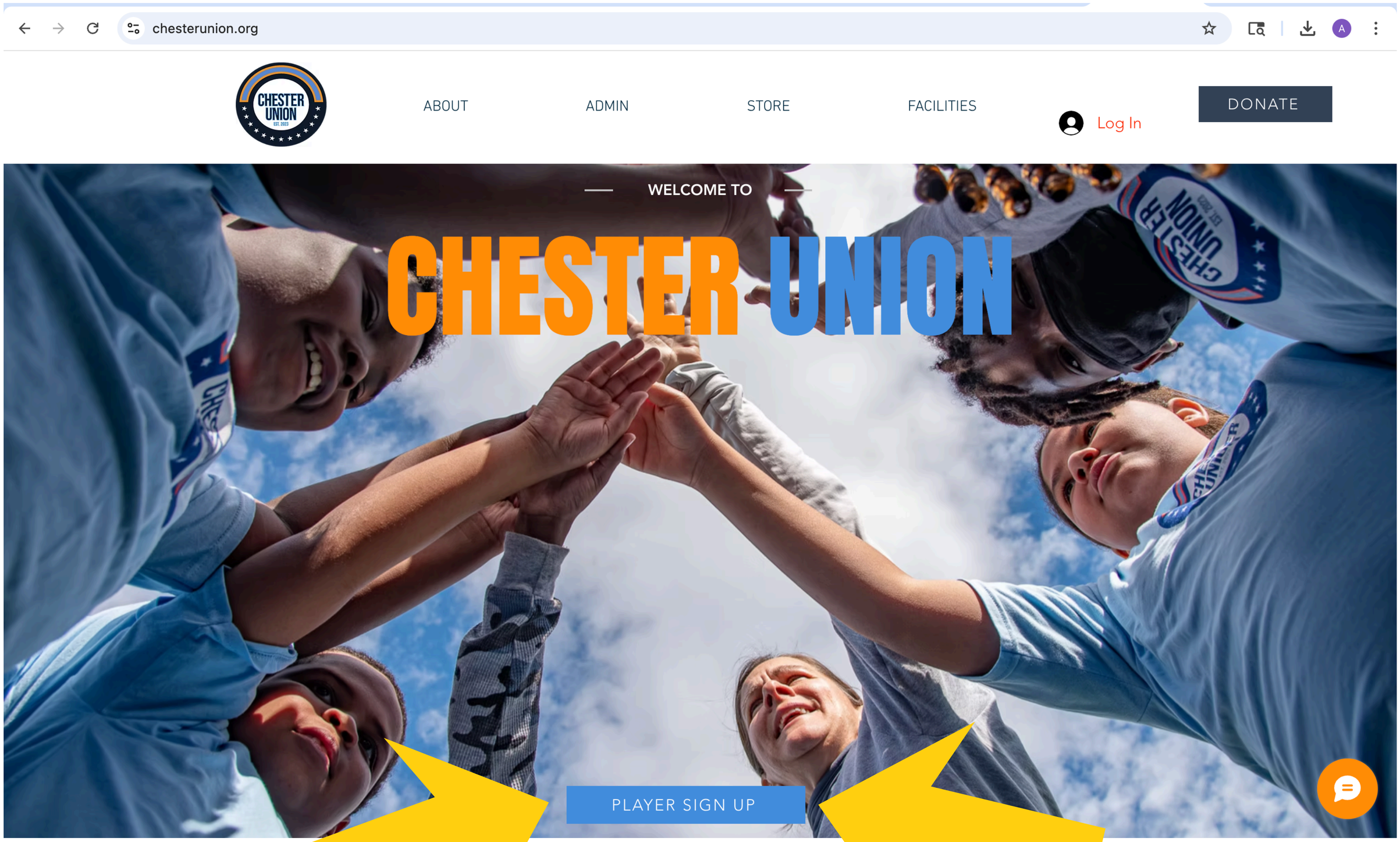
HOW TO
COMPLETE TEAMSNAP
REGISTRATION

CHESTER
UNION
EST. 2023

Step 1

Visit chesterunion.org and click **“Player Sign Up”**

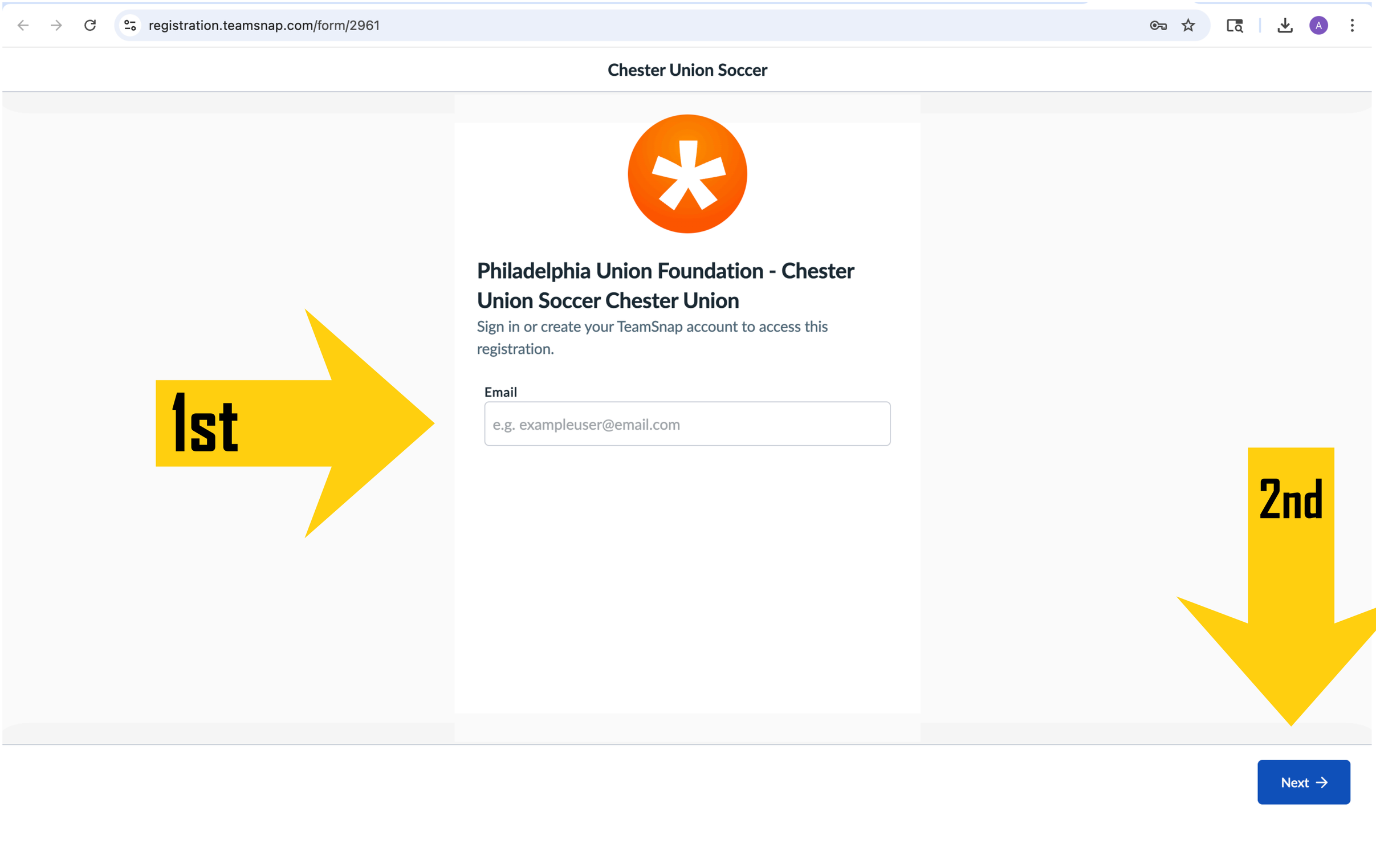


CLICK HERE

Step 2

You will be directed to this screen

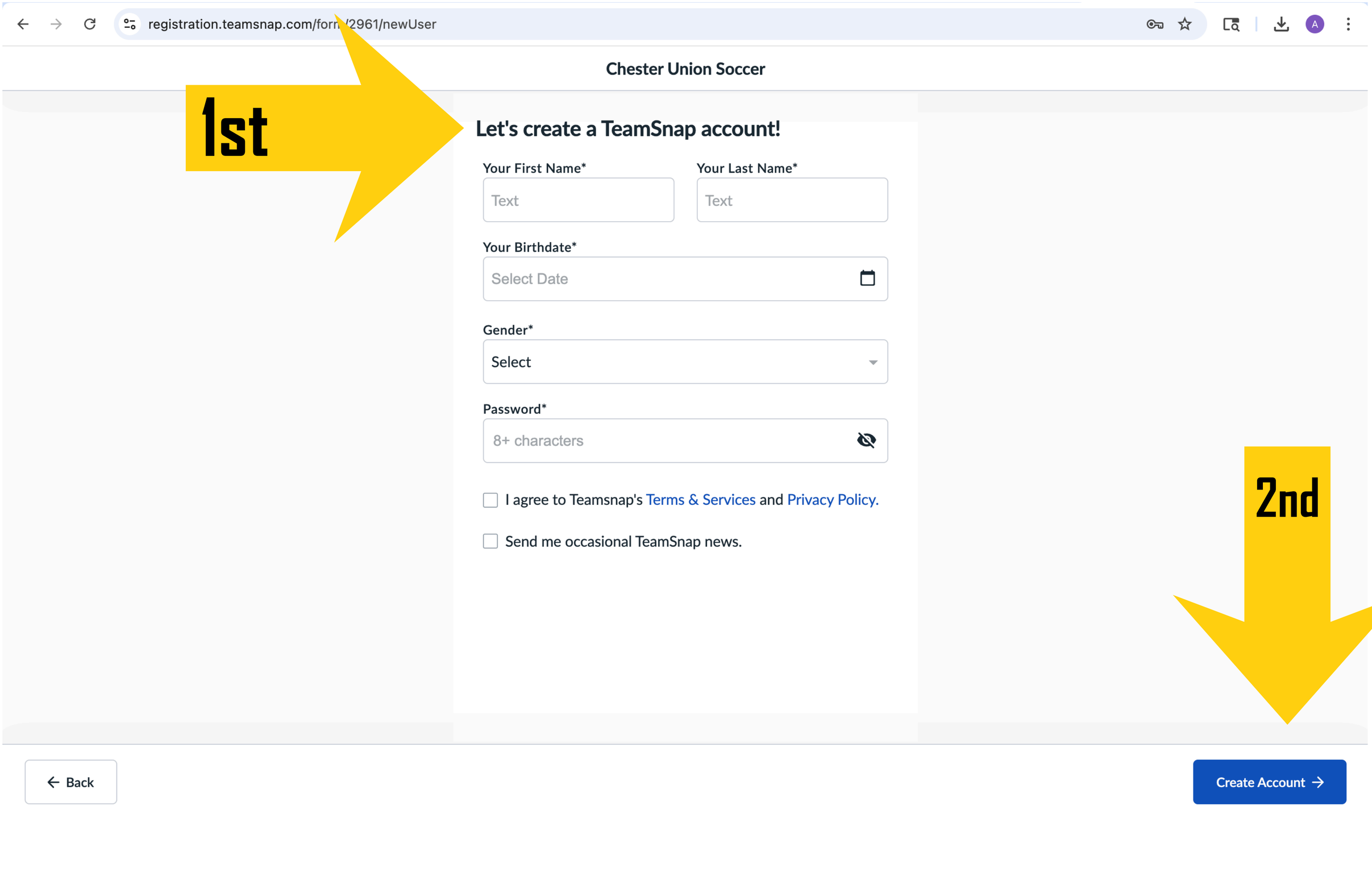
1. Parent/guardian **enter your email**
2. Click “Next”



Step 3

