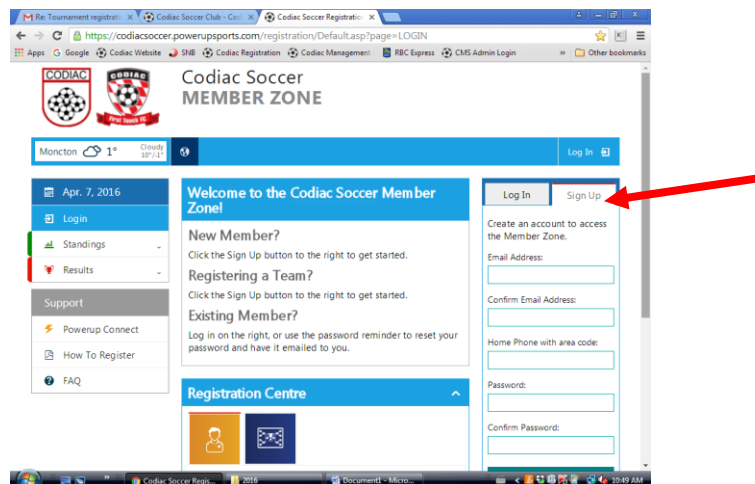


Step by Step Instructions for Codiac First Touch Tournament Online Registration

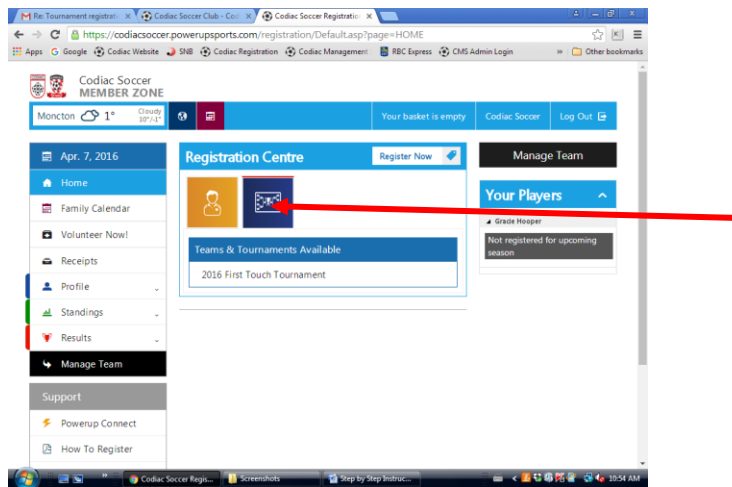
1. From the Codiac Soccer website (www.codiacsoccermoncton.com) click the Online Registration link.



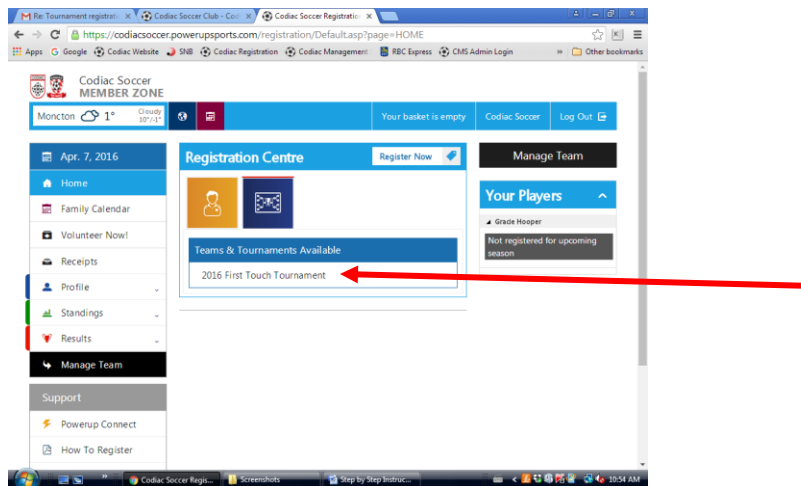
2. From the Codiac Soccer Member Zone, "Sign Up" to create an account to access the Member Zone.



