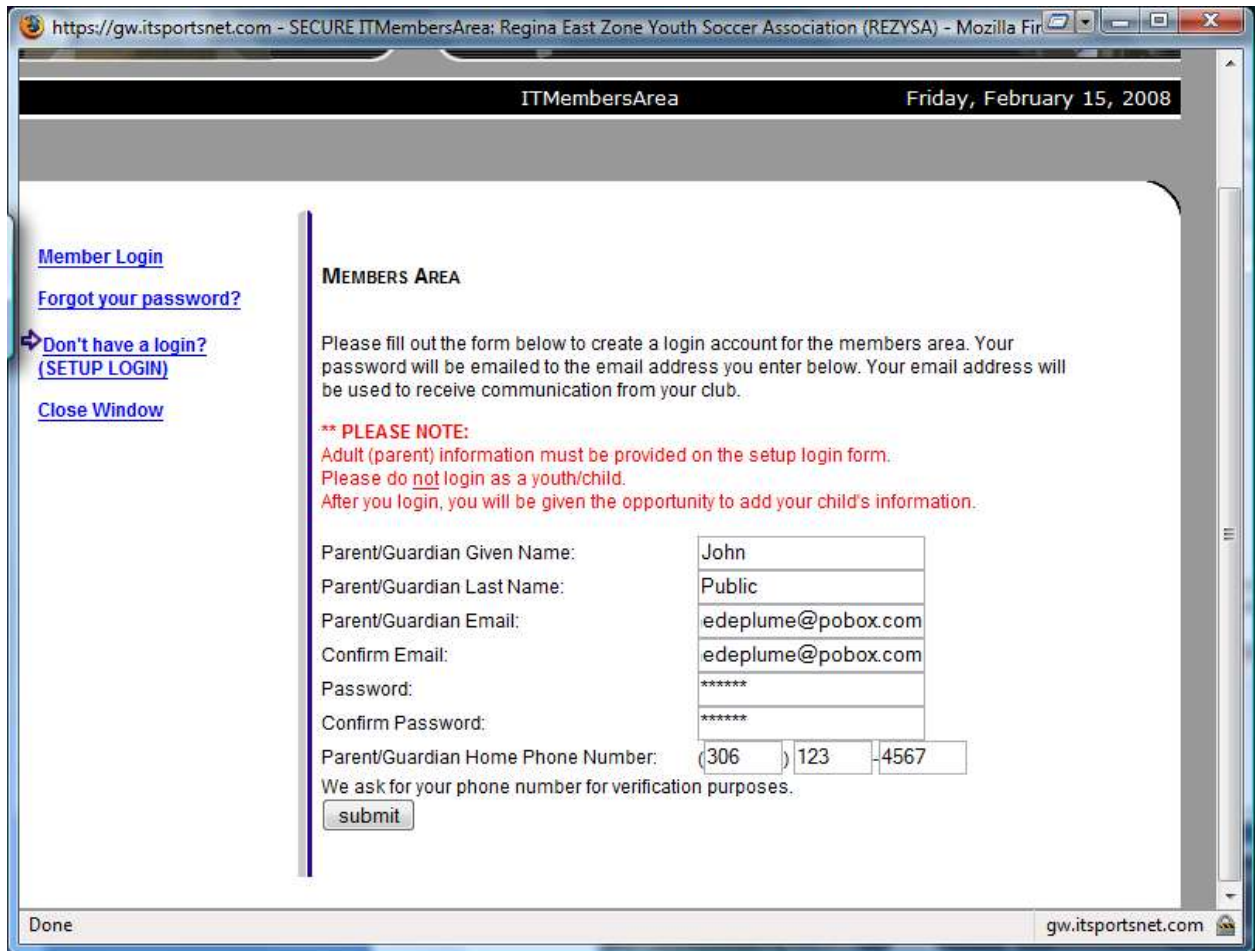


If you already have set up an account you can jump to step 5.

If you haven't already set up an account Click on "Don't have a login?" to setup a new login account.

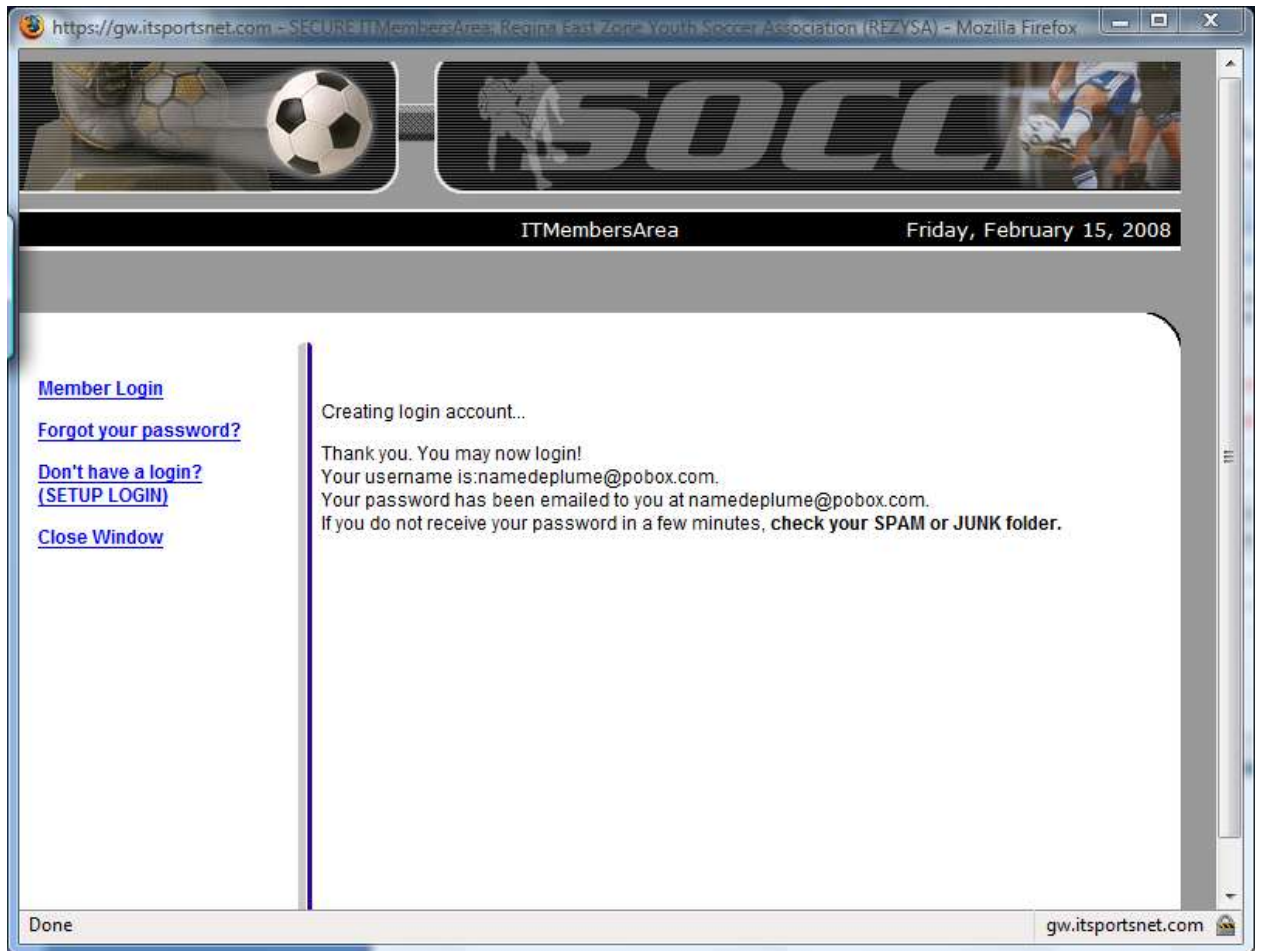
4. Fill in the parent information form. It doesn't matter which parent, just one who will receive emails for this family. Please don't use child information on this screen unless the child will be registering and paying for themselves.

It is probably a good idea to write down your login and password information somewhere, although you can get ITSportsNet to send your password if you forget it.



