



This document provides more information and How-To Guides covering the topics listed below. Click on the appropriate topic to jump directly to it.

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[Logging In/Signing Up](#)

To use the online registration system, you need an account. If you are a returning customer or have used PowerUp to register at another club – you already have an account and do not need to re-create one.

[I have an account at this club.](#)

Use your email address & password to log in using the **Log In** tab.

The screenshot displays the Soccer NB Member Zone website. At the top, there is a navigation bar with the Soccer NB logo and the text 'Soccer NB MEMBER ZONE'. Below this, there is a secondary navigation bar with various icons and a language dropdown set to 'English'. The main content area is divided into several sections:

- Left Sidebar:** Contains a date 'Apr 1, 2021' and a list of menu items: Login, Today's Events, Schedules, Standings, Results, Facilities, Support, Mobile Apps, How To Register, and FAQ.
- Main Content Area:**
 - Welcome to the Soccer NB Member Zone!**
 - New Member to Powerup?** Click the Sign Up button to the right to get started.
 - Existing Member to Powerup, I already have a log in to Powerup for my club?** Log in on the right, or use the password reminder to reset your password and have it emailed to you.
 - Registration Centre:** Features three icons: Player Registrations, Coach Education, and Game Official Fee.
- Right Sidebar:**
 - Log In / Sign Up:** A red arrow points to the 'Log In' tab. Below it are input fields for 'Email Address' and a password field, followed by a 'Log In' button.
 - Forgot your password?:** A section with the text 'Please enter your email address below to reset your password.' and an input field for 'Email Address' and a 'Reset Password' button.
 - Club Information:** A section at the bottom of the sidebar.

[I have an account at another club that uses PowerUp.](#)

Use your existing credentials (email address & password) from the other club to log in to the new club using the **Log In** tab. The system will ask to share your profile with the new organization. Once this is done, your profile will be associated with both clubs, allowing you to register at both.



I'm not sure if I have an account.

If you are not sure whether you have an account, using the **Forgot your password?** tool can be a good way to check. Enter the email address you might have used, and if it exists in the system you will be sent a link to reset your password.

Alternatively, you can attempt to sign up with a new account under the **Sign Up** tab, and if the email is recognized, the system will guide you through the next steps.

Note: if you have an account at another club, see the section above titled "[I have an account at another club that uses PowerUp](#)"

I don't have an account.

If you have not used PowerUp before, you will need to create a new account for you and your family. Click the **Sign Up** tab on the right-hand side of the page to get started.

The screenshot shows the Soccer NB PowerUp website interface. At the top, there is a navigation bar with the PowerUp logo, mobile app icons, and a user profile icon. Below this is a weather widget for Moncton (13°C, Mostly Cloudy) and social media links. The main content area is divided into three sections:

- Left Sidebar:** Contains navigation links for 'Apr 1, 2021', 'Login', 'Today's Events', 'Schedules', 'Standings', 'Results', 'Facilities', 'Support', 'Mobile Apps', 'How To Register', and 'FAQ'.
- Center Content:**
 - Welcome to the Soccer NB Member Zone!**
 - New Member to Powerup?** Click the Sign Up button to the right to get started.
 - Existing Member to Powerup, I already have a log in to Powerup for my club?** Log in on the right, or use the password reminder to reset your password and have it emailed to you.
 - Registration Centre:** Features three icons: 'Player Registrations', 'Coach Education', and 'Game Official Fee'.
- Right Sidebar:**
 - Login / Sign Up:** A 'Log In' button and a 'Sign Up' button (highlighted with a red arrow).
 - Create an account to access the Member Zone.**
 - Email Address:
 - Confirm Email Address:
 - Password:
 - Confirm Password:
 - My children live:
 - Continue** button
 - Club Information:** Soccer NB

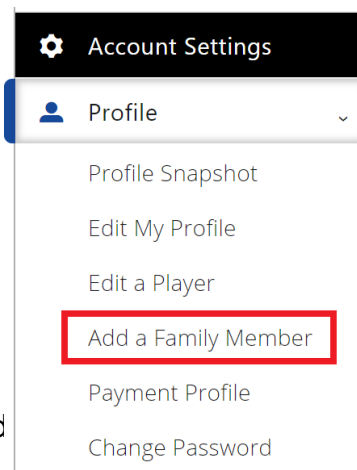
Enter your email address and create a password in the appropriate spaces. Re-enter your password for confirmation then click Continue.



On the next page you'll be prompted to enter the information for the **Parent/Guardian**, typically, this will be your own personal information. Once you've completed setting up the guardian profile, you can add additional family members (players) to your account.

To add a family member, click the *Add another Player* link at the bottom of the guardian profile, or click the *Add a Family Member* link under the PROFILE tab of the Main Menu; located on the left-hand side of the screen.

Once you've added the family members, they can be registered by clicking on the *Register Now* link on the left-hand side menu (for more information on registration, please see the [Registering](#) section below).



[Logging In: Troubleshooting](#)

If you are having some difficulty logging into your club's PowerUp system, please try some of the solutions to common issues listed below.