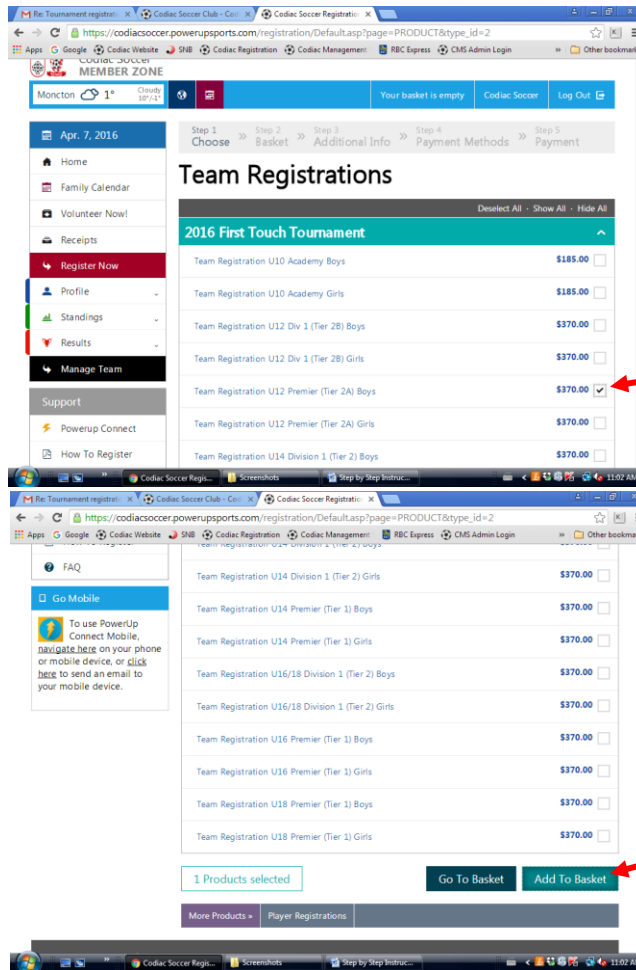
3. In the “Registration Centre”, select the blue icon representing Team Registrations.



4. Under “Teams & Tournaments Available”, select 2022 First Touch Tournament.



- From the “Team Registrations” screen, check the box beside the division in which you wish to register.



- Once click the

you have made your selection, “Add to Basket” button.

- You will be presented with the following dialog box. Please note that if you will be paying by cheque, your registration is not confirmed until payment has been received by the tournament committee.

Browser tabs: Die Tournament registrat..., Codiac Soccer Club - Co..., Codiac Soccer Registrati...

Address bar: <https://codiacsoccer.powerupsports.com/registration/Default.asp?page=BASKET&wtz=3>

Navigation: Apps, Google, Codiac Website, Codiac Registration, Codiac Management, RBC Express, CMS Admin Login

Header: Codiac Soccer MEMBER ZONE

Weather: Moncton 27°

Member: 1 Team in your Basket

Buttons: Codiac Soccer, Log Out

Member Zone Support

Welcome to your shopping basket!

Purchases and Player Registrations are **not** confirmed until you have completed **Step 5 (PAYMENT)** and are provided a receipt.
The receipt is also sent to your email account.

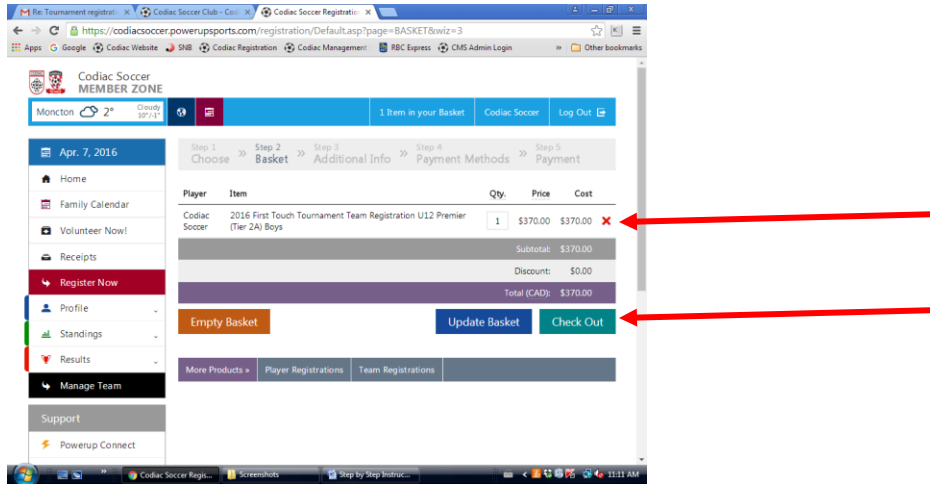
Navigation: Home, Family Calendar, Volunteer Now!, Receipts, Register Now, Profile, Standings, Results, Manage Team, Support, Powerup Connect