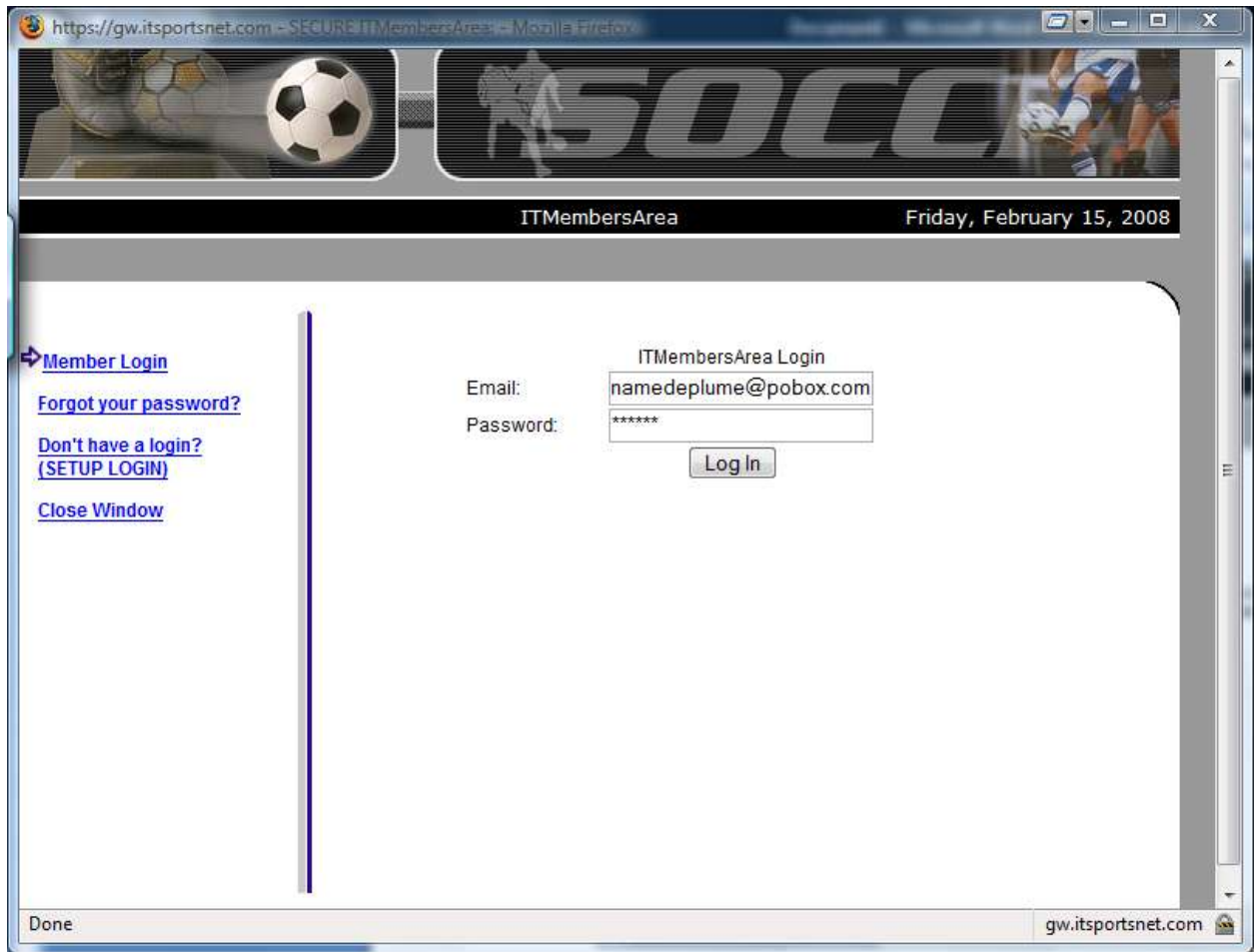
Click submit to continue.

5. You will receive a screen similar to the one below.



Click on "Member Login" to continue.

6. Enter your email address and password

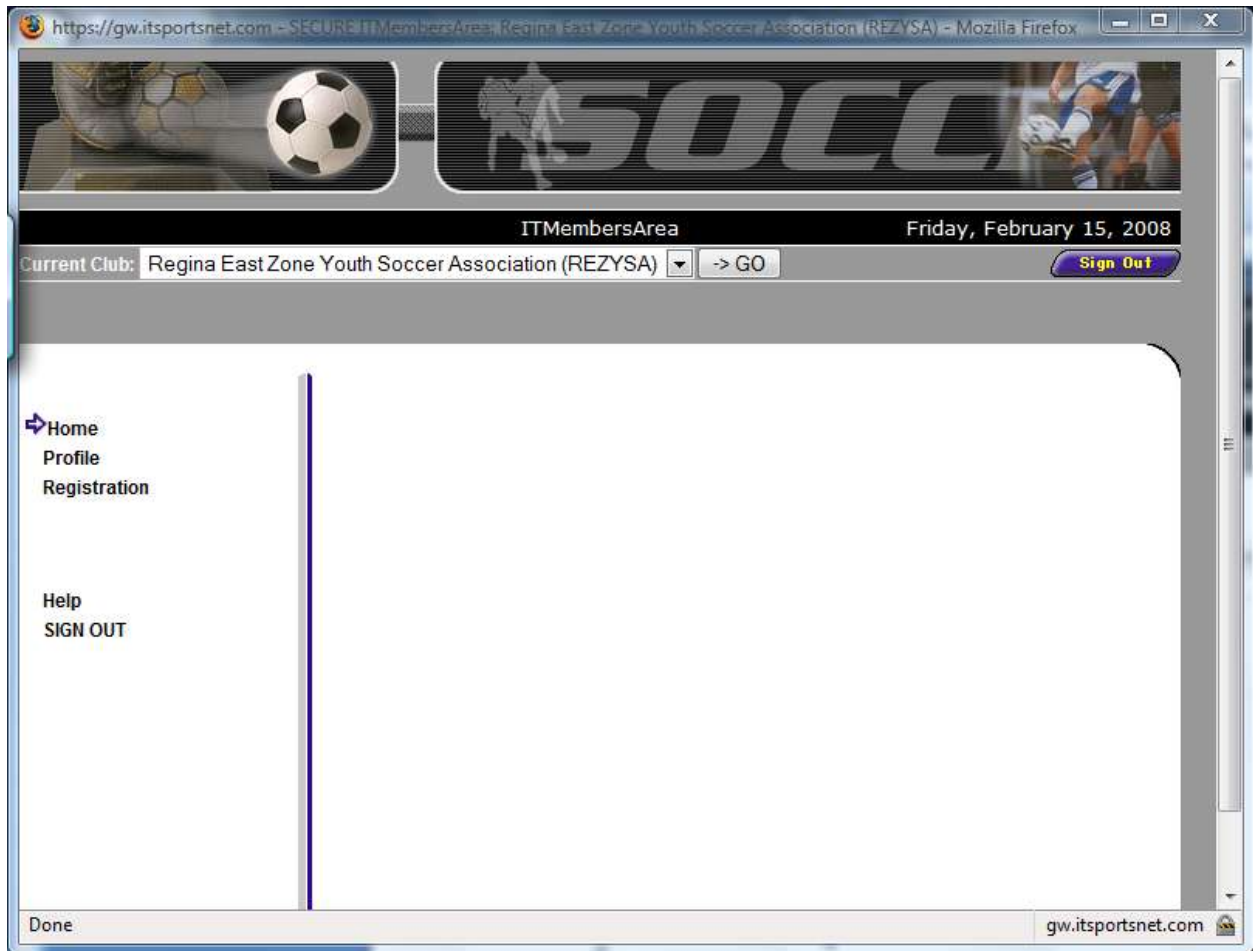


Click "Log In" to continue.