[I have forgotten my password.](#)

Enter your email address in the **Forgot your password?** tool. If the email you entered is registered with PowerUp, an email containing a link to reset your password will be sent to the address you provided.

[I have changed my email address.](#)

You can still log in using your previous email address if you remember your password. If you no longer remember your password and do not have access to your email account at your previous email address, you will need to contact your Club Administrator or Registrar to assist you in updating your profile. Once complete, you will be able to reset your password and log in.

[Copy/Paste Issues](#)

Copying and pasting a password from elsewhere can cause problems. Sometimes you may inadvertently paste extra spaces or different characters from other sources. It is always best to type the (new) password first then save if successful and desired.

[Saved Password Issues](#)

It is possible that the password saved in your browser is incorrect or out of date. Try typing the password, if all else fails reset your password and type the new one in then save if successful.



Editing Your Profile

Once logged into your account you can edit various aspects of your profile, including adjusting a player's details, adding a family member, adjusting your payment profile¹, and changing your password. To access any of these features, open the **Profile** tab via the Main Menu, located on the left-hand side of the screen, then click one of the links below.

The screenshot displays the PowerUp Sports website interface. At the top, there is a weather widget for Weston showing -17° and a 'Light Snow' forecast. Below this is a navigation bar with social media icons and a 'Register Now' button. The main content area is divided into sections: 'Registration Centre' with 'Player Registrations' and 'Clubwear' options, and 'Player Registrations Available' listing '2018 Outdoor Competitive', '2018 Outdoor House League', and '2019 Mens Open'. Below this is a 'Club Hub' section and a 'News' section with a 'Required Reading' item. On the left side, there is a main menu with 'Account Settings' highlighted, and a sub-menu for 'Profile' is open, listing options like 'Profile Snapshot', 'Edit My Profile', 'Edit a Player', 'Add a Family Member', 'Payment Profile', and 'Change Password'. The 'Profile' sub-menu is highlighted with a red border.

¹ if your club/organization uses this feature



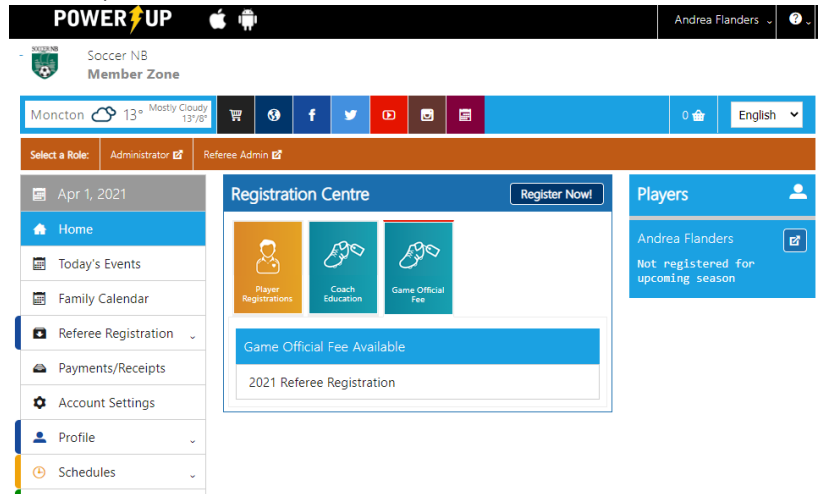
Registering

From the Member Zone Home Page, locate the **Registration Centre** in the middle of the page. Depending on your club's offerings, there may be many types of products available for purchase. This could include (but is not limited to) Team Player Registrations, Team Registrations, Clubwear, Sponsorships, and Tickets for special events.

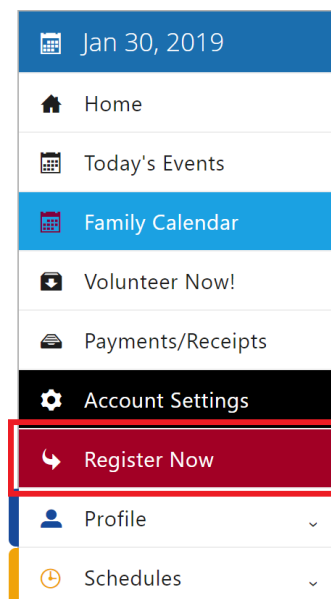
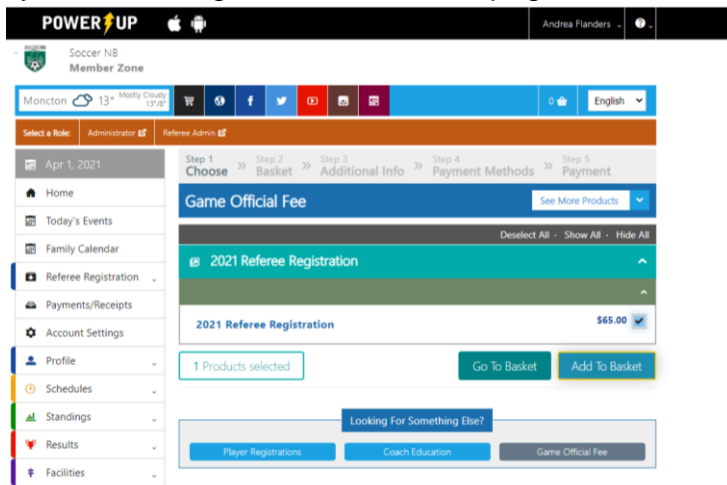
To view all available offerings:

Click on any of the coloured tabs in the **Registration Centre** to view the various offerings sorted by product type. The product type is displayed under the icons of the Registration Centre tabs (eg.

