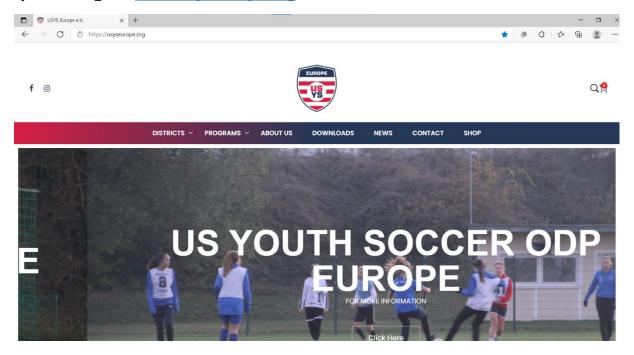
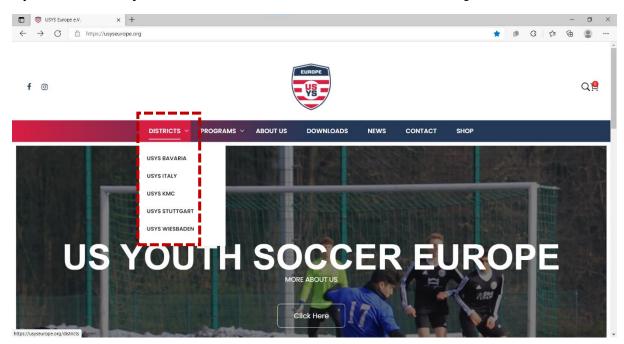
# **Registration - How to Guide**

1) Please go to www.usyseurope.org



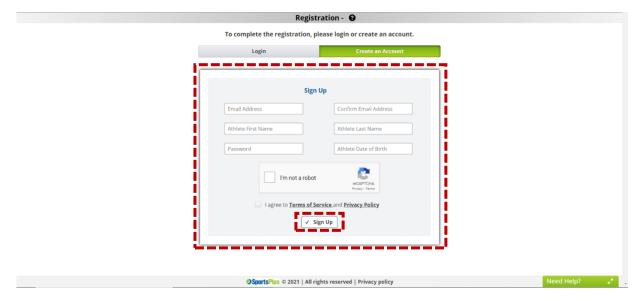
2) Click the drop-down arrow titled "Districts" and click on your district



### 3) Click on the "REGISTRATION" button



4) Create a Sport Plus Account (Our Registration Application Platform)



#### **ONCE YOU HAVE CREATED A SPORTS PLUS ACCOUNT**

5) You will receive an email from your specific district with the link(s) of the program(s) you would like to sign up for

#### (COULD TAKE UP TO 48 HOURS TO RECEIVE)

Please contact us directly if you do not receive this email!

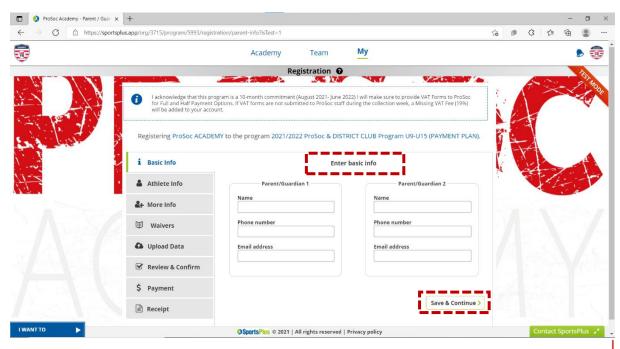
#### ONCE YOU HAVE RECEIVED THE EMAIL WITH THE PROGRAM LINKS

6) Read carefully then <u>click on the link with the SPECIFIC PAYMENT PLAN AND</u>
<u>PROGRAM</u> you would like to sign up for

7) The link will take you to the program specific registration page. Please click "Register"



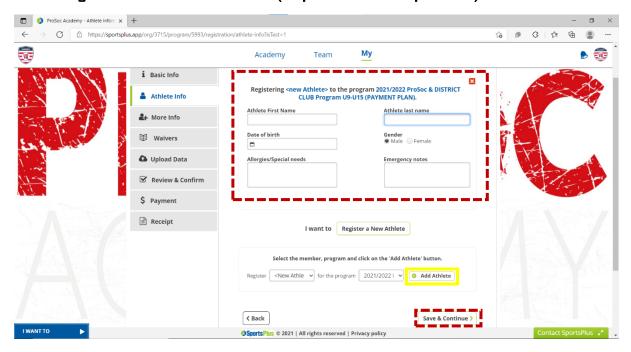
8) Complete the "Basic Information" section then click "Save & Continue"



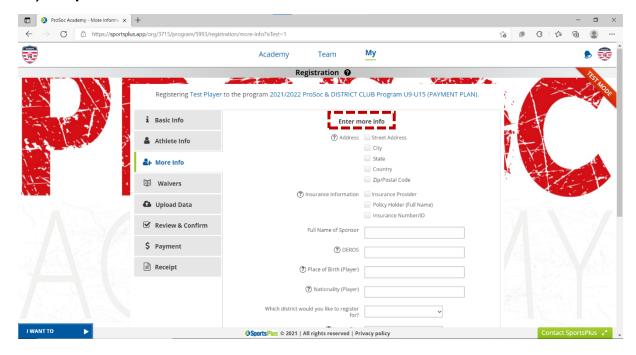
### 9) Complete the "Athlete Info" section then click "Save & Continue"