7. You will be taken to a screen similar to below

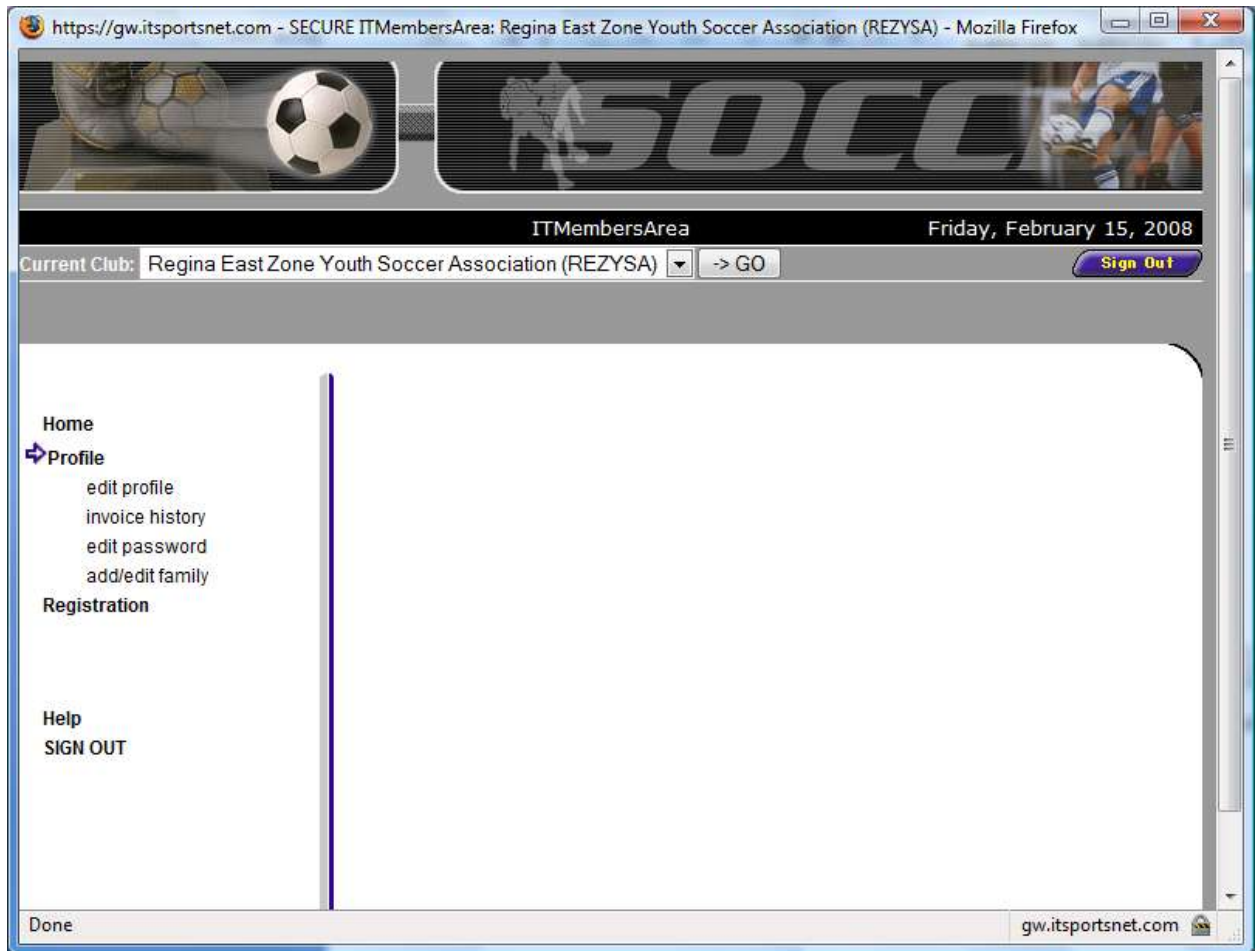
If you have already used the online registration system in the past to register your children then you can jump to step 10 and get on with registering.

If this is your first time using the online system to register you need to fill in your family information.



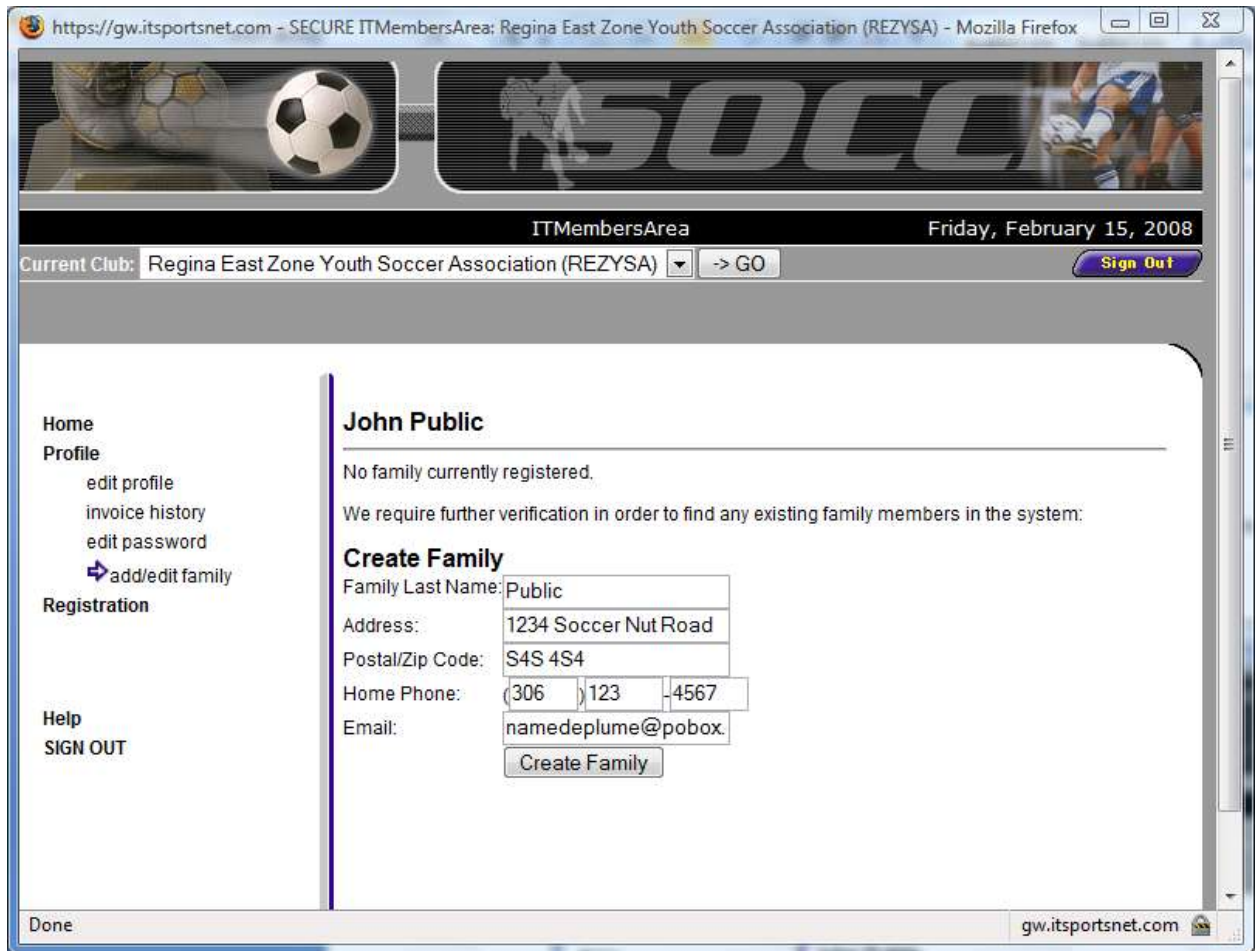
Before you can register you have to set up a family profile. This is a snapshot of the parents and children in your family.

Click the "Profile" button to start creating the profile



Click "add/edit family" to set up a family profile.

8. You will be taken to the initial family registration screen. Fill-in all fields with your information.



Click "Create Family" to continue.

9. You will be taken to the Add Family Members Screen

https://gw.itsportsnet.com - SECURE IT Members Area: Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox

Profile  
Registration

Help  
SIGN OUT

### Add "Public" Family Members

\* - marks a required field.

Please enter all family members below that are involved in the registration (parents, and any children that need to be registered).

NOTE: Birthday is not required for adults.

