



Online Registration Instructions

1. Go to Rockaway Little League Online Registration Page

- <http://www.sportssignup.com/Rockaway-Little-League-Online-Registration.start>
- The welcome page will show all RLL sports and events that are open for registration as well as registration news and updates and the email address to send registration questions to.
- *Note* – all fields on the web site that are preceded by an asterisk (*) are required and must be answered. If you ever click Save or Next or Continue and nothing seems to happen, please check you have filled in all required fields (the system will highlight any you have left out).

2. Login (if you have already created an account)

- Click Login/Register
- Enter the email address you used to create the RLL account and the password for the RLL account, then click Login
- This takes you to Account home page where you can add other parent/guardians, register children for RLL sports, register adults as coach volunteers and buy tickets for RLL special events.

3. Create an account (if this is your first time on the site)

- Click Login/Register
- Click create an Account (in the First Time? Section)
- Enter your primary email address. This will identify your account and will be the email address you will use to log into your account from now on. Re-enter the email address for confirmation.
- Enter a password. This is the password you will use from now on to log into the Rockaway Little League registration site. It does not have to be the same as your email password.
- Reenter the password for confirmation
- Click Next to continue
- Fill in contact information about yourself (account owner) and click Next
- You can now click Add to add children to the account so you can register them, click Register to register yourself as a coaching volunteer or click Go to go to your account home page.

4. Add other parent or guardian to the account

- It is recommended you add a second parent or guardian to the account so the league and coaches have an alternate contact for your child(ren).
- If you are not on the Account home page, click Home in the upper right corner
- Click Add Adults
- Enter name and contact information and click Save



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5. Add child(ren) to the account

- If you are not on the Account home page, click Home in the upper right corner
- Click Add Children
- Enter information and click Save
- This takes you to the Choose Season / Event page where you can immediately register the child for an open sport or return to the Account home page.

6. Register your child for a sport

- If you are not on the Account home page, click Home in the upper right corner
- Click Register Now next to your child's name
- This takes you to the Choose Season / Event page. Choose the sport or event you are registering for and click the associated Register Now button.
- Fill in the Emergency Contact information and click Continue
- Fill in information on the registration form and click Continue
- *Note* – You will be shown the division(s) your child is eligible for based on his/her date of birth. If you wish your child to play up or down a division, you have the opportunity to request that on this page. Be sure to provide an explanation for the request. This is not a guarantee of division change. Division reassignments are subject to league approval.
- If you wish volunteer your time to help Rockaway Little League, please indicate all areas you are interested in on this page. RLL is an all volunteer organization and is always grateful for parents who can contribute in this manner.
- Clicking Continue on the registration page will take you to the Consent page. Read the consent agreement and click I Agree to continue.
- This takes you to the Shopping Cart Summary page. You may click Register to return to the Account home page to submit more registrations or Check Out to pay for your selected registration(s). Your current balance is shown in the Shopping Cart on the right.
- *Note* – If you intend to register more than one child, please enter all registrations before checking out. That will ensure you receive the multi-registration discount.



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7. Paying for your registrations

- When you have finished entering all registrations, click Check Out from either the Account home page or the Shopping Cart Summary page.
- Choose your method of payment:
 - *Pay by Credit Card* – to pay by MasterCard or Visa credit or debit card
 - *Pay by Check* – to pay by check or cash
- Enter your payment information and click Continue.
- Review your order and the refund policy and click Place Order
- Please note that the RLL registration site from SportsSignup meets the highest security and confidentiality requirements. Your credit card number is not stored on the site and is used only during processing of the payment.
- If you are paying by check or cash, you **must** attend the in-person registration event on **Sat Feb 11** from **10am to 1pm** at the **Fort Tilden clubhouse**.

8. Volunteering to coach

- In addition to checking Coaching on your child's registration, you need to submit a volunteer registration order to register as a coaching volunteer, There is no charge for volunteer registrations.
- If you are not on the Account home page, click Home in the upper right corner
- Click Register Now next to your name
- Confirm your name and contact information, make any necessary corrections and click Save
- This takes you to the Choose Season / Event page. Choose the sport or event you are volunteering for and click the associated Volunteer button.
- Choose the Role and Division you are volunteering for and click Continue.
- This takes you to the Consent page. Read the consent agreement and click I Agree to continue.
- This takes you to the Shopping Cart Summary page. You may click Register to return to the Account home page to submit more registrations or Check Out to submit your volunteer registration.
- You will be informed if you have been selected as a coach prior to the draft. If selected you must submit to a background check before you can be accepted as a coach. Background checks will be performed through this same site. They are processed under the strictest security and confidentiality guidelines and no personal information is stored on this site. The background checking process is fully compliant with FCRA (Federal Credit Reporting Act) guidelines