#### **MULTIPLE KIDS?**

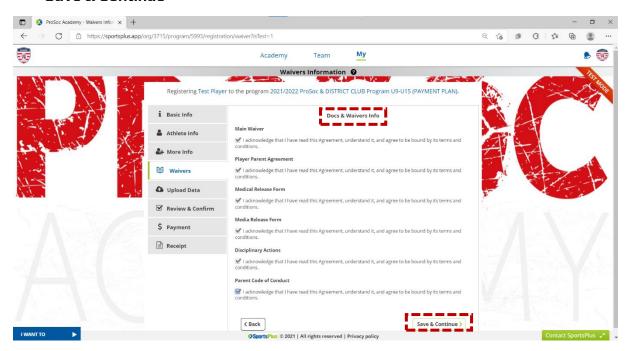
- a) If you have an additional child who would like to register for the same program AND payment plan, please click "add athlete" and fill out their information
- b) If you have an additional child who you would like to register for a different program OR payment plan, you will have to complete a separate registration for each athlete. (Repeat the entire process)



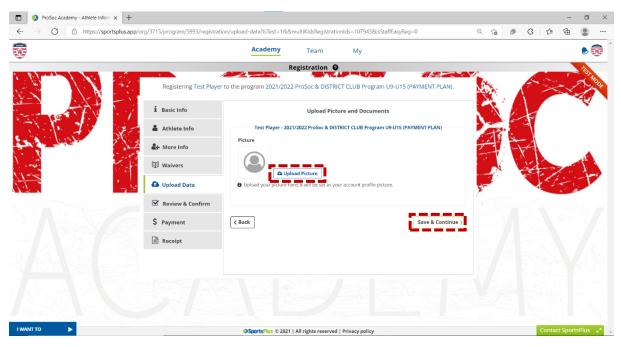
## 10) Complete the "More Info" section then click "Save & Continue"



# 11) Under "Waivers" section please review and accept all waivers then click "Save & Continue"



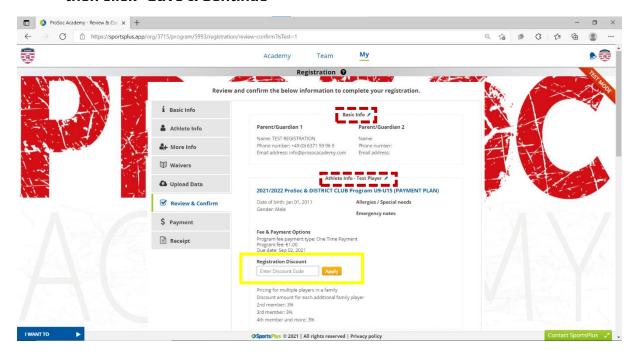
# 12) Upload a headshot of the athlete by clicking on "Upload Picture," once uploaded click "Save & Continue."



13) Review completed information, click on the pencil icon to make necessary changes to a specific section.

#### **DISCOUNT CODE?**

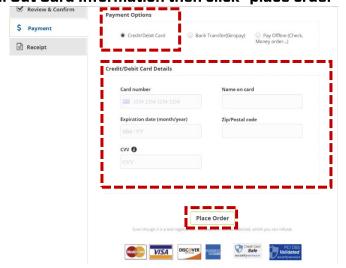
- a) If applicable enter the discount code where it says "Registration Discount" then click "Apply"
- b) Scroll to the bottom of the page, fill in your full name in the allocated section then click "Save & Continue"



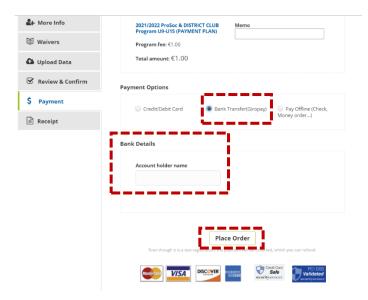
#### 14) Select your payment method

a) Credit/Debit Card

i) Fill Out Card Information then click "place order"



- b) Bank Transfer (Giropay) \*Most German Bank Accounts\*
  - i) Complete "Bank Details" section then click "Place Order"

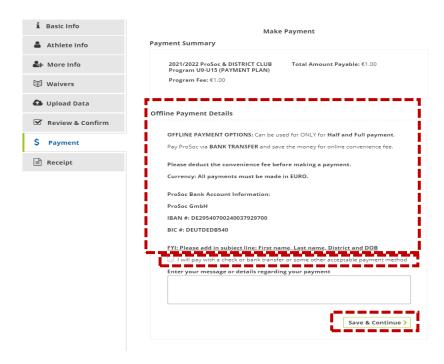


- ii) Search for your bank by name, bank code or BIC then click "continue to payment"
  - (1) Log-in to your bank through the secure system and complete the payment process. Once approved you will automatically return to the "receipt page"
  - (2) If you cannot find your bank, it may not be supported by Giropay.

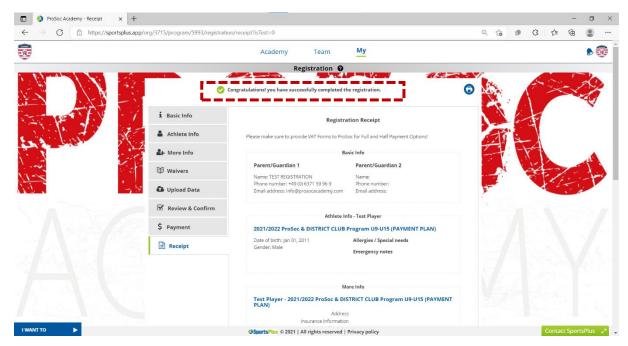
    Please click "cancel payment" and choose an alternative payment method



- c) Pay Offline \*all other banks\*
  (Not available for monthly payment plans)
  - i) Carefully read the "Offline Payment Details" and click "Save & Continue"
  - ii) Make the bank transfer (Yes, some people forget to do this!)



15) "Congratulations!" Scroll to the bottom and click "Done"



16) Receive an email confirmation of your completed registration