Qty.	Price	Cost
1	\$370.00	\$370.00
Subtotal		\$370.00
Discount		\$0.00
Total (CAD)		\$370.00

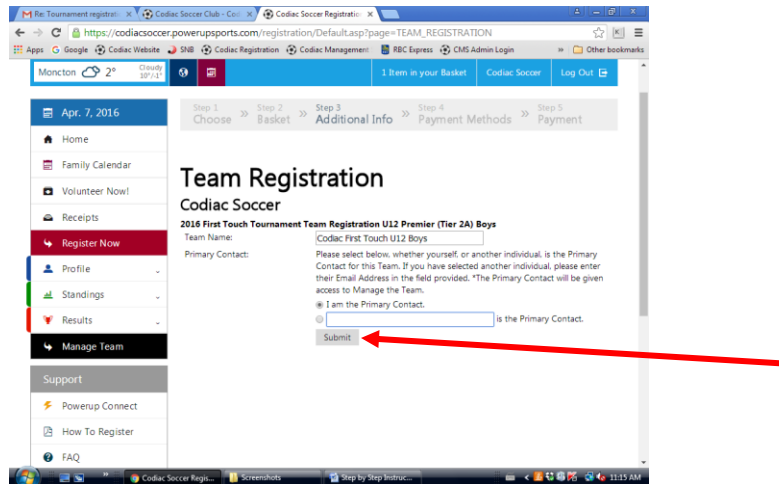
Buttons: Add to Basket, Check Out

Taskbar: Codiac Soccer Regis..., Screenshots, Step by Step Instruc..., 11:08 AM

8. Confirm your selection, and click “Check Out”.

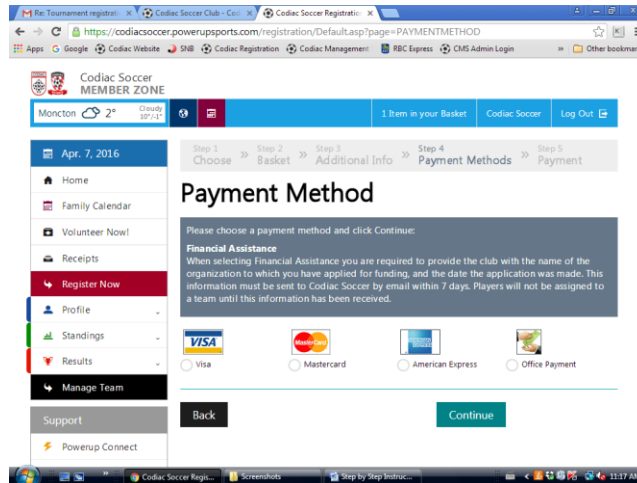


9. Complete the Team Registration information, and click the “Submit” button.

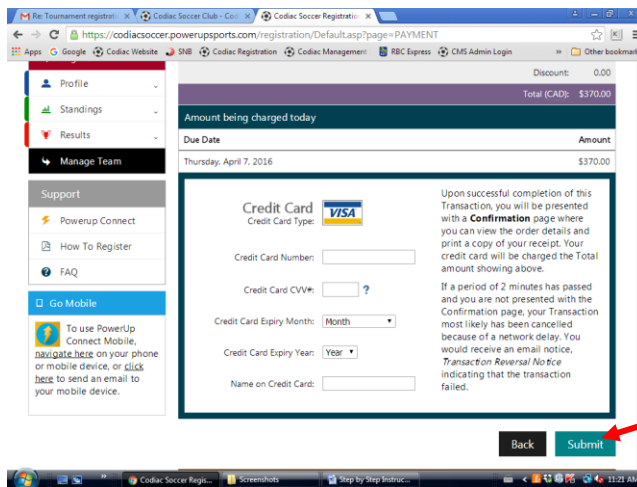


10. Select your preferred Payment Method. Again, please note that if you will be paying by cheque, your registration is not confirmed until payment has been received by the tournament committee.

