

## How to register?

### Step 1

#### Register yourself at Soccer City

1. Go to the top of the home page and click on **Register**
2. Under **New Customer Registration** enter your email to start the registration process and click on the **Sign Up** button.
3. After clicking on **Sign Up** you will then see an information sheet that must include the adult's information (you) along with the child's information. If only participating in the adult league don't worry about the children's part. Once completed type the characters you see at the bottom and click on **Register**.

Note: There is a \$20.00 or \$30.00 annual player registration/membership fee good for one year required for all players participating in any league or class.

#### Register for a CLASS, CAMP and CLINIC

This process is for the team captain or person who is responsible for making the team and putting the payment together. This person will be making the payment in credit card form in order to finish the registration process.

1. Once your registration above is a success you will be sent a confirmation email.
2. You must then open your email from [info@soccercitypalatine.com](mailto:info@soccercitypalatine.com) Subject: Soccer City MySAM Registration- Email Confirmation. It will say to click on a link to confirm your email address. If you don't see the email in your inbox please check your junk mail.
3. The screen will then show that your email is now verified and you are now ready to log on by clicking on **Click Here To Login!** You will use the password you created while making your account to login.
4. When you sign in for the first time there will be a waiver to be read and initialed at the bottom. Once you are done click on **Accept**.

5. Your profile is now complete with MySAM and you are ready to register for your class.
6. To register for your class you must click on **Register** on the left side of the screen.
7. It will then say to Please Select the Type of Program you are registering for. Click on **Class, Camps and Clinics.**
8. You will want to click on the person you want to register. **\*THIS IS WHERE YOU CAN ADD A NEW CHILD**
9. Select the correct season you want to register for and click Search. A list of all classes you or your child are eligible for will appear at the bottom of the screen.
10. Click register next to the class you are signing up for.
11. Please answer any of the questions that follow and then click **Add to Cart.**
12. You will see your total appear in your Shopping Cart. Now you are able to **Check out.**
13. You can make your credit card payment at this time and will receive a conformation email and receipt for your transaction.

### **Register Your Team at Soccer City**

This process is for the team captain or person who is responsible for making the team and putting the payment together. This person will be making the payment in credit card form in order to finish the registration process.

1. Once your registration above is a success you will be sent a confirmation email.
2. You must then open your email from info@soccercitypalatine.com Subject: Soccer City MySAM Registration- Email Confirmation. It will say to click on a link to confirm your email address. If you don't see the email in your inbox please check your junk mail.
3. The screen will then show that your email is now verified and you are now ready to log on by clicking on Click Here To Login! You will use the password you created while making your account to login.
4. When you sign in for the first time there will be a waiver to be read and initialed at the bottom. Once you are done click on Accept.

5. Your profile is now complete with MySAM and you are ready to register your team.
6. To register your team you must click on Register next to the players name (your name) or click on register on the left side of your name.
7. It will then say to Please Select the Type of Program you are registering for. Click on Register Your Team.
8. You click on the person you want to register (you).
9. You will then see that your name is selected and the facility should be under Soccer City. Click Select at the bottom.
10. Select the skill level
11. Do not worry if it says you are not eligible to play on the team because of the age. Click ok and proceed registering.
12. It will then show you the league you have selected and you will put your teams name under New Team Name. When you are done click Next.
13. Now you will see that you are almost done and you will click Pay Deposit when ready to pay in the full amount.
14. You will see your total for your team and you are now ready to click on Checkout to pay.
15. Once you're done and click process payment, on the right side of your screen it will say invite your teammates to register (you will need to know your teammates emails to invite them to register).

### **Join a team at Soccer City**

1. For those teammates registering, you will need to follow steps 1 thru 3 to register to create an account and then follow on register a team steps 1-7, instead of choosing register your team you will click on Join A Team.
2. ALREADY A MEMBER go to member login then go to your profile and then follow the steps below.
3. You then will select yourself to register.
4. It will look something like this. Be sure that the Location and Season are as shown in the picture if not change them to that status. Select the League/Group and type in your teams name and click on Search.

5. Make sure your team is already created and paid for in order to Join a team and finish your registration process, if not then talk to your team captain or the person who is responsible for organizing the team and making the teams profile. If so then select the team. That request will be sent to the person responsible for your team and they must add you to the roster. When added to the roster you can pay your portion of the balance online.

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