

# myEZreg - Account Creation Steps & Registration

Below, you will find Instructions for Setting up your Family Account on myEZreg. **IF YOU ALREADY HAVE A FAMILY ACCOUNT GO TO STEP NUMBER 8.**

- 1) If you do not already have a Family Account, you need to click "Click here to create a family account". See below.



Welcome to the Halftime Sports Registration Page

\*IMPORTANT\* If you have an account type in your username (email) & password. If you do NOT have a family account "create family account" & follow the instructions. Have questions contact Bob @ 404-530-5109 - A \$25 processing fee applied to all Refunds BEFORE the registration deadline. AFTER the deadline, all refund requests will be less an ad prorated amount.

If you already have a family account and want to register a family member, enter your Email and Password b

**Have an account? - Sign in**      **Do not have an account**

\*Email:       [Click here to create a family account](#)

\*Password:       If you have never registered before you'll need to cre account. If you have registered for programs in the p in to the left.

(CaSe SenSitive)

     [Forgot Password?](#)

Why am I creating an account? By creating an account you establish a record with this organization. By creating the account you login at any time to manage your account, update information, or even make payments for online registrations.

- 2) Enter the information on the Create Account Screen, click "Create". Note: use a valid email that you own and can access.

**Create Account**

**Account Information**

\*Email:

\*Confirm Email:

\*Password:

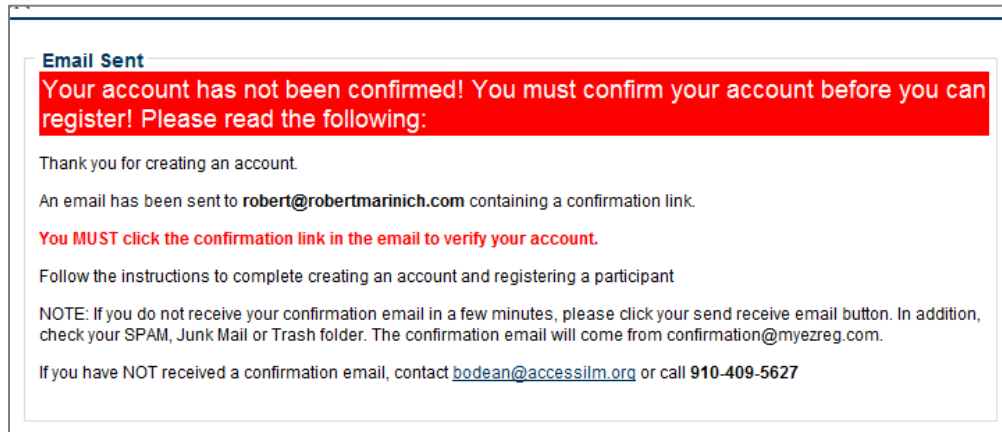
\*Confirm Password:

\*First Name:

\*Last Name:

[Back to Login](#)

- 3) You will receive a message that states, you must confirm your account before you can register. It is important to read this message. See example below.



- 4) The system will send you a confirmation email. You will need to click on the link that is provided on the email. This confirms that you are requesting an account. Important, at this point you will be asked to enter the email and password you created. Doing so will take you to the Create Family Account screen. Follow the instruction, important, enter your information. You will be asked later to provide the participants information. If you are an adult signing up yourself you will want to check the box at the bottom of the page, if you are signing up another family member DO NOT CHECK the box. When done, click "Create".

LAST if you do not receive a confirmation email, first check your spam or junk mail folder. If it is not there, contact your league director or email [bob@myezreg.com](mailto:bob@myezreg.com) for assistance.

**Create Family Account**

**Family Account**

\*Address:

Address2:

\*City:  \*State:  \*Zip:

\*Primary Phone:  We will use this number as your primary contact number

\*Secondary Phone:

Click here if you are signing up only yourself:

If you are signing up a child or family member, leave the checkbox unchecked and click the create button below

- 5) Next you will be asked to create/complete the Parent/Gaurdian information. Follow the instructions. If you wish to add a second Parent/Gaurdian, you are provided the option. Click "Create". Details on next page:
  - a. **add your Birthdate**
  - b. **add your County**
  - c. **add a secondary Contact** and their phone numbers. If you do NOT have a secondary contact use your name and your phone number again.
  - d. Next you may add a secondary contact or click "Create"

- 6) On the Participants screen you will need to click "Add Participant"
  - a. Add the participant you are trying to register,
  - b. Fill out the information
  - c. When complete, scroll down and click "Create"
  - d. **IMPORTANT** - Add a "Participant" for each Team you want to sign up, perhaps a coach's name

- 7) Next you will be asked to add create a participant. Follow the instructions and click create. This will tak you to your family account screen. At this time you may add another participant by clicking “Add Participant” or you may “Sign-up” your participant by clicking “Sign-up” to the right of the participants name and follow the instructions.

- 8) Registering your participant Click Sign-up to the Right of the Participant you want to register.

- 9) Next... Check the “Accept Policy” checkbox, then click “Proceed to Checkout” IMPORTANT – If you are signing up a second... or more teams... click “Register Another” and repeat for as many teams as you want.... OR Proceed to Checkout

10) Next... Click "Checkout"

**Shopping Cart 1 Item(s)**

Item	Amount
2017 Miracle League Baseball Fall for wil marinich	\$55.00
<b>Total</b>	<b>\$55.00</b>

\*Payment Method: Credit Card ▼

Checkout Cancel

11) Next... Fill out the payment information and click "Checkout"

**Checkout**

Item	Amount
2017 Miracle League Baseball Fall for wil marinich	\$55.00
<b>Total</b>	<b>\$55.00</b>

Card Type: Visa ▼

\*Name on Card:

\*Card Number:

\*Expiration: 1-Jan ▼ 2017 ▼

\*Security Code:

\*Billing Zip Code:

VISA MasterCard

Checkout Cancel

Important... if you have any questions or need assistance, please feel free to call me at the number below. Thank you.

Bob Marinich - CEO / Founder



Phone [404-630-5109](tel:404-630-5109)

Email [bob@myezreg.com](mailto:bob@myezreg.com)