*Given Name	*Last Name	*Email	*Birthday	*Member Role
John	Public	namedeplume@pobox.com	0000-00-00 Year ▼ MM ▼ Day ▼	adult
<input type="text"/>	<input type="text"/>	<input type="text"/>	Year ▼ MM ▼ Day ▼	youth ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Year ▼ MM ▼ Day ▼	youth ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Year ▼ MM ▼ Day ▼	youth ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Year ▼ MM ▼ Day ▼	youth ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Year ▼ MM ▼ Day ▼	youth ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Year ▼ MM ▼ Day ▼	youth ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Year ▼ MM ▼ Day ▼	youth ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Year ▼ MM ▼ Day ▼	youth ▼

Done gw.itsportsnet.com

You need to add all members of your family, parents and any children who may play soccer, either this season or at any point in the future. You can add/delete members from this list in the future, but it is easier if you just add them all now. You don't need to register all the people listed in soccer.

Be careful to mark the parents as adult, and the children as youth. Parents are only recorded here so we have contact information. Only youth can be registered for soccer.

Be careful that the birthdates are accurate for any "youth" members. When you get to the registration section later the children will only be able to sign up for the age group that matches their year of birth.

https://gw.itsportsnet.com - SECURE IT Members Area: Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox

Profile  
Registration

Help  
SIGN OUT

### Add "Public" Family Members

\* - marks a required field.

Please enter all family members below that are involved in the registration (parents, and any children that need to be registered).

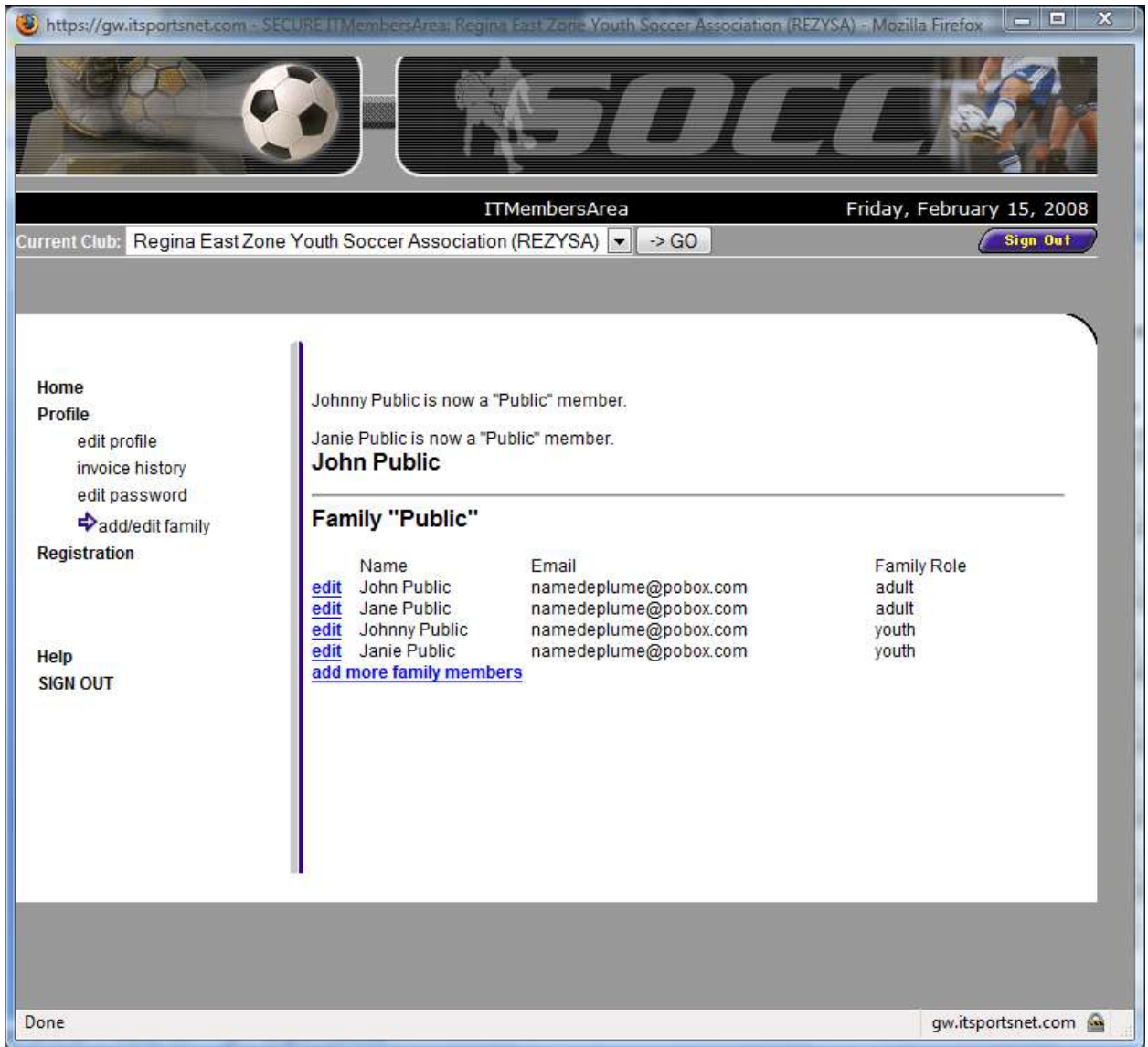
NOTE: Birthday is not required for adults.

*Given Name	*Last Name	*Email	*Birthday	*Member Role
John	Public	namedeplume@pobox.com	0000-00-00 Year ▼	adult
Jane	Public	edeplume@pobox.com	MM ▼ Day ▼ 1996 ▼	adult ▼
Buddy	Public	edeplume@pobox.com	01 ▼ 01 ▼ 1999 ▼	youth ▼
Janie	Public	edeplume@pobox.com	12 ▼ 31 ▼ Year ▼	youth ▼
			MM ▼ Day ▼ Year ▼	youth ▼
			MM ▼ Day ▼ Year ▼	youth ▼
			MM ▼ Day ▼ Year ▼	youth ▼
			MM ▼ Day ▼	youth ▼

