



TEAMSNAPE REGISTRATION INSTRUCTIONS

For the 2017-2018 season, we are using a new registration processor, TeamSnap. Many of you are familiar with Teamsnap, as we have used it to manage our individual teams. Now, we are switching over our registration to help facilitate the data collection, and when registration is complete, we just need to assign each player to a team (each team will be maintained on TeamSnap this season).

Detailed Registration Instructions:

1. Go to the registration page:
 - a. Click Here: <https://go.teamsnap.com/form/64298> or
 - b. Click the link on our website: <https://www.nyicecats.org/pages/team-snap-registration>
2. You will be taken to the homepage where you can login with an existing TeamSnap account, Facebook login or create a new login. If you are registering multiple children, you only need one parent login (you can add an additional parent during the registration).

A screenshot of the NY IceCats registration page. The page has a dark blue header with "NY IceCats" in white. Below the header is a dark blue bar with "Registration" in white. The main content area is white and features a large orange asterisk logo on the left. To the right of the logo, the text reads "Welcome to TeamSnap's Club & League Registration" followed by a paragraph explaining the use of TeamSnap. Below this is a link for "Sign Up" for users without an account. There are two login options: "Log in With TeamSnap" and "Facebook Login". The "Log in With TeamSnap" section has fields for "Email" (containing "mites@nyicecats.org") and "Password" (with a masked password and a "Forgot Password?" link). A green "Login" button is at the bottom of this section. The "Facebook Login" section has a "Log In with Facebook" button. Below this, a message states "TeamSnap no longer supports logging in with Facebook. Please log in with your email and password on the left." and a link for "Don't remember your password?".

Choose your option and click "Login".

3. Once you are logged in, it will take you to the beginning of the registration page:

REGISTRATION

1. Step 1 - Enter Participant Info: There are 2 options for entering the participant information – If you are new to TeamSnap, you will want to click the 2nd box, “Add Participant”.

If you logged in with a TeamSnap login, when you click on “Import Participant”, you will be able to choose from a list of participants that you are already associated with.

In this situation, this login is associated with 6 different accounts (on various teams):

Import Participant

- Daniel on NY IceCats Spring - Squirts as Team Owner
- Daniel on NY Icecats Mini-Mites as Team Manager
- Daniel on NY IceCats - Squirts as Team Owner
- Daniel on Icecats - Over 40 as Team Manager
- Daniel on NY IceCats - Mites as Team Owner
- Daniel on No Regretskys as Player

Show archived participants

✖ close✔ Import Participant

Select the participant you want to bring forward and click “Import Participant” (you will be able to repeat this later for another child). This will populate as much info as possible so that you don’t need to retype it.

- a. Participant Info: This gathers basic info about the player. Anything with a * is required information.
- b. Sport Info: For the USA Hockey #, you will need to go to the USA Hockey website (https://www.usahockeyregistration.com/register_form_input.action) and sign up for a new number for the 2017-2018 season. Your current number will be expiring on August 31. The cost will be \$40.
- c. Additional Participant Info:
 - i. **“DISCOUNT CODE”**: If you register by June 30th and you enter code **“Icecats2017”** you will receive \$200 off your registration fee.

Additional Participant Info

* School Attending [?](#)

test

* Primary Care Physican [?](#)

test

* Allergies [?](#)

none

Early Registration Code [?](#)

Icecats2017

← Enter "Icecats2017" here to receive \$200 off

- d. Participant 1 is complete. If you have an additional player, repeat steps above. If not go to Step 2 – Parent Info.
2. Step 2 – Enter Parent Info
3. Step 3 – If you want your contact information hidden from your teammates, click the checkbox. This relates to contact info only. Information such as school affiliation, physican, allergies, birthdates... will not be shared.
4. Click "Save & Continue"

DOCS & WAIVERS

1. Player Code of Conduct: Represents some rules required for each player to be a part of the IceCats team. By signing the document, the parent agrees to discuss this list with their child/children. A pdf can be downloaded for your guidance.
2. Parent Code of Conduct
3. USA Hockey Liability Waiver: USA Membership requires that you accept their liability waiver.

Once you have initialed and clicked on "Sign Waiver" for each document, you will be done with this section. Click "Save & Continue".



Documents & Waivers

Please review and acknowledge the documents and waivers below.

Registration Documents & Waivers

<input checked="" type="checkbox"/> Player Code of Conduct	edit
<input checked="" type="checkbox"/> Parent Code of Conduct	edit
<input checked="" type="checkbox"/> USA Hockey Waiver of Liability	edit



[Save & Continue](#)

PARTICIPATION & FEES

1. Select the Registration that amount. You should have only one choice per child as our teams are dependent on calendar year (as defined by USA Hockey). Any discount will be reflected at checkout.



Participant & Registration Fees

Please select the fee(s) that apply to each participant.

test test's Fees

Registration (per participant)
<input checked="" type="checkbox"/> Miltes - Registration \$2195.00



[Save & Continue](#)

When you are done, click "Save and Continue."

CHECKOUT

The top of the page will show you your current cart:



Checkout

Please review your registration fees and select a payment method.

Registration Fees

Participant Fees

test test	Mites - Registration	\$2,195.00
	Early Registration Code Adjustment	-\$200.00
Add Another Participant		

Total Fees

Participant Fees	\$1,995.00
Registration Fees	\$0.00
Total	\$1,995.00

Here you can see the team fees + the \$200 early discount to get to a net due of \$1,995.

1. Step 1 - Payment Methods: There are 2 payment methods:
 - a. Credit Card - **Please note that while the credit card option shows only “Visa or Mastercard”, we have confirmed that all 4 major credit cards are accepted – American Express, Mastercard, Visa and Discover.** Support is working on correcting this.
 - b. Direct Payment from your Bank.
2. Step 2 – Confirm Payout: If you selected “Pay with Credit Card” above, you then have 2 options:
 - a. Pay with a Credit Card (All 4 cards are accepted): This option is to pay the entire balance in one lump payment.
 - b. Pay by Installment Plan: This would require an initial payment of \$400 and the remaining balance would be evenly distributed among another 6 payments (fully paid by December 31). Each month, your credit card would be charged for your installment. The system shows you the installment schedule for your reference:

Order Summary

Registration Fees	\$1,995.00
Processing Fee	\$66.59
Checkout Total	\$2,061.59

Installment Plan Details

At Checkout : Deposit Payment	\$412.95
06/23/2017 : 1st Installment	\$274.77
07/23/2017 : 2nd Installment	\$274.77
08/23/2017 : 3rd Installment	\$274.77
09/23/2017 : 4th Installment	\$274.77
10/23/2017 : 5th Installment	\$274.78
11/23/2017 : 6th Installment	\$274.78
Installment Total	\$2,061.59

When you are done, click “Confirm Payment” and your registration is complete.

If you have any questions/issues, please contact squirts@nyicecats.org.

Welcome to the NY IceCats!