You will be directed to this screen

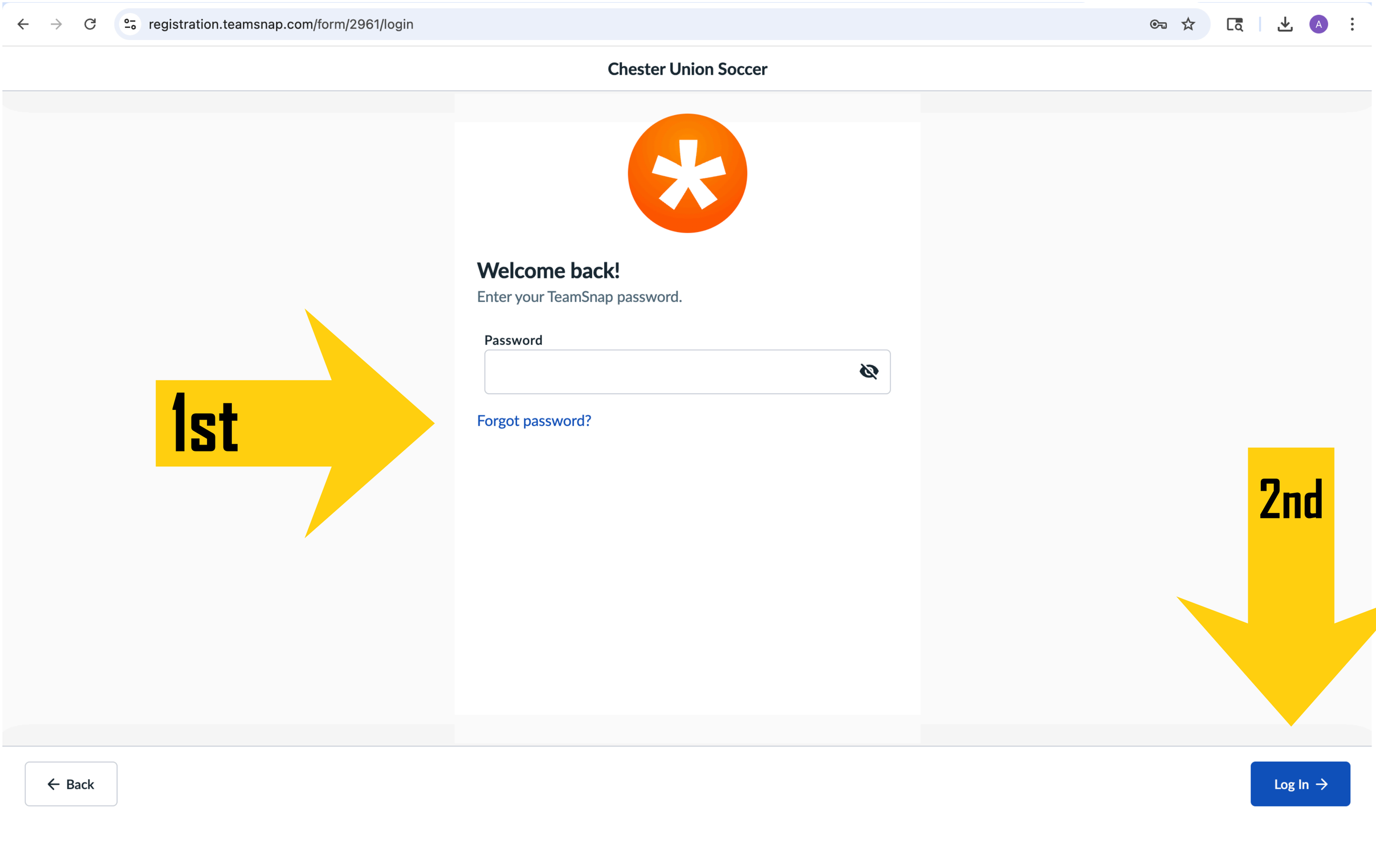
1. Please fill out all account information from a parent/guardian persepective
2. Once completed click **"Create Account"**



Step 4

You will be directed back to the TeamSnap home page

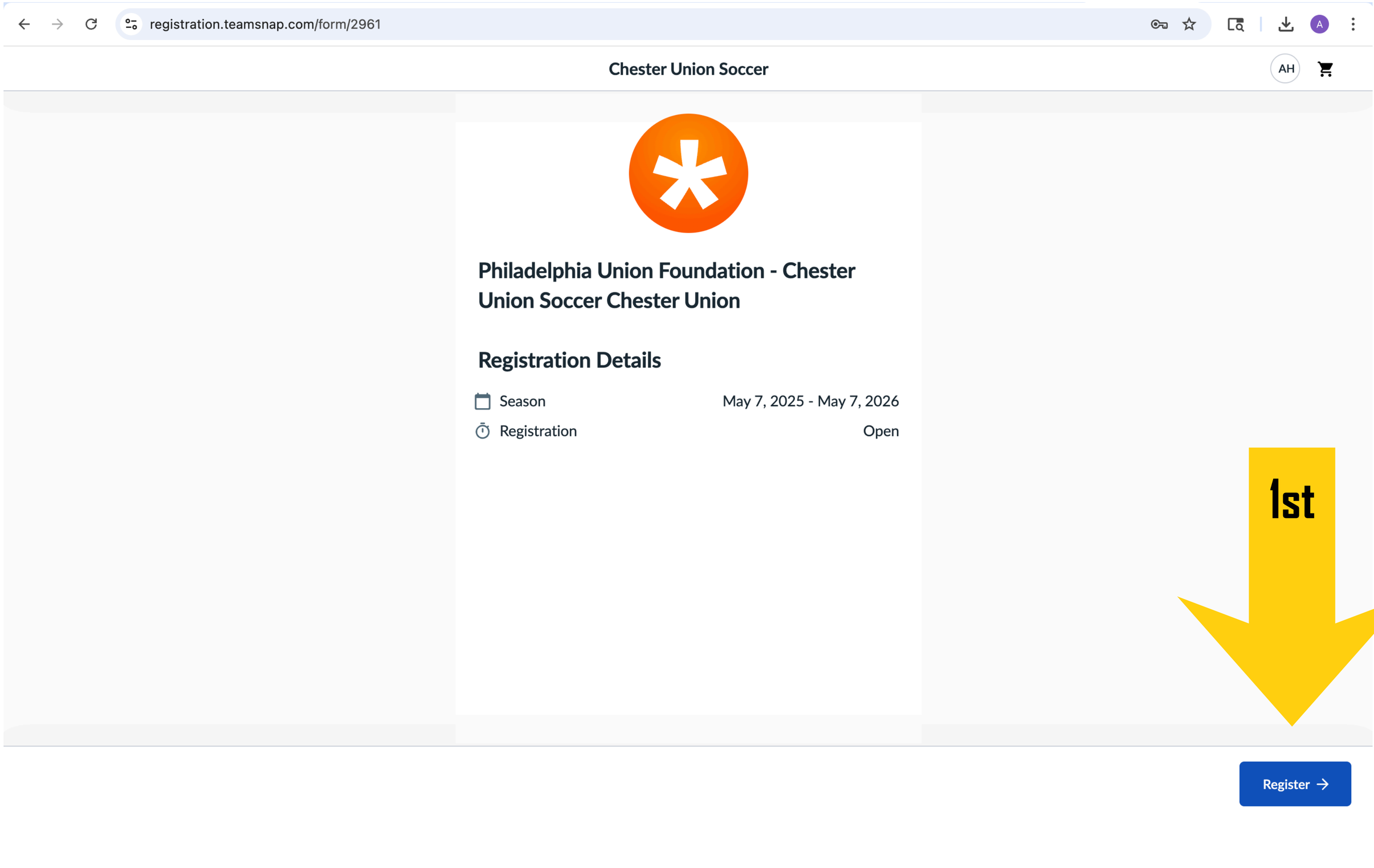
1. Sign in with your email and password you just created
2. Click **“Login”**