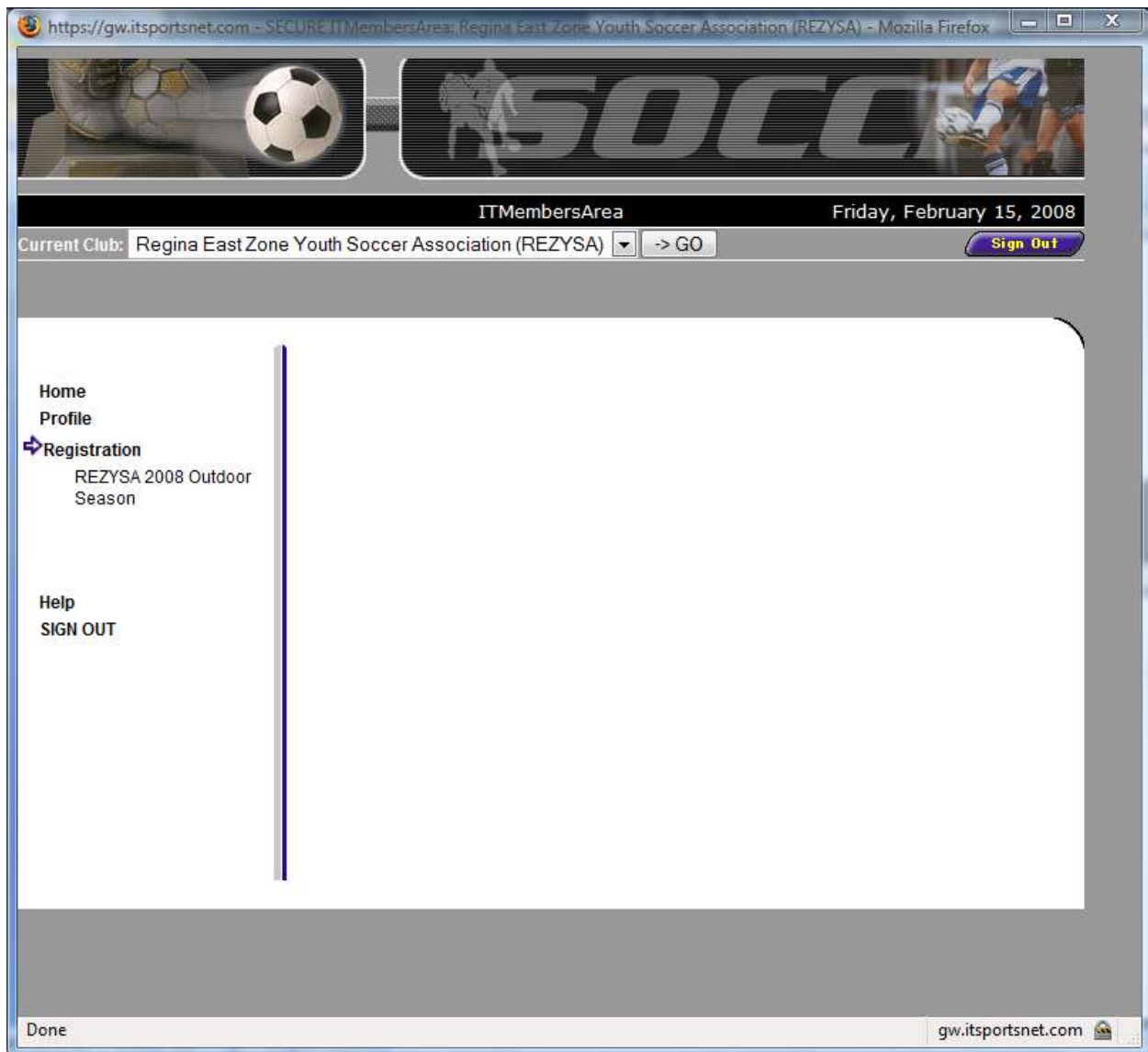
Add Members

Done gw.itsportsnet.com

Click "add members" to continue. You will get a screen similar to below.

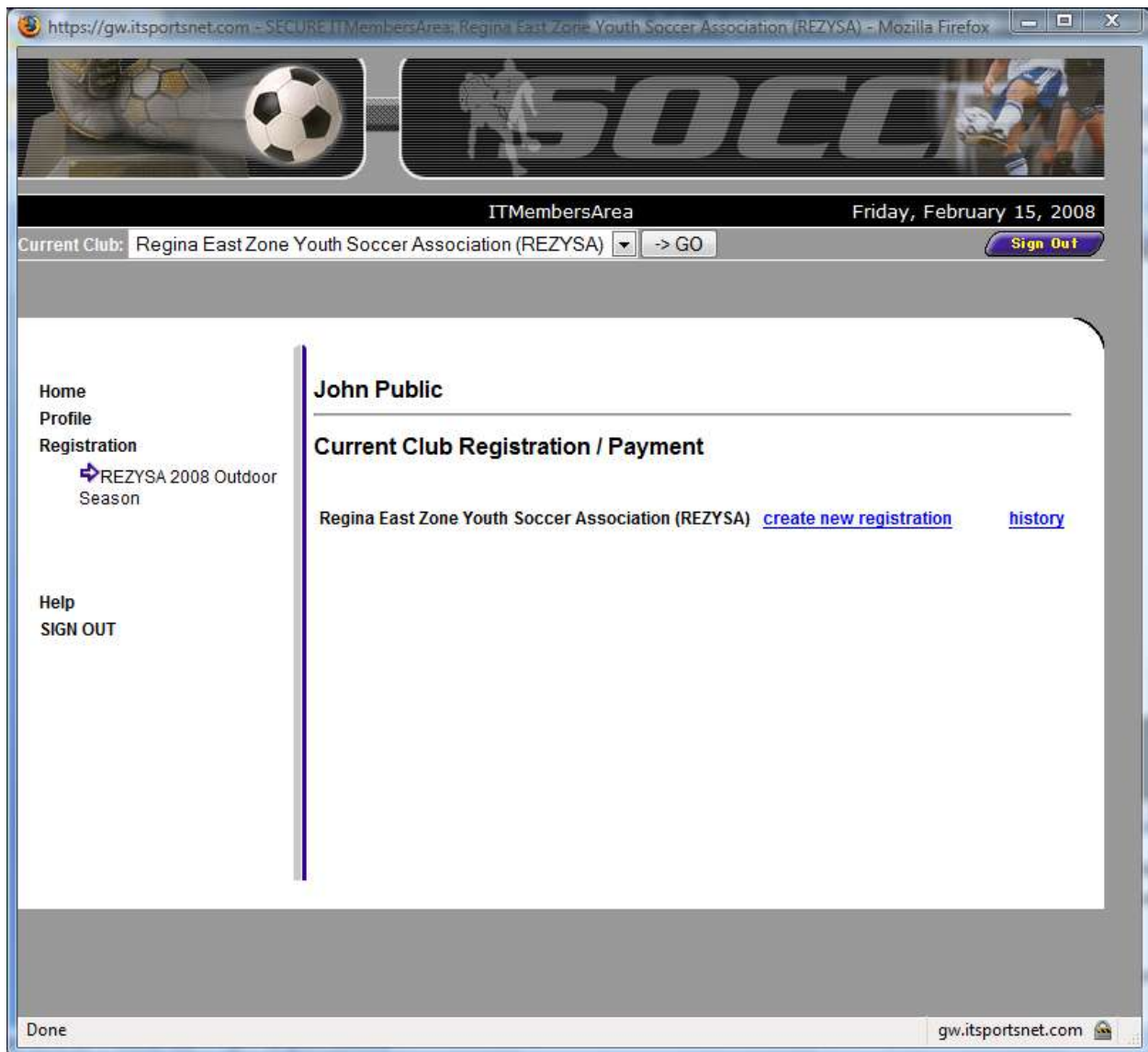


10. Click "Registration" to continue. The screen will look similar to below:



The seasons which are currently accepting registration will show up under the registration menu item. Normally there will only be one available, but it is still a good idea to be sure the one you click is the correct one.


Click on the correct season to start registration. In this case "REZYSA 2008 Outdoor Season". The screen should appear similar to below:



Click "create new registration" to continue.

11. You will be prompted with the waiver of responsibility screen. Before you can continue you must read and accept the waiver.

https://gw.itsportsnet.com - SECURE ITMembersArea; Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox



ITMembersArea Friday, February 15, 2008

Current Club: Regina East Zone Youth Soccer Association (REZYSA) -> GO [Sign Out](#)

**Home**  
**Profile**  
**Registration**  
    ➔ REZYSA 2008 Outdoor Season

**Help**  
**SIGN OUT**

---

**John Public**

---

**Regina East Zone Youth Soccer Association (REZYSA) Registration**

Athlete's Waiver and Release – PLEASE READ:  
In consideration of the acceptance of this entry in the REZYSA Inc soccer program, I, for myself, my heirs, executors, administrators, and assigns, waive any claims to which I may become entitled for injury or damage and release REZYSA Board and all other organizers, sponsors, representatives, their agents and any other person or organization assisting in this event from any claims for damages or injury suffered by the above participant(s) as a result of participation in or traveling to or from this event.  
CLICK HERE TO BEGIN: [I Accept](#)

Done gw.itsportsnet.com

Once you have read the waiver, click "I Accept" to continue. This will take you to the parent information screen.

https://gw.itsportsnet.com - SECURE ITMembersArea; Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox

ITMembersArea Friday, February 15, 2008

Current Club: Regina East Zone Youth Soccer Association (REZYSA) -> GO Sign Out

Home  
Profile  
Registration  
    ➔ REZYSA 2008  
    Outdoor Season

Help  
SIGN OUT

(1) Setup Family (2) **X Parent Info** (3) X Family Membership (4) X Volunteer Sign-up (5) X Child Info (6) X Child Registration (7) Submit

**Regina East Zone Youth Soccer Association (REZYSA)**

Invoice #: 527855 details Fee

**Parent Info**  
This form is to gather parent information. Please choose an adult (parent) below.

Choose Family Member Choose Family Member ▾

Done gw.itsportsnet.com

This is the screen where detailed contact information is collected for each parent. Choose one of the parents from the pulldown list next to “Choose Family Member”.