Team Official Fee, Player Registrations, Coaches education).



Clicking on the **Register Now** link or any one of the listed registrations will take you to the Registration Selection page.



From any other page, you can click the red **Register Now** link via the Main Menu, located on the left-hand side of the screen to go to the Registration Selection page.



Step 1 – Choose Programs

Once you have clicked on the register button, the programs that are available for your family members will be displayed. To select a program, click the box displayed beside it.

If your club offers *other kinds* of products, such as Team Registrations or Clubwear, you will be able to switch your view to that list by selecting the Product Type via the links in the bar along the bottom of this page.



When you are finished making all your selections, click **Add to Basket**.

If you find that there are no selections available for you, it may be that you or your family members do not meet the age or gender requirement for the available programs. If this is the case, contact your club for assistance.

Step 2 – Review Your Basket

The programs you selected will appear along with their prices in your shopping basket. If you are satisfied with the information, click the **Checkout** button to continue.

If you need to add another registration, you can click the **Register Now** button, which will return you to Step 1 (*Choose Programs*).

Depending on the club's offerings, you may be asked whether you would like to volunteer. If you choose **Yes**, you will be presented with a volunteer application to complete later in the checkout process.

Note: if your spouse will be volunteering, they will need to complete an application via their own account. They can do this by logging into their account (or creating one if needed) and clicking on **Volunteer Now!** via the Main Menu, located on the left-hand side of the page once they are logged in.

If your selected registration has a payment plan available for it, you will be given the option to use the payment plan, or pay in full.

You can return to your basket at any time by clicking the basket icon located in the upper right of your screen, if you have items in your basket.





Step 3 – Additional Info

Complete the questionnaire as directed. The information is typically required for each referee registered.

POWER UP Andrea Flanders

Questionnaire for Andrea Flanders

2021 Referee Registration 2021 Referee Registration

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending competitions that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the pitch may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Soccer NB Inc, Employees, member club employees, volunteers, and players..

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my participation in any activity hosted by Soccer NB Inc or member clubs.

On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless Soccer NB Inc and its members, its employees, volunteers, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the organization, its employees, volunteers, and representatives, whether a COVID-19 infection occurs before, during, or after participation in activity hosted by Soccer NB Inc or member clubs.

I have read and acknowledge The Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

Photo Consent: I grant permission to take my photo. I hereby grant permission to Soccer New Brunswick Inc. to use photographs and/or video of me taken during my scheduled matches and training in publications, news releases, online, and in other communications related to the mission of Soccer New Brunswick Inc.

Step 4 – Payment Methods

Choose from the available payment methods and then click **Continue**.
For some Payment Plans, credit card payment is mandatory.

Step 5 – Payment

Review all the contents of your order. If you selected to pay by Credit Card, you will need to enter the credit card information then click **Submit**.

Confirmation

If your transaction was successful you will see a screen similar to the one shown to the right.

To view or print your receipt, click on the Order Number link. You will also automatically be emailed a copy of your receipt.

If you do not see the Confirmation Screen or do not receive an email confirming your purchase, you may wish to contact your club to ensure that your order was received.

You should also verify that postmaster@powerupsports.com is set as a **trusted email address** in your email account. This will ensure you always receive communications from your club.

Confirmation

Thank You!

Your order transaction was successful and will be processed during our regular office hours.

Your **ORDER NUMBER** is: **109**

Click the order number above to view the details and print a copy of the order.

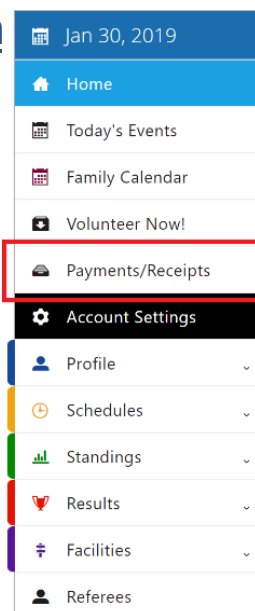
An email of the Order information has been sent to your email account on file. Please ensure that in your email account settings, info@powerupsports.com is added to your Safe List.



Accessing Receipts/Paying Outstanding Balan

You can review your Purchase History, Print Receipts and access Tax Receipts at any time by clicking on **Payments/Receipts** link via the Main Menu, located on the left-hand side of the screen

From the **Payments/Receipts** page you will also be able to see any Outstanding Balances and pay them online via credit card – where applicable.



Have an unanswered question?

Check the Frequently Asked Questions page by clicking the **FAQ** link in the Support Menu, located on the left-hand side of the screen