Step 5

You will be directed to this screen

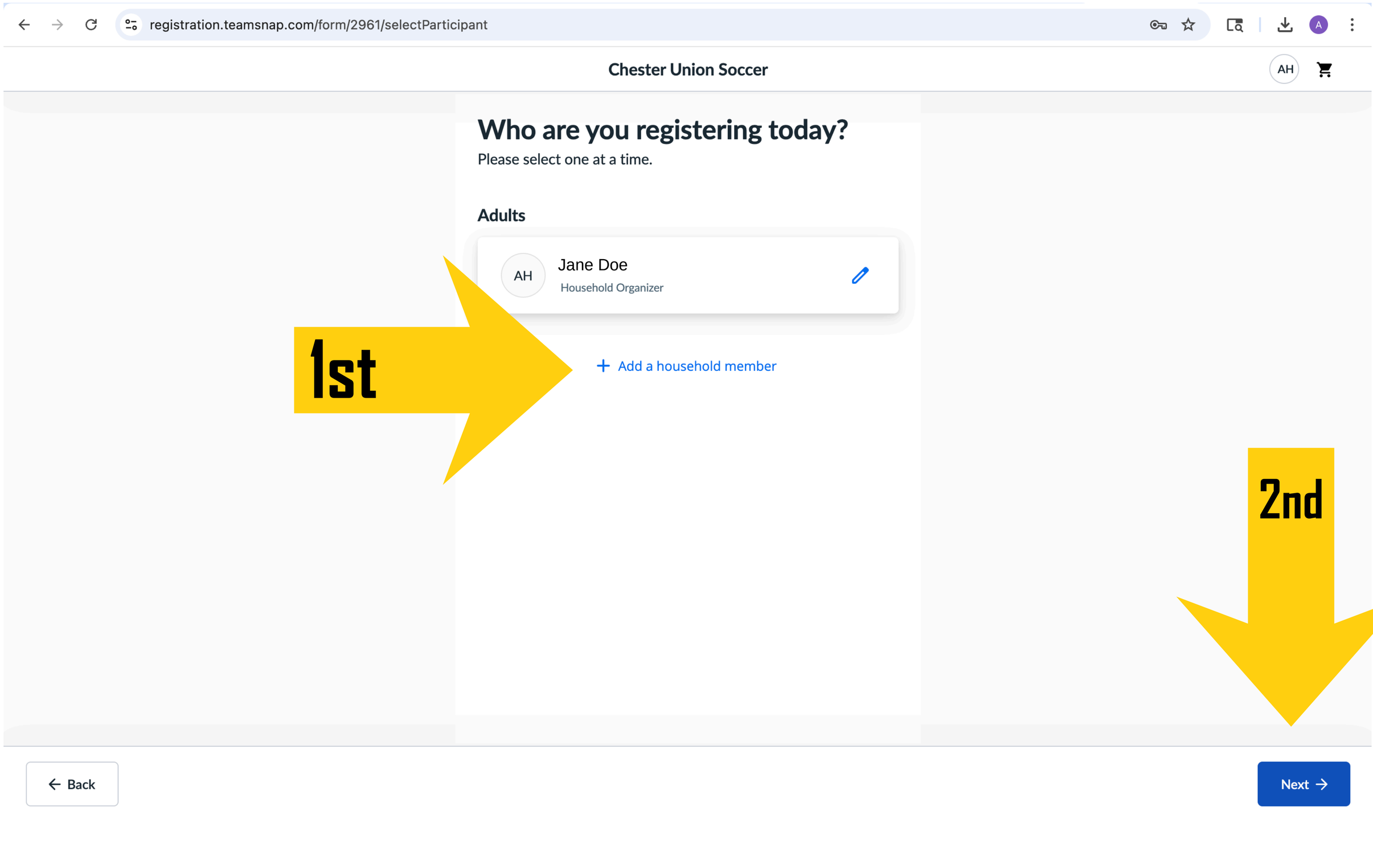
1. **Click "Register"**



Step 6

You will be directed to this screen

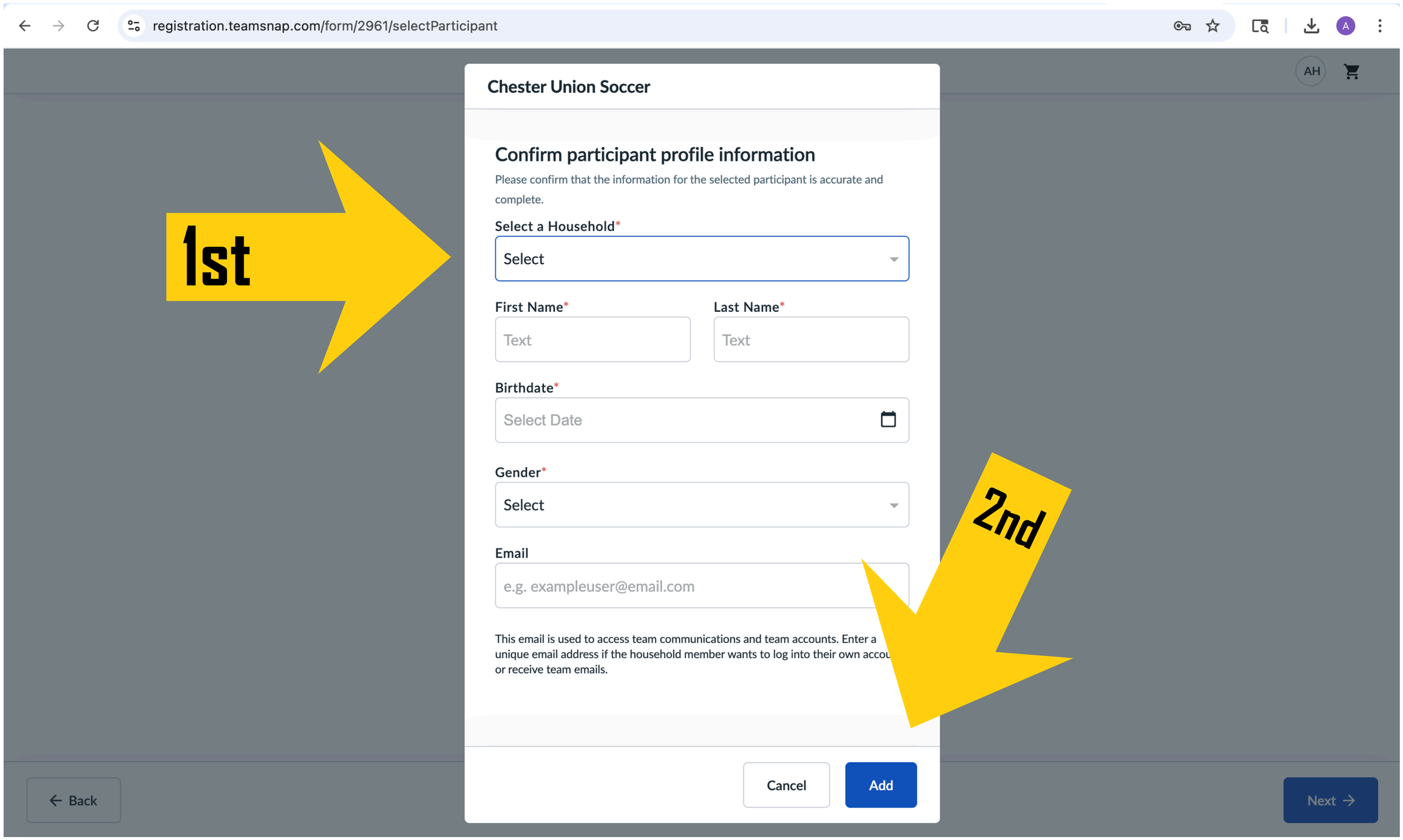
1. Adults, should be yourself (parent/ guardian) that just signed up
2. Click **"Add a household member"**
3. Then, click "Next"



Step 7

You will be directed to this screen

1. **This is where you will register your child/ player**
2. Fill out all necessary fields
3. Then click “Add”