12. The detailed parent information screen will be presented.

https://gw.itsportsnet.com - SECURE IT Members Area: Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox

Home  
Profile  
Registration  
REZYSA 2008  
Outdoor Season

Help  
SIGN OUT

### John Public

(1) Setup Family (2) **X** Parent Info (3) **X** Family Membership (4) **X** Volunteer Sign-up (5) **X** Child Info (6) **X** Child Registration (7) Submit

### Regina East Zone Youth Soccer Association (REZYSA)

Invoice #: 527855 Fee  
details

### Parent Info

This form is to gather parent information. Please choose an adult (parent) below.

Choose Family Member: John Public

First Name: John  
Last Name: Public  
\* Gender:

\* Address:

\* City:

\* Province: SK

\* Postal Code:

\* Email: namedeplume@pobox.com

\* Home Phone: (306) 123 - 4567  
Work Phone: ( ) -  
Work Ext.: 0  
Cell Phone: ( ) -

\* Community Association:   
Community Association Number:

*\* required fields - must be filled out to submit the form*

**Continue**-Click this button to submit parent information.  
**ADD ANOTHER PARENT**-Click here to add another parent's information.

Done gw.itsportsnet.com

Fill in all fields required fields. Please note that this is where you will record which community association you support. If you have a current membership the number **MUST** be entered in the Community Association Number field. If you don't have a membership you still have to indicate which community association you support. You will get the opportunity to purchase a community membership a little later in the registration process.

Please note that community association memberships are valid from September 1<sup>st</sup> of one year to August 30<sup>th</sup> of the next, so please be sure yours is current.

https://gw.itsportsnet.com - SECURE IT Members Area: Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox

**Home**  
**Profile**  
**Registration**  
 REZYSA 2008 Outdoor Season

**Help**  
**SIGN OUT**

**John Public**

(1) Setup Family (2) **X** Parent Info (3) **X** Family Membership (4) **X** Volunteer Sign-up (5) **X** Child Info (6) **X** Child Registration (7) Submit

**Regina East Zone Youth Soccer Association (REZYSA)**

Invoice #: 527855  
 details Fee

---

**Parent Info**  
 This form is to gather parent information. Please choose an adult (parent) below.

Choose Family Member: John Public

First Name: John  
 Last Name: Public  
 \* Gender: M  
 \* Address: 1234 Soccer Nut D.  
 \* City: Regina  
 \* Province: SK  
 \* Postal Code: S4S 4S4  
 \* Email: namedeplume@pobox.com  
 \* Home Phone: (306) 123 - 4567  
 Work Phone: ( ) -  
 Work Ext.: 0  
 Cell Phone: ( ) -  
 \* Community Association: Arcola East  
 Community Association Number:

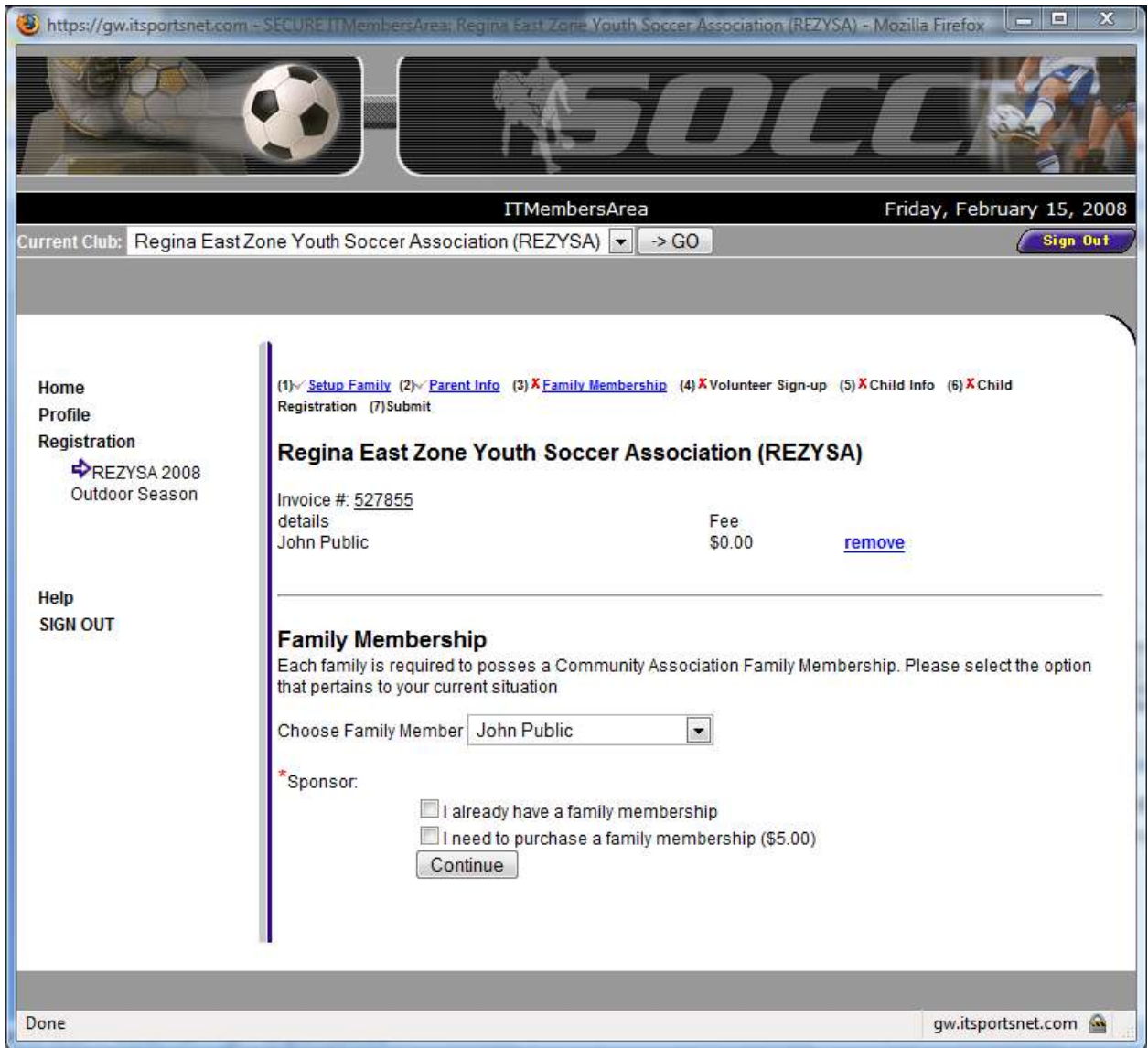
*\* required fields - must be filled out to submit the form*

**Continue**-Click this button to submit parent information.  
**ADD ANOTHER PARENT**-Click here to add another parent's information.

Done gw.itsportsnet.com

If both parents live at the same address you can just click "continue" when done. If the parents live separate then click "ADD ANOTHER PARENT" to fill in the information for the other parent.

13. Once you have entered the detailed parent information and clicked "Continue" you will see the "Family Membership" screen.

