

ON-LINE REGISTRATION INSTRUCTIONS

OLM FAMILIES - EXISTING ACCOUNT

1. Click the link given in the e-mail or log into the on-line system just as you would to order lunch. Go to the top tab **"FOR SALE"**, when the drop down menu appears, select **"SUMMER BASKETBALL REGISTRATION 2012"**.
2. You will now be in the registration screen. Type a "1" next to each student that you would like to register for Summer Basketball and another "1" in the T-shirt section as well as select a size for each.

ANYONE WHO IS NOT INTERESTED IN VOLUNTEERING TO BE A COACH OR ASSISTANCE COACH CAN SKIP #5 and #6 – CONTINUE WITH #7.

3. If you are interested in volunteering as a coach or assistant coach, please refer to the top of the registration screen, above the first gold bar where it says **"TO VOLUNTEER FOR THE OLM BASKETBALL PROGRAM CLICK HERE"**. Complete this screen, click **"SUBMIT"** and it will give you a message that your selections have been submitted.
4. To return to the order form, click the back button (you will probably need to click it twice).
5. Make sure all information has been completed and then click **"ADD TO SHOPPING CART"**
6. You will now see a list of everything in your shopping cart. It will list the item as well as the child's name that it is ordered for. As you will notice, you have the option to remove an item, continue shopping or recalculate your order if a change has been made. When you are finished ordering, click **"CHECK OUT"**.
7. You will see an itemized list, order number and total. **NOTE: We are only accepting credit cards, disregard the offer to pay by check – we are not equipped for that option.**
8. The bottom of the screen shows the payment area - your information (name, address, etc.) should automatically be filled in. Complete the credit card fields and you will also see at the bottom there is a box next to a disclaimer – your order will not process if you do not agree with the terms and select the box. When complete - click **"COMPLETE ORDER"**
9. Your order is now complete; at this point you will have the option to print your order. You will also receive an e-mail to confirm your order.

NEW FAMILIES – CREATE AN ACCOUNT

In order to use the on-line registration for basketball, you will need to create a family account and register each of your children before you can place an order. You will only need to do this if this is your first time using the on-line system.

Please find below instructions for the on-line system.

1. Click on the link in the e-mail or go to our school website – www.olmacademy.org if you click on the link in the e-mail, then move on to **#4**.
2. In the left hand task bar, place your mouse over the tab entitled **"ACTIVITIES"**, when the pop-up menu appears, move the mouse over to select **"SPORTS/SCOUTS"** and click.
3. In the center right of the screen you will see **"SUMMER BASKETBALL REGISTRATION"** – click that link and you will open the registration system and be on the **"WELCOME PAGE"**.
4. On the right of the screen you will see **"ATTENTION NEW MEMBERS"** – under that click on **"CREATE YOUR ACCOUNT"**

5. Complete all the fields and don't forget to write down your password, so you will have it if you need to log back in. After you have entered all requested information, click **"CREATE MY ACCOUNT"**. You will see a message that states your account has been created and you will be receiving a confirmation e-mail.
6. On that screen you will see the words **"LOG-IN PAGE"** – click there.
7. Using the information you just entered (e-mail and password), log-in to your account.
8. You are now at the **"TO DO LIST"** screen. Check and make sure that all the information listed is correct. If you need to change something, click "change" next to My Profile. If everything is okay, click on **"PLEASE ADD OR UPDATE YOUR STUDENT INFORMATION"**.
9. Now click **"ADD NEW STUDENT"**
10. Complete all fields, including school (if your child(ren) do not attend OLM and medical conditions *(please disregard the box that states "I would like to volunteer as a class parent for my student's class")*. When complete click **"SAVE STUDENTS"**
11. If you have another child to register, click **"ADD NEW STUDENT"** and repeat this process until all of your children that need to be registered have been entered.
12. From this screen, go to the top of the screen and place your mouse on the tab entitled **"HOME"**. When the pop-up menu appears, move the mouse down to select **"OUR LADY OF MERCY HOME"** – and click.
13. You will now be back at the **"WELCOME PAGE"** – in the top menu select **"FOR SALE"** when you get the drop-down menu select **"SUMMER BASKETBALL REGISTRATION 2012"**. You are now in the order form.

ANYONE WHO IS NOT INTERESTED IN VOLUNTEERING TO BE A COACH OR ASSISTANT COACH CAN SKIP #14 and #15 – CONTINUE WITH #16.

14. If you are interested in volunteering as a coach, or assistant coach, please refer to the top of the page, above the first gold bar where it says **"TO VOLUNTEER FOR THE OLM BASKETBALL PROGRAM CLICK HERE"**. After you complete this screen, click **"SUBMIT"** and it will give you a message that your selections have been submitted.
15. To return to the order form, click the back button (you will probably need to click it twice).
16. Complete all necessary information and make sure you select sizes when necessary. When you have finished making your selections, click **"ADD TO SHOPPING CART"**
17. You will now see a list of everything in your shopping cart. It will list the item as well as the child's name that it is ordered for. As you will notice, you have the option to remove an item, continue shopping or recalculate your order if a change has been made. When you are finished ordering, click **"CHECK OUT"**.
18. You will see an itemized list, order number and total. **NOTE: We are only accepting credit cards, disregard the offer to pay by check – we are not equipped for that option.**
19. The bottom of the screen shows the payment area - your information (name, address, etc.) should automatically be filled in. Complete the credit card fields and you will also see at the bottom there is a box next to a disclaimer – your order will not process if you do not agree with the terms and select the box. When complete - click **"COMPLETE ORDER"**
20. Your order is now complete; at this point you will have the option to print your order. You will also receive an e-mail to confirm your order.

PLEASE BE AWARE THAT THE DEADLINE TO REGISTER IS MONDAY, MAY 21st.