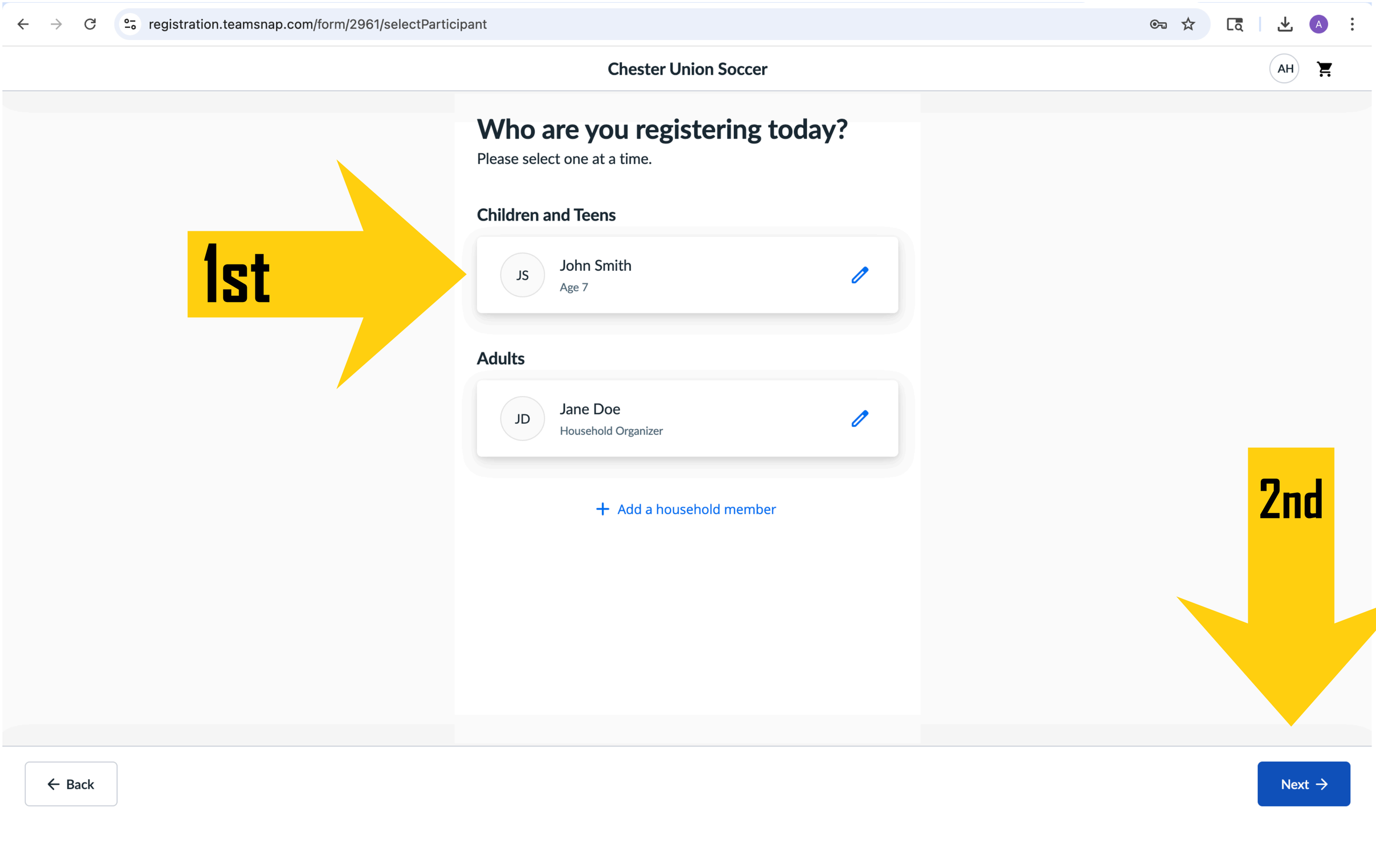


Step 8

You will be directed back to this screen

- You should now see Parent profile as well as child/player that you just added

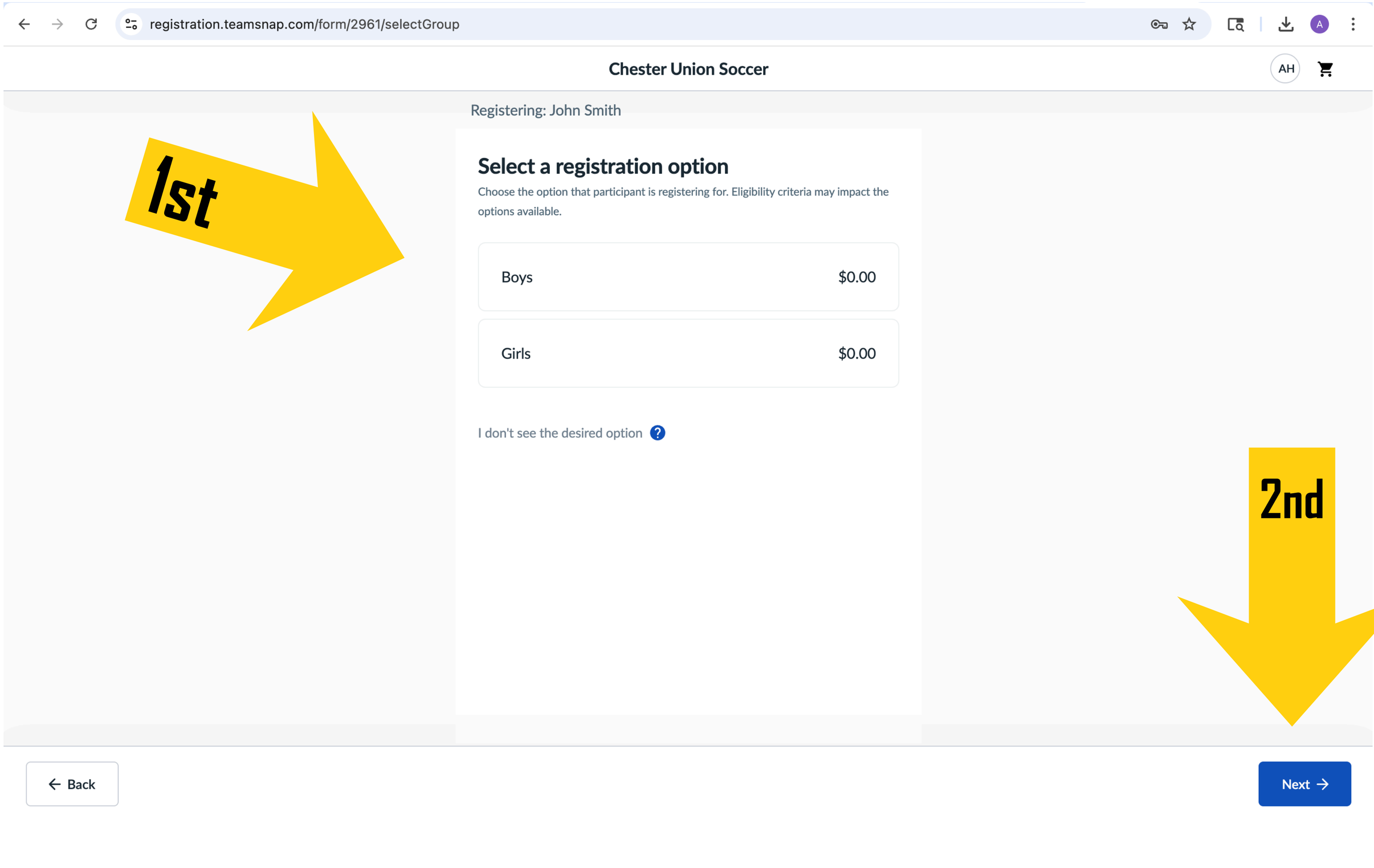
1. **Click on the child/player just registered**
2. Click “Next”



Step 9

You will be directed to this screen

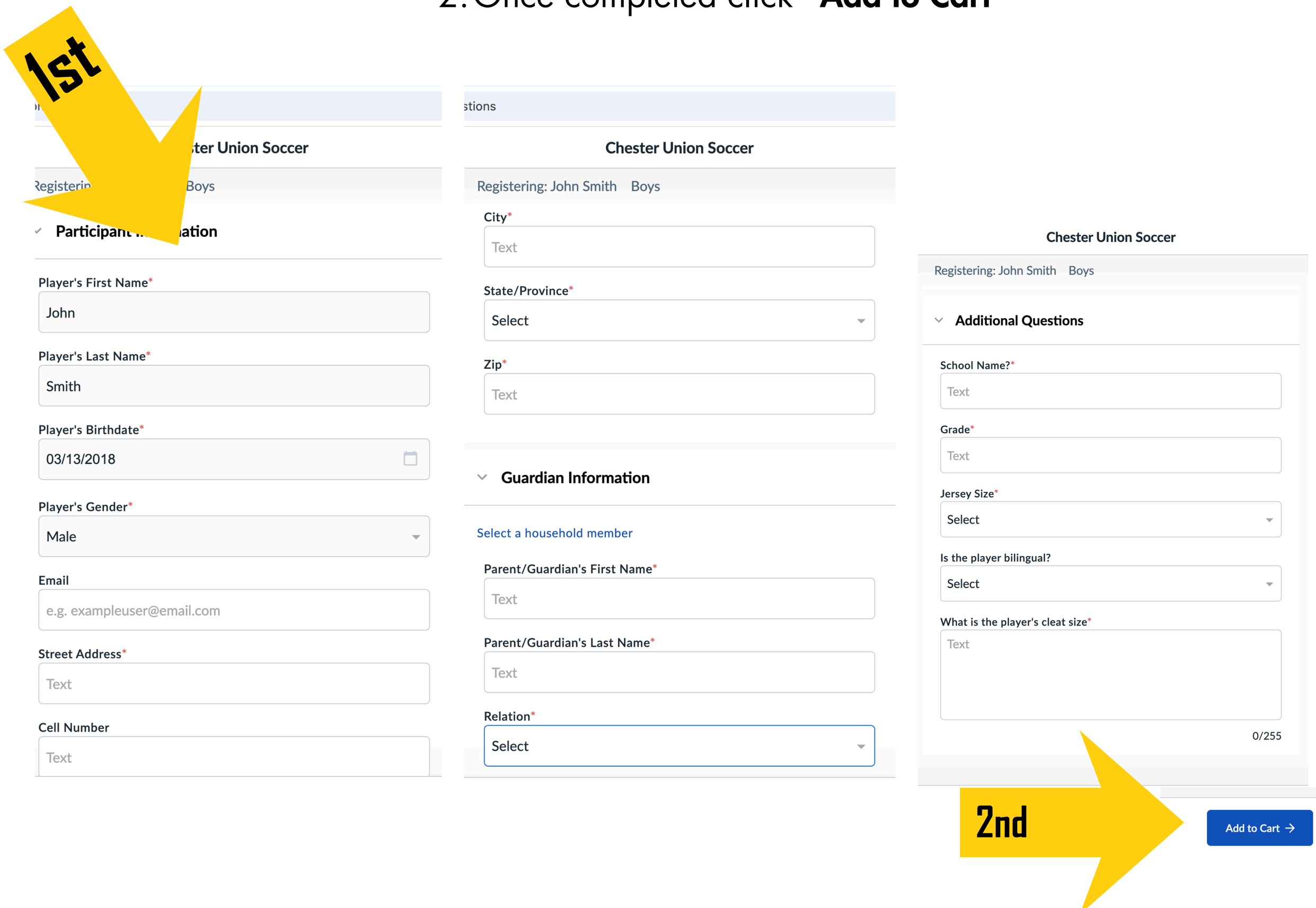
1. Select the appropriate gender for child/player
2. Click “Next”