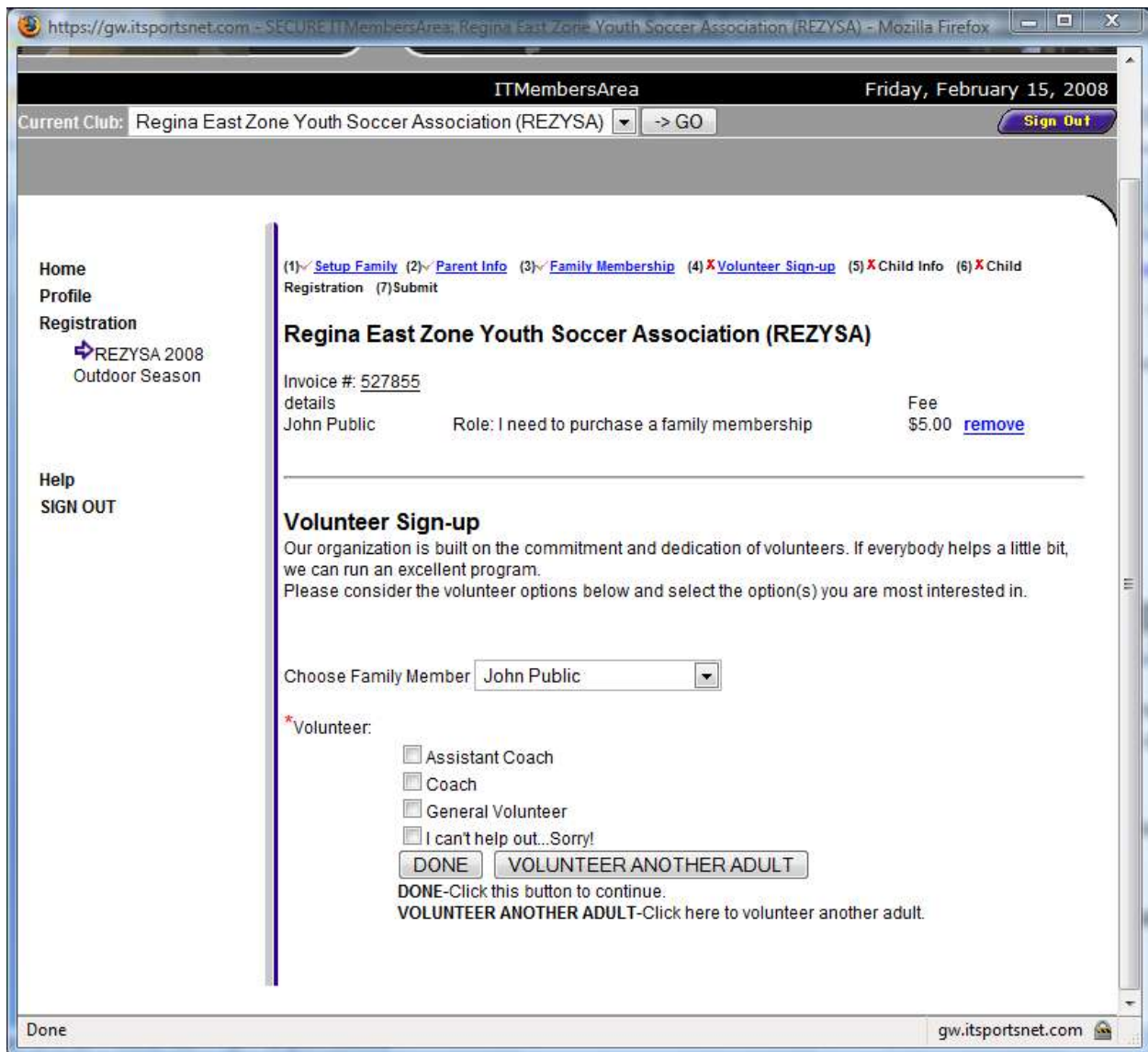


You must have a family membership to play community soccer. If you already have you would have given the number in the detailed parent information screens and can click the check box beside “I already have a family membership”.

If you don’t have a current community association membership you need to click the check box next to “I need to purchase a family membership (\$5.00)”.

Whichever option you choose click “Continue” to continue to the Volunteer Sign-up form.


14. The volunteer sign-up form allows those parents who want to take an active role in the success of the league an opportunity to sign-up to help out.



You can choose more than one option from the list of roles or if you can't volunteer select "I can't help out...Sorry!". Like the detailed parent information screens you can go through for multiple parents and select volunteer roles. Once you have made your selection(s), click "DONE" to continue.

15. You will not be on the Child Info screen

https://gw.itsportsnet.com - SECURE ITMembersArea; Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox



ITMembersArea Friday, February 15, 2008

Current Club: Regina East Zone Youth Soccer Association (REZYSA) -> GO [Sign Out](#)

[Home](#)  
[Profile](#)  
[Registration](#)  
 REZYSA 2008  
 Outdoor Season  
  
[Help](#)  
[SIGN OUT](#)

[\(1\) Setup Family](#) [\(2\) Parent Info](#) [\(3\) Family Membership](#) [\(4\) Volunteer Sign-up](#) [\(5\) X Child Info](#) [\(6\) X Child Registration](#) [\(7\) Submit](#)

### Regina East Zone Youth Soccer Association (REZYSA)

Invoice #: [527855](#)  
 details

	Role:	Fee	
John Public	I need to purchase a family membership	\$5.00	<a href="#">remove</a>
John Public	Assistant Coach	\$0.00	<a href="#">remove</a>

---

### Child Info

This step is to collect the player information. Please choose a child below. Once you finish providing information for this child, you can come back to this 'Child Info' step to provide information for your next child.

Choose Family Member

Done gw.itsportsnet.com

These are the screens where you put in detailed information for each child. I know, you have entered a bunch of this information before, but it is a fact of life that children may not always have the same contact information as both of their parents. The screen comes pre-populated, so all you need to do is fill in the sex and add the health card information and submit the form if the rest of the information is correct.

https://gw.itsportsnet.com - SECURE IT MembersArea: Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox

**Profile**  
**Registration**  
 REZYSA 2008  
 Outdoor Season

**Help**  
**SIGN OUT**

(1) Setup Family (2) Parent Info (3) Family Membership (4) Volunteer Sign-up (5) **X** Child Info (6) **X** Child Registration (7) Submit

### Regina East Zone Youth Soccer Association (REZYSA)

Invoice #: 527855  
 details

John Public	Role: I need to purchase a family membership	Fee \$5.00	<a href="#">remove</a>
John Public	Role: Assistant Coach	Fee \$0.00	<a href="#">remove</a>

---

### Child Info

This step is to collect the player information. Please choose a child below. Once you finish providing information for this child, you can come back to this 'Child Info' step to provide information for your next child.

Choose Family Member: Johnny Public

First Name: Johnny  
 Last Name: Public

\* Birthday: 1996 01 01

\* Gender:

\* Address: 1234 Soccer Nut D.

\* City: Regina

\* Province: SK

\* Postal Code: S4S 4S4

\* Email: namedeplume@pobox.com

\* Home Phone: (306) 123 - 4567

Cell Phone: ( ) -

Health Care #: 123456789

*\* required fields - must be filled out to submit the form*

DONE-Click this button to submit player information.

Done gw.itsportsnet.com

When complete click "DONE".

16. You will see the Child Registration screen next:

https://gw.itsportsnet.com - SECURE ITMembersArea; Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox

ITMembersArea Friday, February 15, 2008

Current Club: Regina East Zone Youth Soccer Association (REZYSA) -> GO [Sign Out](#)

Home  
Profile  
Registration  
    ➔ REZYSA 2008  
    Outdoor Season

Help  
SIGN OUT

(1) Setup Family (2) Parent Info (3) Family Membership (4) Volunteer Sign-up (5) Child Info (6) **Child Registration** (7) Submit

### Regina East Zone Youth Soccer Association (REZYSA)

Invoice #: [527855](#)  
details

	Role:	Fee	
John Public	I need to purchase a family membership	\$5.00	<a href="#">remove</a>
John Public	Role: Assistant Coach	\$0.00	<a href="#">remove</a>
Johnny Public		\$0.00	<a href="#">remove</a>

---

### Child Registration

Choose the player (child) below, and then you will be asked to choose a fee type.

Choose Family Member:

\*Fee Type:

