

Documentation for Online Family Account Conversion

Scope: Allow individual member profiles to be grouped into a single family profile, requiring only 1 login for the family and also offer a shopping cart environment to capture your member registrations.

Please read the instructions carefully!

- 1) Start by accessing your organizations registration family login page
- 2) Use one of the current members logins to begin the conversion process
- 3) After the initial login, you will be presented with a screen that lists the other accounts that would potentially be in your family. Here you will mark the relation to the family.
 - a. None = Not a part of the family, will not add
 - b. Parent/Guardian = A Parent/Guardian to be added to the family account
 - c. Children = A child to be added to the family account
 - d. Duplicate = A duplicate record of a member already being added to the account
- 4) You will also have the ability to search for other existing accounts that may not have scored high enough in the initial search.

Create an Account

Members with similar information were found during the search. Please add all the duplicate accounts to your family group. An administrator for your sports organization will be notified to merge the accounts.

| Are any of these individuals part of your family? | | | |
|---|----------------|---------------|----------|
| ID | Name | Date of Birth | Relation |
| 288166 | Jacob Amidon | 3/24 | None |
| 168961 | Sarah Amidon | 11/26 | None |
| 361653 | Thomas Amidon | 11/11 | None |
| 602693 | Thomas Amidon | 9/4 | None |
| 17708 | Thomas Amidon | | Parent |
| 17709 | Rebecca Amidon | | Parent |

[Search for additional existing members.](#)



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- 5) Once the family members have been marked, you will have the ability to change the main family info, as well as edit the family login – hit submit to continue.

Enter Family Details

Personal Information

*Legal Last Name:

*Address:

Address 2:

*City:

*State/Province:

*Country:

*Zip Code:

*Main Phone:

[Edit Login Info](#)

- 6) After conversion is completed, you will be brought to the family account page where you can begin the registration for any member in the family.

Amidon Family Profile

| Family Information | | Pending Invoices (0) | | | |
|---|--|--|---|----------------------|---|
| Family Name: Amidon Address: 8705 Stoneview Drive City: Frisco State: TX | | Name | Product | Amount | |
| | | TOTAL: \$0.00 | | | |
| | | + Add | | | |
| | | Email Address | History | | |
| | | Thomas Amidon | tsamidon@sbcglobal.net; tsamidon@msn.com | View | |
| | | + Add | | | |
| | | Name | Birth Date | Email Address | History |
| | | Register Player >> | Sarah Amidon | 11/26/1997 | tsamidon@sbcglobal.net;; View |
| | | Register Player >> | Jacob Amidon | 3/24/2000 | tsamidon@sbcglobal.net;; View |

Click the Register Player button to start the registration process. You will repeat this process for any members you want to register, and have the checkout option to pay at one time.