Step 10

You will be directed to this screen

1. Fill out all fields on this screen with the child/player's information
2. Once completed click **"Add to Cart"**

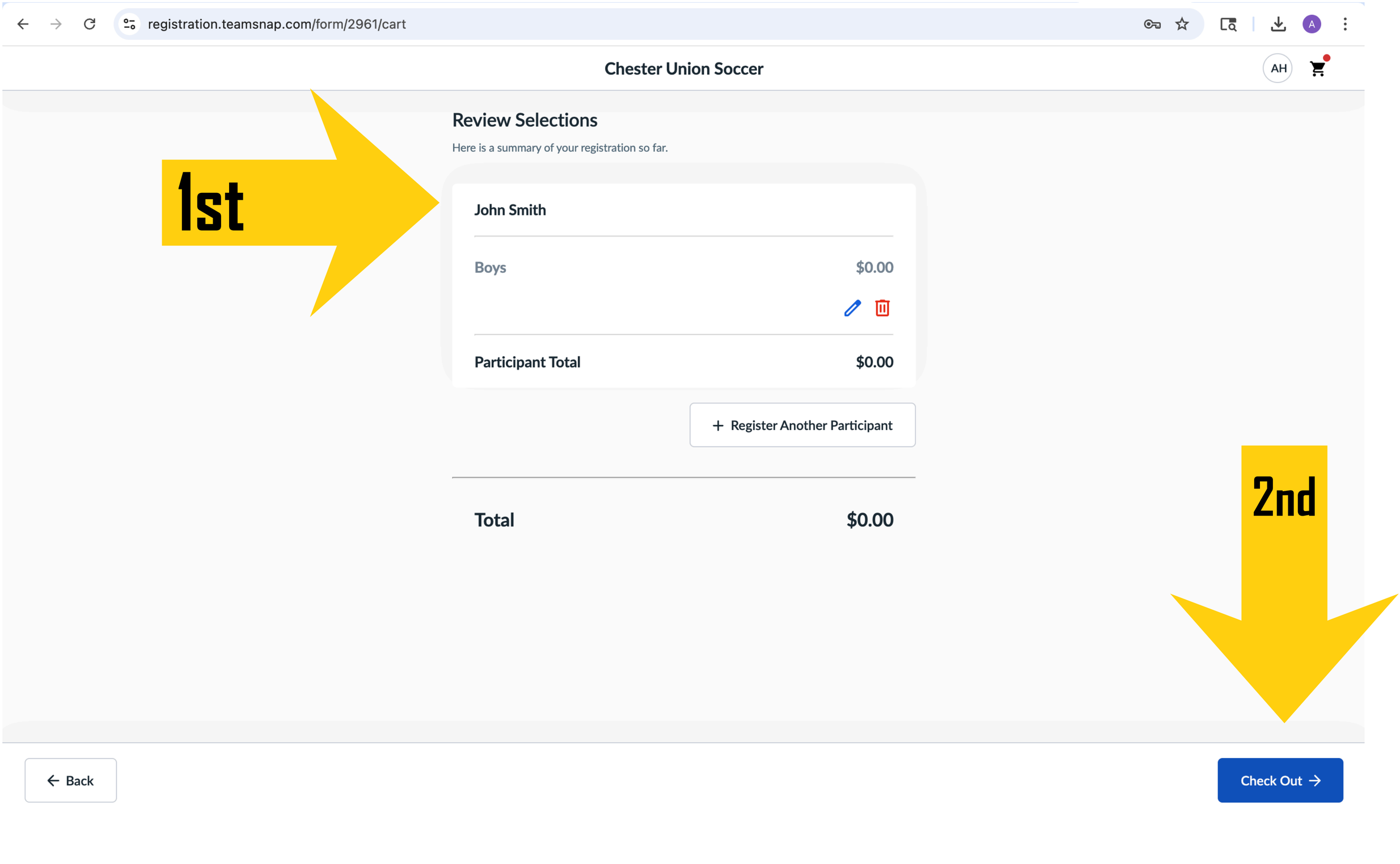


Step 11

You will be directed to this screen

- You should see your child's name
- The amount should be $0

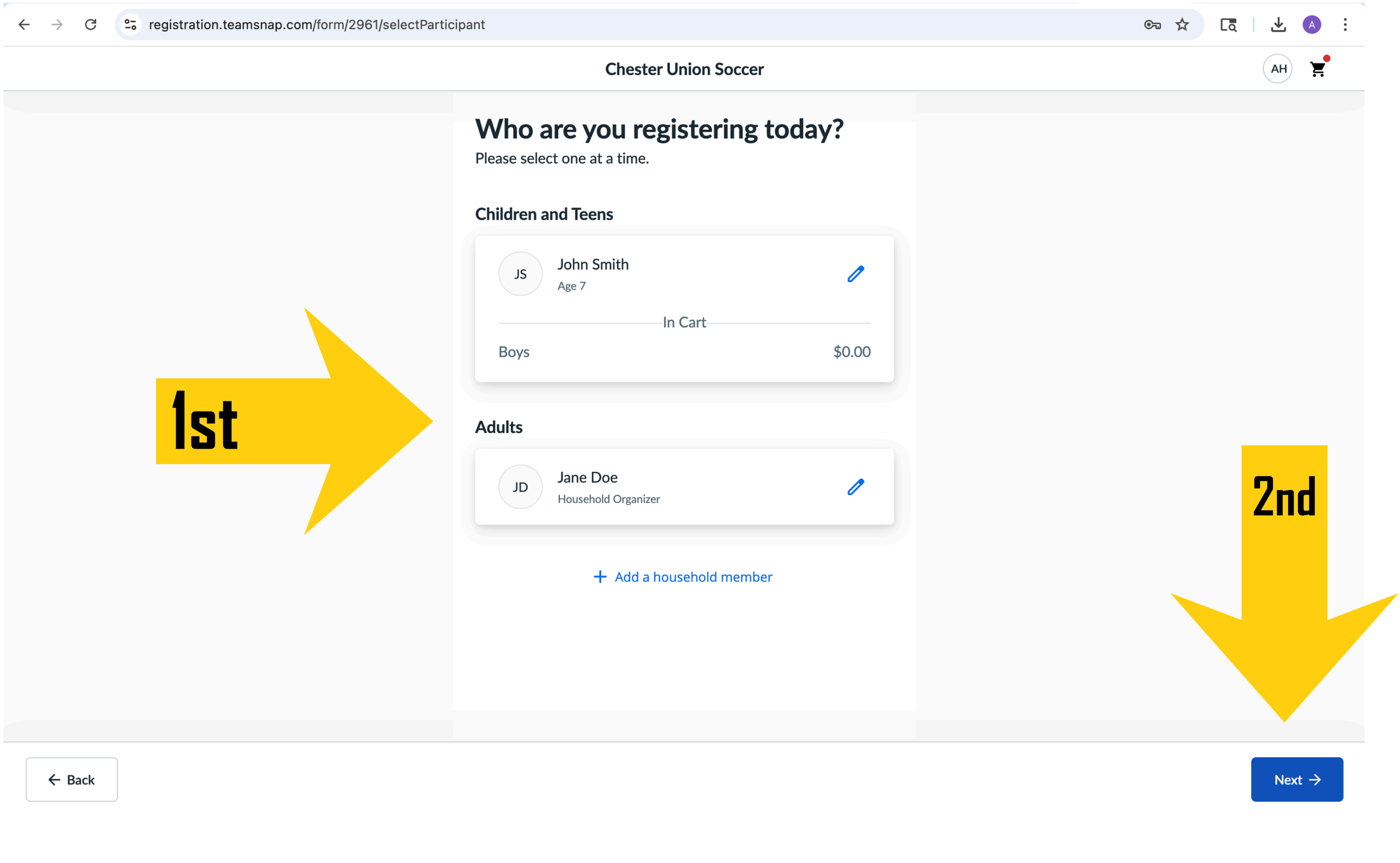
1. If you are adding a sibling or another player Click **"Register Another Participant"** if not Click **"Check Out"**