11. Enter



your credit card information (if applicable), and click Submit.



12. If you will be paying by cheque, please select the Office Payment option, and mail the cheque to:

Codiac Soccer
55 Russ Howard Drive
Moncton, NB
E1C 0L7



Apr. 7, 2016

- Home
- Family Calendar
- Volunteer Now!
- Receipts
- Register Now**
- Profile
- Standings
- Results
- Manage Team

Support


- Powerup Connect
- How To Register
- FAQ
- Go Mobile


Step 1 Choose Step 2 Basket Step 3 Additional Info Step 4 **Payment Methods** Step 5 Payment


Payment Method


Please choose a payment method and click Continue:

Financial Assistance
When selecting Financial Assistance you are required to provide the club with the name of the organization to which you have applied for funding, and the date the application was made. This information must be sent to Codiac Soccer by email within 7 days. Players will not be assigned to a team until this information has been received.

 VISA

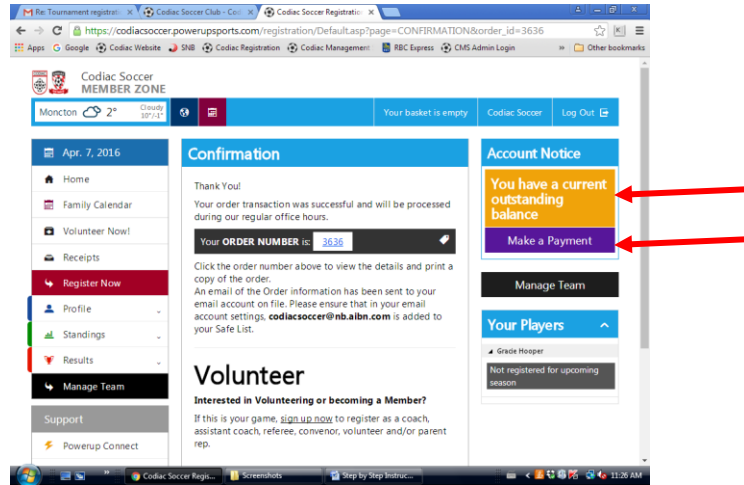
 MasterCard

 American Express

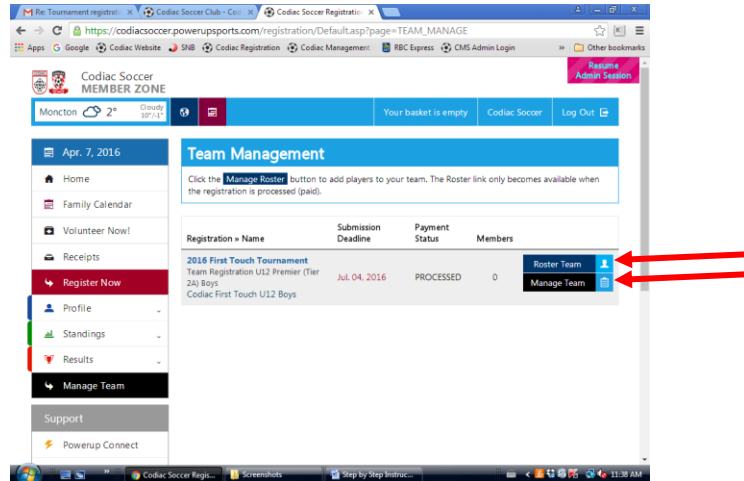
 Office Payment

Codiac Soccer Regis... Screenshots Step by Step Instruc... 11:22 AM

If the “Office Payment” option was selected, you will be presented with the following screen indicating that you have an outstanding balance on your account. If you wish you can still make payment with a credit card from this screen.



