

SPORT NGIN STUDENT-ATHLETE REGISTRATION & DONATION INSTRUCTIONS

Thank you for registering your student-athlete (s) for Los Alamitos High School Water Polo & Swim. In order to receive e-mails from the Program, each athlete must register through this system. Additionally, you can make your athlete donations through this system. We appreciate your support of Los Alamitos High School Water Polo & Swim!

Feel free to print these instructions as they will assist you through the registration process.

1) Start by going to the following link:

<http://www.lahsaquatics.com.prod.sportngin.com/registration>

2) You are now at the **REGISTRATION** page. Click on your desired link (i.e. Boys Water Polo, Girls Water Polo, Swim).

3) After reading this page, scroll to the bottom where you can either: **LOGIN IF YOU HAVE AN EXISTING SPORT NGIN ACCOUNT**, or **CREATE A NEW ACCOUNT** for your family:

- a. If you have an existing account, please enter your User Name and Password, and click **LOGIN**.
- b. If you are creating a new account, please click **SIGN UP** and enter the requested information to create your account. Please note the following when creating your password: Passwords must be at least 8 characters in length, and must contain at least 1 UPPERCASE letter, 1 lowercase letter, and 1 number or symbol.

4) **WHO ARE YOU REGISTERING?** Page:

- a. You can click on an **EXISTING** student athlete (if you already had a Sport Ngin Account), or
- b. You can create a **NEW** Person.
- c. Click on your selection, then click on **CONTINUE** at the bottom of the page.

5) **PLAYER & GUARDIAN INFO** Page:

- a. Enter the Player information as requested.
- b. Enter the Guardian information as requested.
- c. Click on **CONTINUE** at the bottom of the page.

6) **ORGANIZATION OPTIONS** Page:

- a. Carefully review the Donation payment options. They are as follows:
 - i. Donation in Full
 - ii. Donation Payment Plan
 - iii. Donation Offline (mail or hand deliver check/payment)

- b. Click on **REVIEW** at the bottom of the page.
- 7) **REVIEW** Page:
- a. Check all information CAREFULLY. If you need to edit any information, click on the **EDIT** button and follow the instructions to edit any information.
 - b. If all the information is correct, then you have two (2) options at this point:
 - i. If this is the only Student-Athlete from your family that you are registering, then click on **CONTINUE TO SHOPPING CART**.
 - ii. **If you are registering another student-athlete from your family you MUST click **REGISTER ANOTHER PERSON**, and follow the instructions.**
- 8) **SHOPPING CART** Page:
- a. Choose your Donation Payment option here.
 - b. Click on **CHECK-OUT** at the bottom of the page.
- 9) **CHECK-OUT** Page
- a. Enter your credit card or checking account information here.
 - b. If you select PAY OFFLINE, please send your Donation to the PO Box, or make arrangements with Booster Club Board Member.
 - c. Click on **COMPLETE ORDER** at the bottom of the page.
- 10) **RECIPT** Page.
- a. Please print a copy of this page for your records.
 - b. You will also receive a receipt via email to your email account.
- 11) **LOG-OUT**
- a. You must LOG-OUT of your session. Go to the top of the page, left-hand side, and click **LOG-OUT**.

PLEASE BE SURE TO SAVE YOUR SPORT NGIN USER NAME AND PASSWORD FOR FUTURE REFERENCE. THIS WILL MAKE FUTURE REGISTRATIONS MUCH QUICKER AND EASIER!

Questions?? Please send an e-mail to griffinwaterpolo@gmail.com and we will get back to you shortly to assist.