Step 12

You will be directed back to this screen

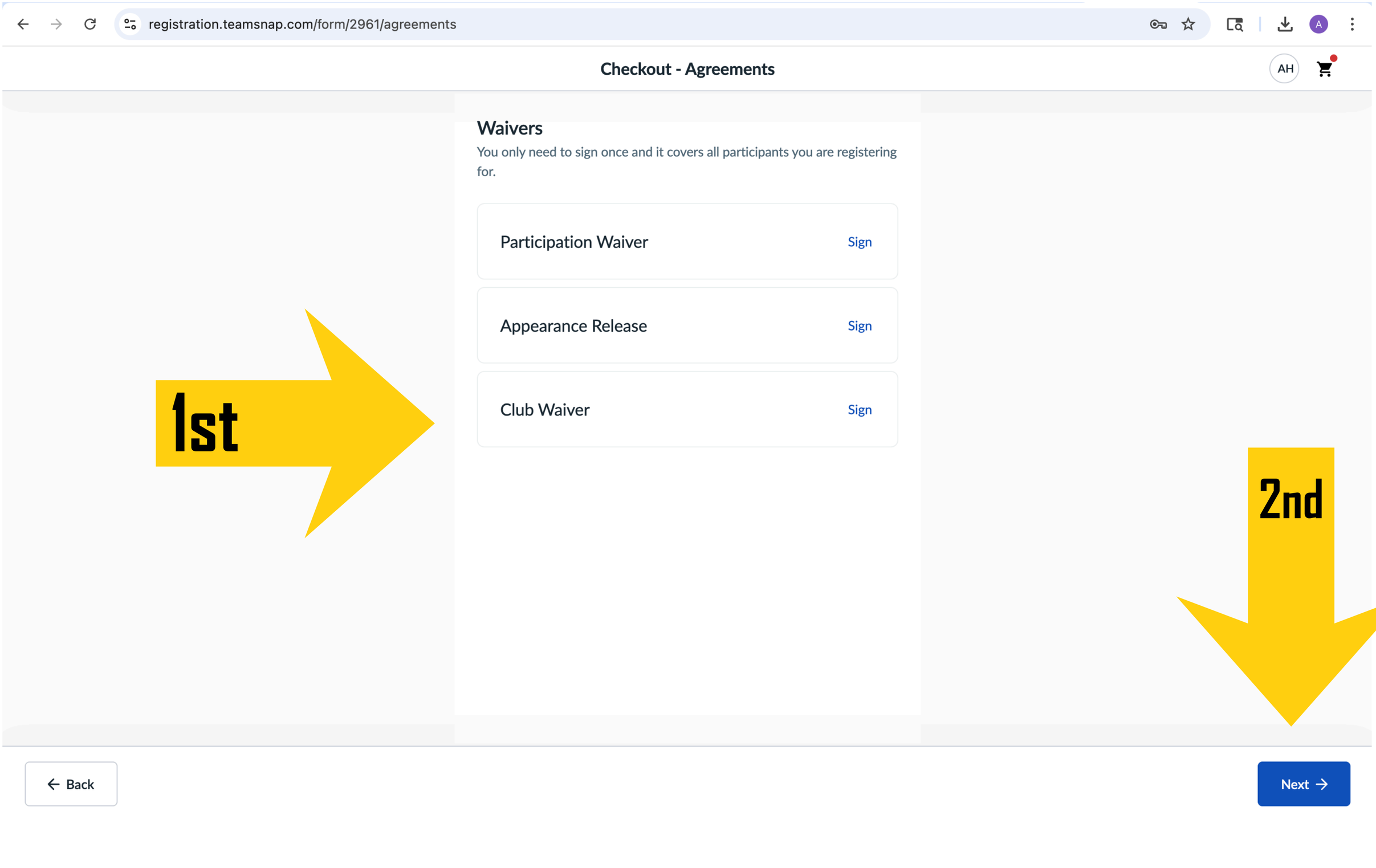
1. Now click your **“Adults”** profile
2. Click **“Next”**



Step 13

You will be directed to this screen

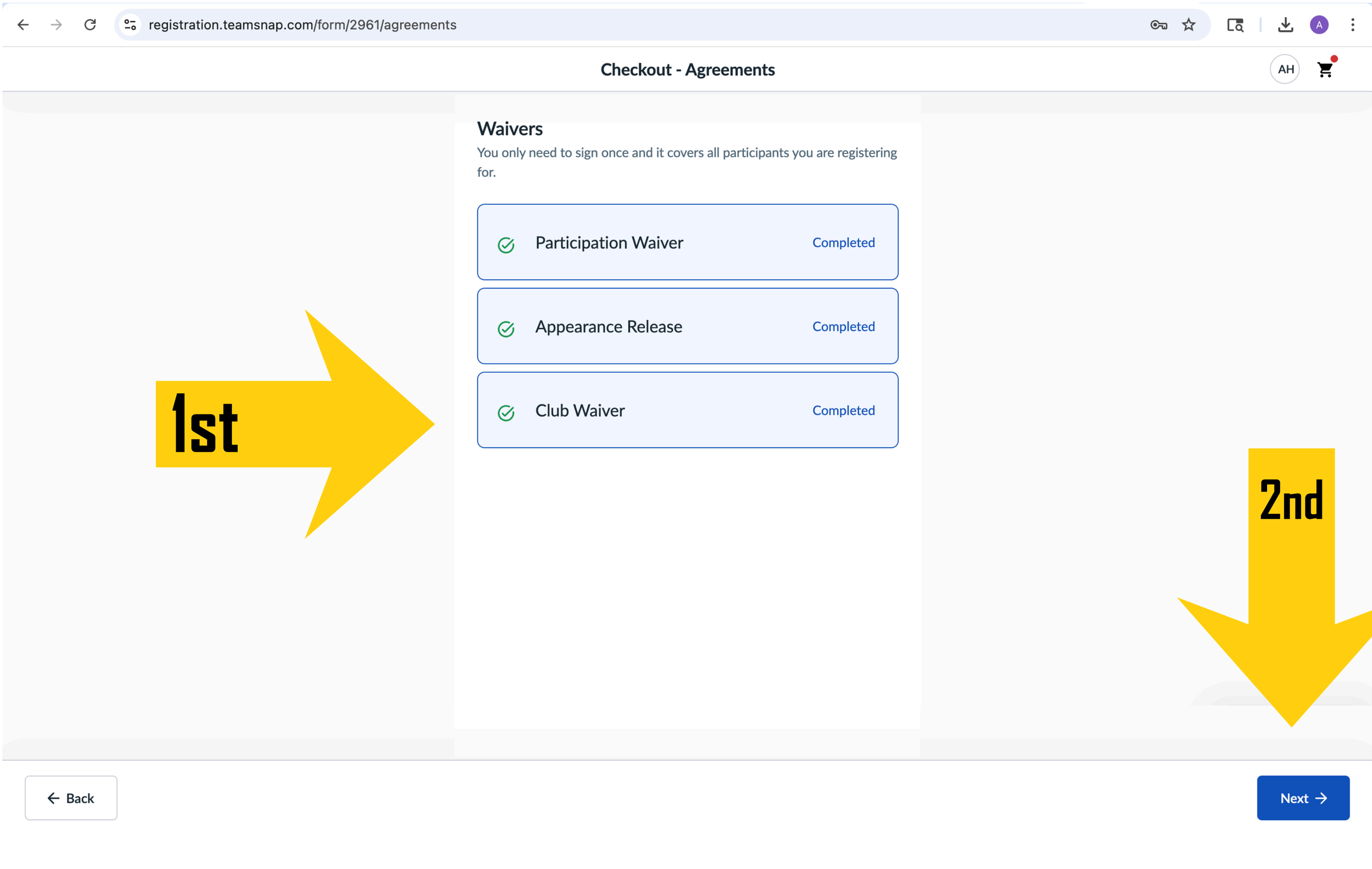
1. Parent/ Guardian **please review and sign all waivers.**
2. Then click **"Next"**



Step 14

Once all waivers are complete

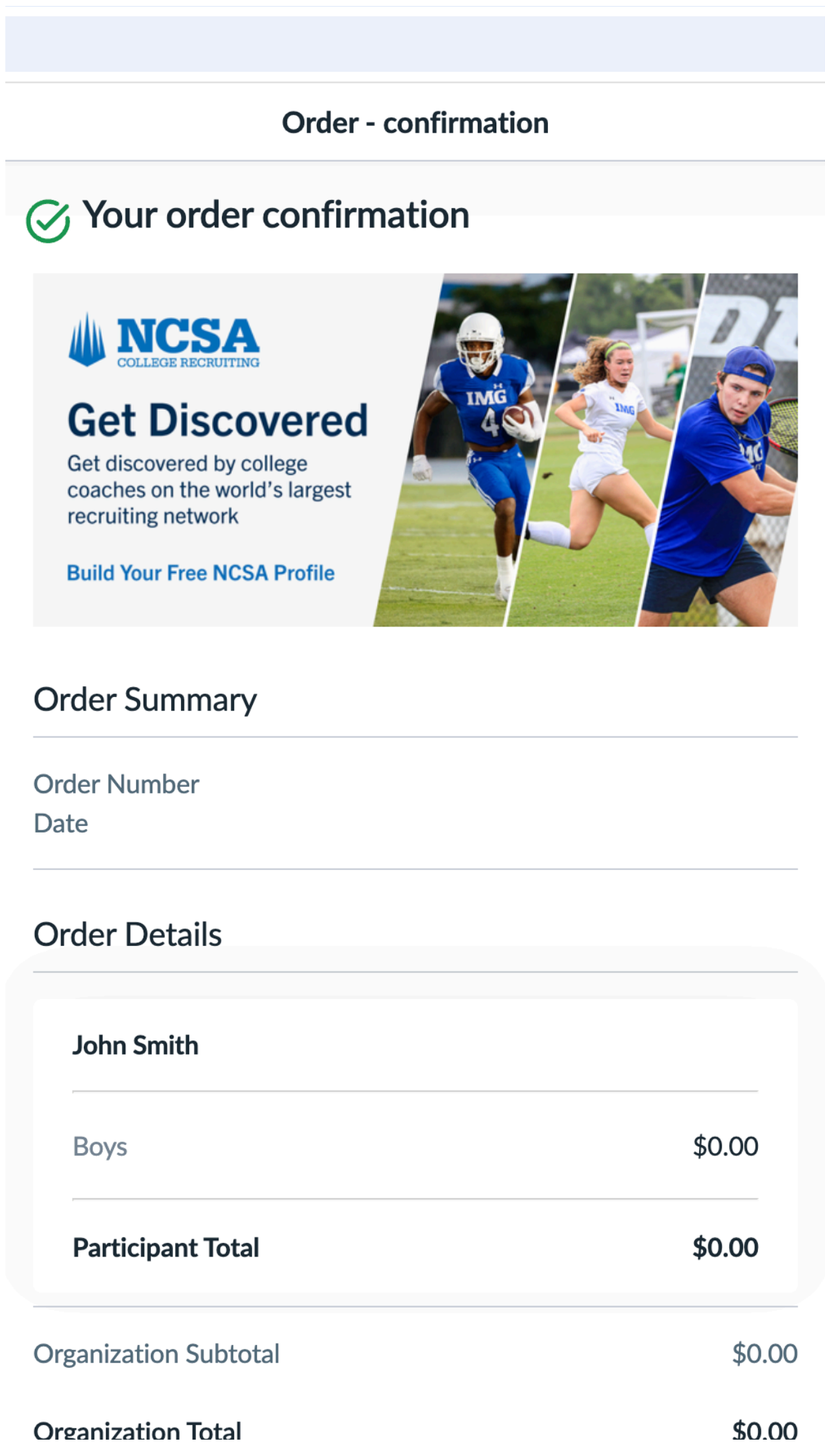
1. Click “Next”