13. Once payment has been processed, click the **Manage Team** button. If you provided payment using a credit card, you will have access to the following screen immediately. If you selected Office Payment, you will see “Pending” under Payment Status, and the “Roster Team” and “Manage Team” buttons will not yet be available to you.



14. Click the “Roster Team” button to add players to your roster. Please provide the requested information for each player, and click the “Add” button to add the next player. Continue this process until you have added all players on your roster. Click “Save” when finished.

The screenshot shows a web browser window with the URL https://codiacsoccer.powerupsports.com/registration/Default.asp?page=TEAM_ROSTER_MANAGE&team_id=4. The page has a sidebar with links for 'PowerUp Connect', 'How To Register', 'FAQ', and 'Go Mobile'. The main content area contains a form for adding a player. The form has the following fields: Last Name (empty), Birth Date (dropdown), Email Address (john.smith@powerupsports.com), SNB Number (empty), and Jersey Number (empty). A green 'Add +' button is located to the right of the SNB Number field. Below this, a player named 'Gracie Hooper' is listed with their details: First Name (Grace), Last Name (Hooper), Email Address (codiacsoccer@gmail.com), Jersey Number (5), Gender (Female selected), and Birth Date (Apr 20, 2004). A 'Delete X' button is next to the player's name. At the bottom of the form, there are 'Back' and 'Save' buttons. A red arrow points to the 'Add +' button, and another red arrow points to the 'Save' button.

15. Click the “Manage Team” button from any screen to enter team and staff information.

The screenshot shows a web browser window with the URL https://codiacsoccer.powerupsports.com/registration/Default.asp?page=TEAM_MANAGE&team_id=4. The page has a sidebar with links for 'Standings', 'Results', 'Manage Team', 'Support', 'PowerUp Connect', 'How To Register', 'FAQ', and 'Go Mobile'. The main content area contains a form for managing a team. The form is titled '2016 First Touch Tournament' and 'Team Registration U12 Premier (Tier 2A) Boys'. The form has the following fields: Team Name (Codiac First Touch U12 Boys), Home Colour (empty), Away Colour Number (empty), Club Name (empty), District Association (empty), Team Gender (Female, Male, Mixed), Team League (empty), Team Level (empty), SNB Team Number (empty), First Name (Codiac), Last Name (Soccer), Business Phone (506) 854-0011, and Mobile Phone (empty). A 'Save changes before uploading a logo' message and an 'Upload Logo' button are also visible. A red arrow points to the 'Save' button at the bottom of the form.

16. Click “Save” at the bottom of the screen when you have finished entering team information.

17. You may any time “Manage Team” of the

Home Phone (506) 854-0011 Primary Contact Yes

Add Team Staff

First Name Business Phone Ext.

Last Name Mobile Phone

Email Address * example@email.com Position - Select -

Home Phone Primary Contact Yes

Back Save

return to the main screen at by clicking the “Manage button on the left-hand side page.

Standings Results **Manage Team** Support PowerUp Connect How To Register FAQ Go Mobile

2016 First Touch Tournament

Team Registration U12 Premier (Tier 2A) Boys

Team Gender: Female Male Mixed

Home Colour Team League

Away Colour Number Team Level

Club Name SNB Team Number

District Association

* Save changes before uploading a logo *

Upload Logo

Team Staff

First Name Business Phone (506) 854-0011 Ext. Codiac Last Name Mobile Phone Soccer

18. When you are finished, Log Out of the system.

Codiac Soccer MEMBER ZONE Moncton 2° Clouds 89°/43° Your basket is empty Codiac Soccer Log Out

Apr. 7, 2016 Home Family Calendar Volunteer Now! Receipts Register Now Profile Standings Results **Manage Team** Support PowerUp Connect

Team Management

Click the **Manage Roster** button to add players to your team. The Roster link only becomes available when the registration is processed (paid).

Registration » Name	Submission Deadline	Payment Status	Members	
2016 First Touch Tournament				Roster Team
Team Registration U12 Premier (Tier 2A) Boys	Jul. 04, 2016	PROCESSED	1	Manage Team
Codiac First Touch U12 Boys				

Thank you, and enjoy the 2022 First Touch Tournament!