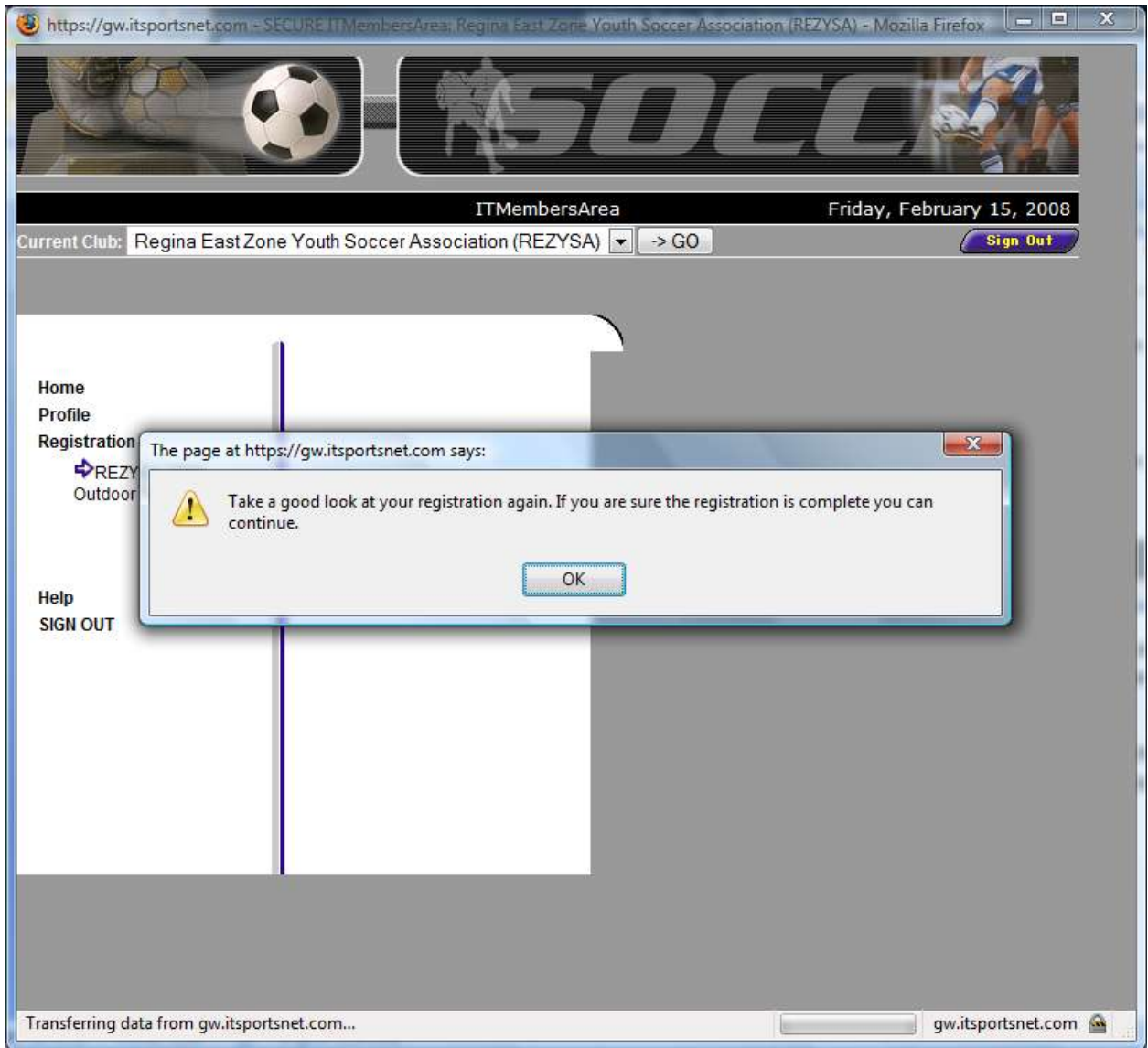
**REGISTER ANOTHER PLAYER**-Click here to register another player.

Done gw.itsportsnet.com

On this screen you choose which age group the child will register in. It comes pre-populated with the age group (and price) that corresponds with the year of the child's birth. This is the only age group available.

If you are registering more children, click "REGISTER ANOTHER PLAYER" to repeat the last couple of steps for other children. When you get all children registered click "DONE" to continue.

17. Once you are done registering children and click the "DONE" button you will see a pop-up box that reminds you to double check your registrations before submitting.



Click "OK" to continue.

18. Double check the info on the invoice at the top of the screen and make sure it is correct.

https://gw.itsportsnet.com - SECURE ITMembersArea; Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox

ITMembersArea Friday, February 15, 2008

Current Club: Regina East Zone Youth Soccer Association (REZYSA) -> GO [Sign Out](#)

Home  
Profile  
Registration  
    ➔ REZYSA 2008  
    Outdoor Season

Help  
SIGN OUT

(1) Setup Family (2) Parent Info (3) Family Membership (4) Volunteer Sign-up (5) Child Info (6) Child Registration (7) **SUBMIT**

### Regina East Zone Youth Soccer Association (REZYSA)

Invoice #: 527855  
details

	Role:	Fee	
John Public	I need to purchase a family membership	\$5.00	<a href="#">remove</a>
John Public	Assistant Coach	\$0.00	<a href="#">remove</a>
Johnny Public	Player U12	\$70.00	<a href="#">remove</a>
Janie Public	Player U10	\$70.00	<a href="#">remove</a>

**Please take a close look at the registration summary above.**  
If you need to make changes to the registration invoice you can remove an item above or add to your registration by clicking here: [ADD REGISTRATION ITEM](#). Even though your registration notes do not appear on the summary above, they are saved and the club will see them when the registration is complete.  
If everything looks okay, you can move on to the final step below.

FINAL STEP:

Done gw.itsportsnet.com

If it all looks good, the click “SELECT PAYMENT OPTION” to continue to the payment area.

19. You need to choose your method of payment. The screen gives you the choice of two methods to pay.

- Online Payment (credit card) – the quickest and easiest way to pay is via credit card. All transactions are processed through secure methods with a reputable credit card processing company, so the transaction is perfectly safe. REZYSA never sees your credit card information. Only the company which processes the transaction on behalf of REZYSA will handle the information long enough to process the transaction. The credit card processing company does not store your credit card information.
- Offline Payment – some people just don’t feel safe using credit cards to buy things over the Internet. For those people we have two options...either mail-in their registration and cheque, or bring the registration and cheque to a REZYSA registration night.

Choose your option and continue.

The screenshot shows a Mozilla Firefox browser window with the URL <https://gw.itsportsnet.com>. The page title is "SECURE ITMembersArea; Regina East Zone Youth Soccer Association (REZYSA)". The browser's address bar shows the current club as "Regina East Zone Youth Soccer Association (REZYSA)" and a "Sign Out" button. The main content area is titled "Choose a Payment Method" and includes the following sections:

- Home**
- Profile**
- Registration**
  - ➔ REZYSA 2008 Outdoor Season
- Help**
- SIGN OUT**

**Choose a Payment Method**

[Online Payment \(credit card\)](#)  
You will not officially be registered until you have paid. By selecting this payment method, you are able to pay immediately and print a receipt (a copy is also emailed to you). You will have the option to return to this screen if you change your mind and want to pay by cheque.

**Security**  
Because your organization is using ITSportsNet, you can feel safe and secure when providing your personal information:  
-All information within the members area is 128-bit encrypted (the same as online banking)  
-Credit card information is never stored  
-With multiple back-ups, the latest firewall technology and advanced physical security, your data is secure.

[Offline Payment](#)  
You will not officially be registered until you have paid. By selecting this payment method, you will print a copy of your registration invoice (a copy is also emailed to you) which must be paid by cheque. You will have the option to return to this screen if you change your mind and want to pay by credit card.

The status bar at the bottom of the browser window shows "Done" and the website URL "gw.itsportsnet.com".

20. Whichever payment method you choose you will receive a summary screen once you are complete.

https://gw.itsportsnet.com - SECURE ITMembersArea; Regina East Zone Youth Soccer Association (REZYSA) - Mozilla Firefox

ITMembersArea Friday, February 15, 2008

Current Club: Regina East Zone Youth Soccer Association (REZYSA) -> GO [Sign Out](#)

**Home**  
**Profile**  
**Registration**  
 REZYSA 2008  
 Outdoor Season

**Help**  
**SIGN OUT**

**John Public**

[<< Back](#)


Invoice # 527855		
John Public	Role: I need to purchase a family membership	\$5.00
John Public	Role: Assistant Coach	no fee
Johnny Public	Role: Player U12	\$70.00
Janie Public	Role: Player U10	\$70.00
TOTAL		<b>\$145.00</b>
Total Paid:		\$0.00
Total Owe:		<b>\$145.00</b>

To pay offline please print a copy of your registration invoice and bring a cheque payable to REZYSA or cash it to one of our registration nights  
 or  
 mail your registration invoice and your full payment by cheque payable to REZYSA to

REZYSA Registration  
 P.O. Box 30005  
 Regina, SK, S4N 7K9

Registration closes March 28th. No late registrations will be processed.

An e-mail confirmation including your invoice will be sent to you shortly. You may now Sign Out



[Print Page](#)

Done gw.itsportsnet.com

You should print this page. A copy of your invoice (paid or unpaid) will also be sent to you, along with your income tax receipt via email.

Click "SIGN OUT" to exit the online registration application.

Thanks for using online registration!