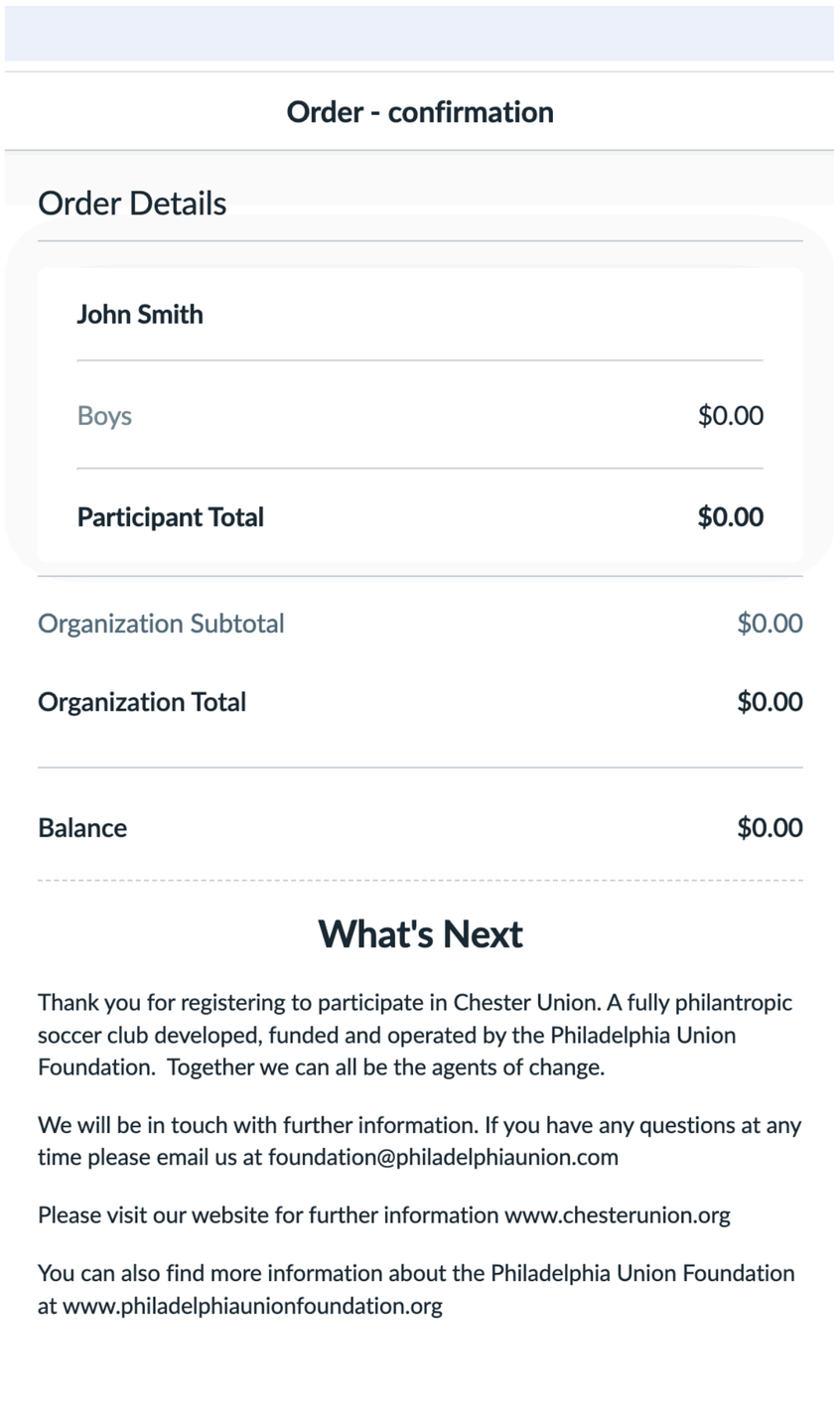


Step 15

You will be directed to this screen

1. This shows that you have completed your initial sign-up!
   - Just a few more steps to go

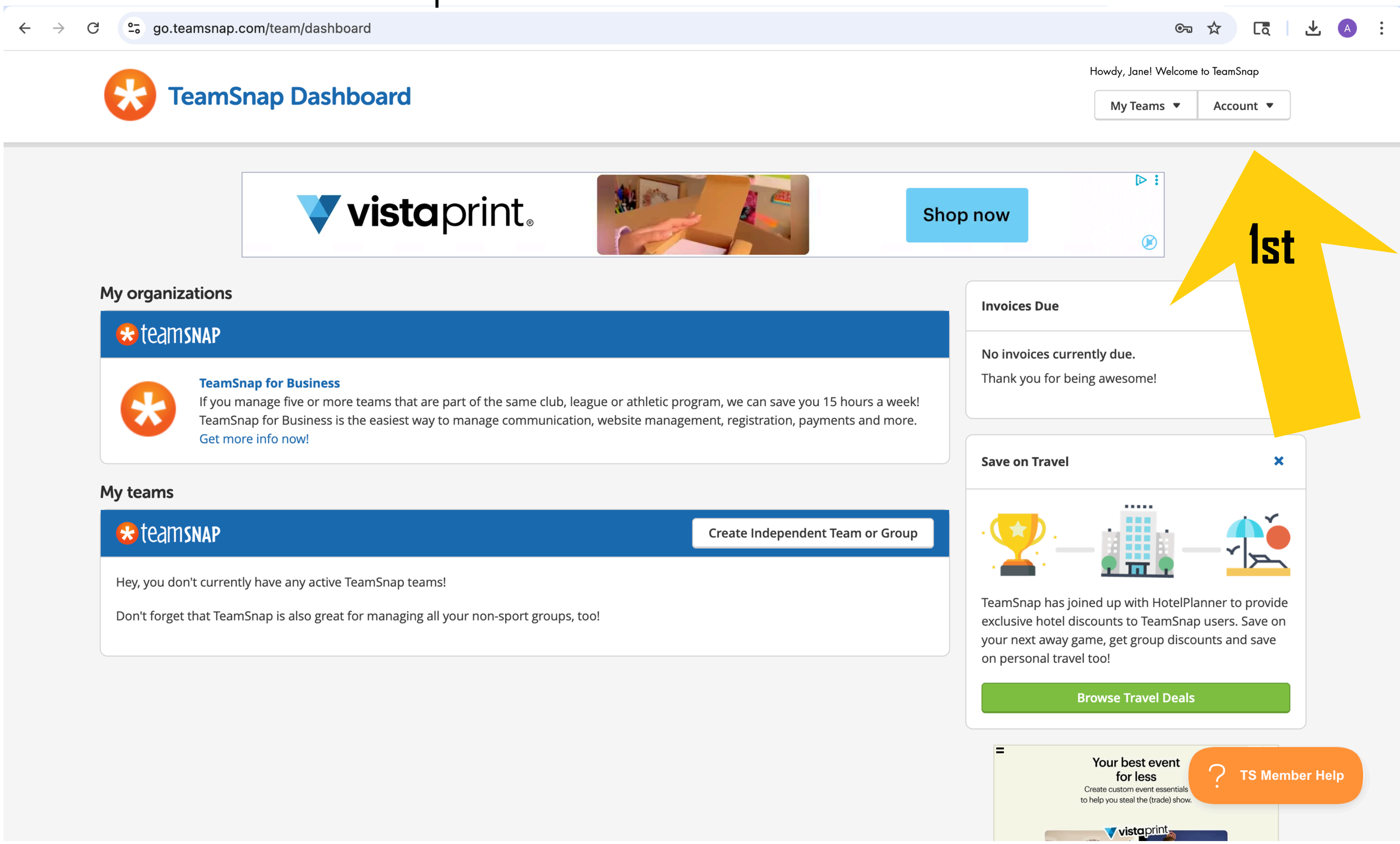




Step 16

Once you have completed your initial registration

1. Please visit **go.teamsnap.com** to view your portal
   a. The homepage should look like this
   b. **You are now waiting to be assigned to a team by our admin team**
2. You can click "Account" if you ever need to update personal information

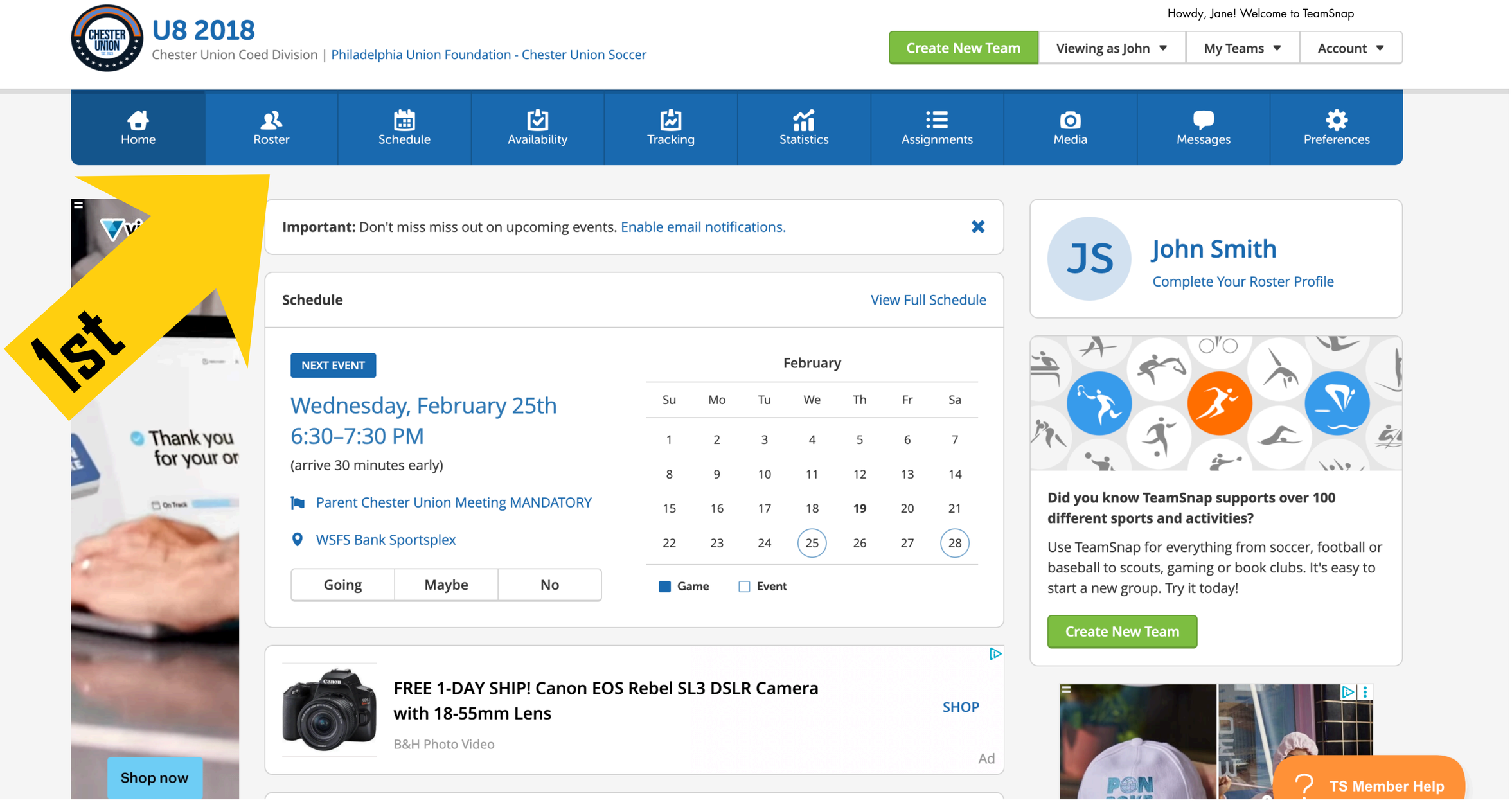


Step 17

Once your child/ player is assigned to a team, your homepage will change to look like this

- You will be able to see what team your child was assigned to, in the top left corner
- All the blue tabs reflect important information regarding scheduling, messaging, announcements and more. **Please regularly check these.**

1. **Click "Roster" to complete your child/players profile**

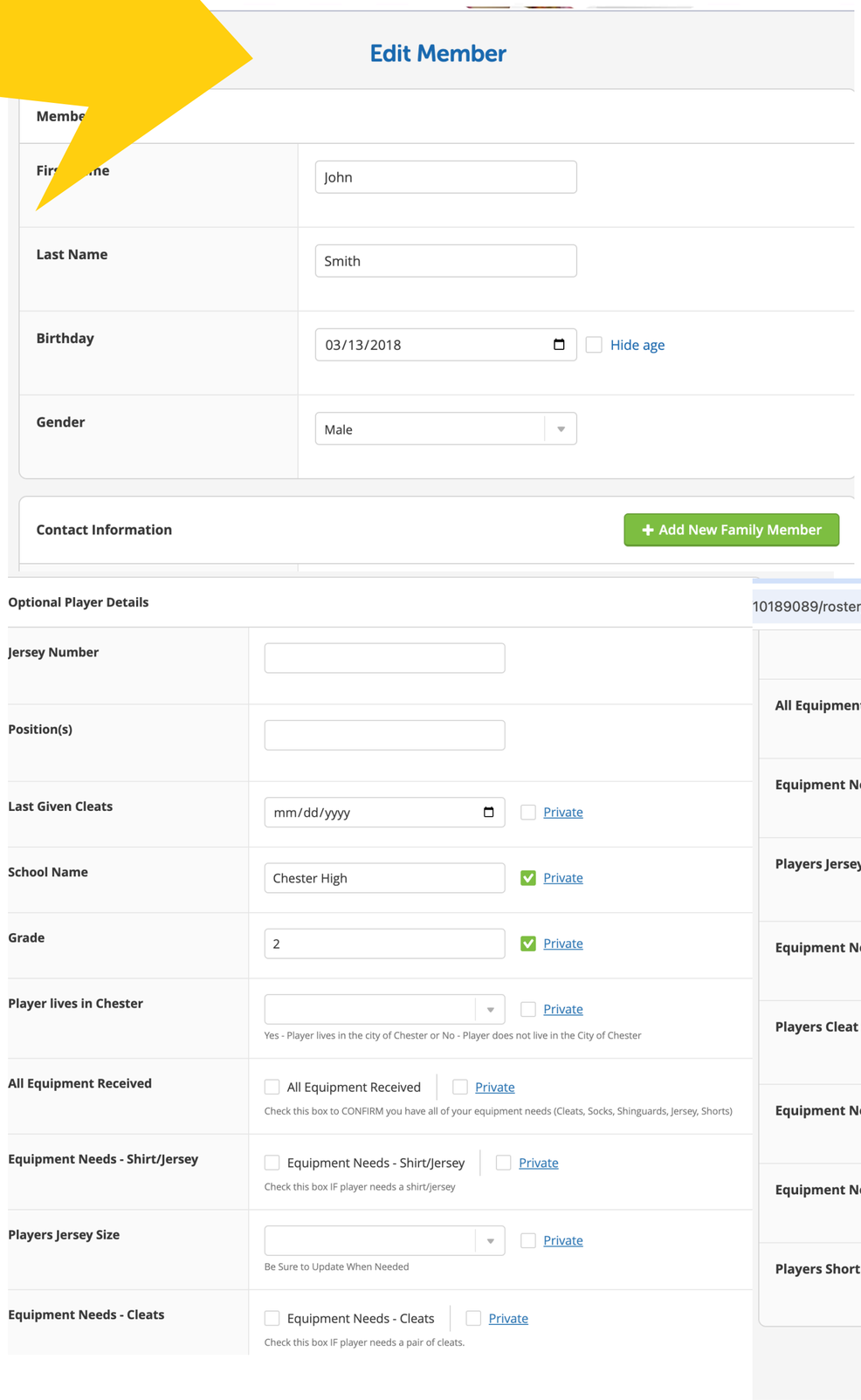


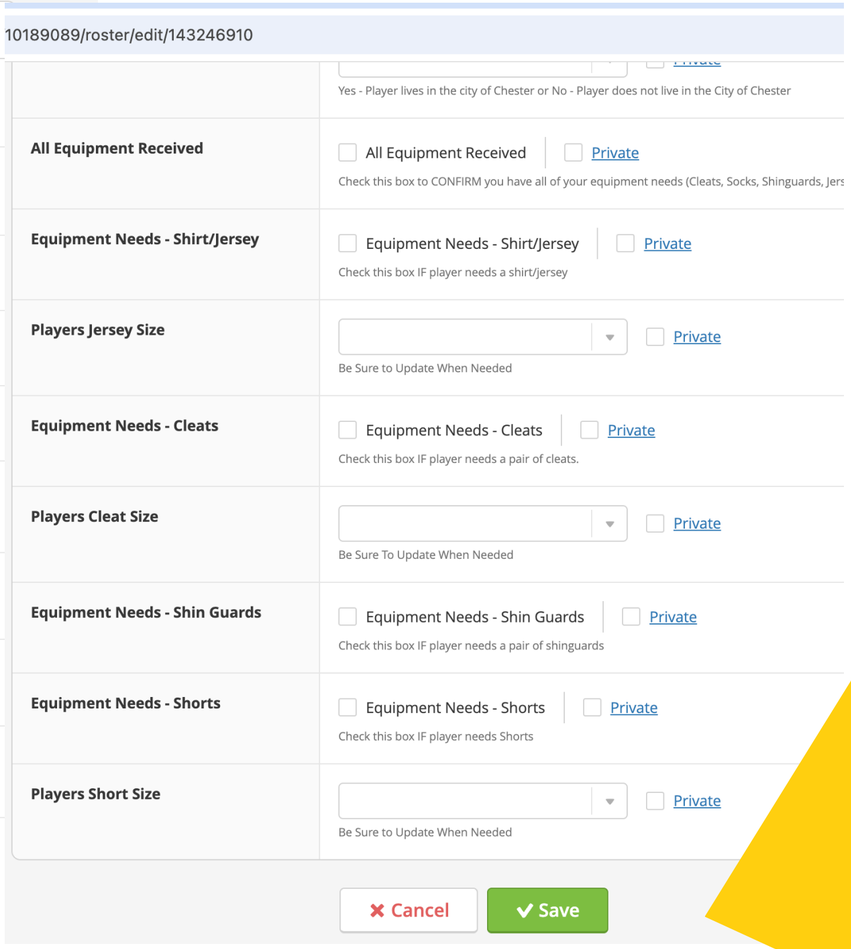
Step 18

You will be directed to this screen

1. Please fill out all missing fields.
2. It is important to provide accurate information so Admin can get your child/player the correct items throughout the season
3. Once completed click **"Save"**

1st





2nd

YOU HAVE NOW COMPLETED YOUR CHILD/PLAYERS REGISTRATION

PLEASE BE SURE TO REGULARLY CHECK YOUR PORTAL FOR UPDATES. THIS IS WHERE YOU CAN MESSAGE COACHES, VIEW PRACTICE SCHEDULES AND MORE!