

## Online Registration Instructions

To access online registration you can follow this link:

<http://www.itsportsnet.com/league.php?scriptName=MEMBERLOGIN&leagueID=8326#>

You can also access it under our “Youth and Senior” registration pages under “Registration Options” - Choose “Online Payment.”

### Steps for Online Registration:

1. Once you get to the Page – Click on “Launch Member Area”
2. **Choose either:**
  - Member Login – if you have used our Online Registration before.
  - Don't have a login – if this is your first time using Online Registration to create a username and password.
  - Forgot your password – if you cannot remember your login from previous years.
3. Once you login – Read all of the information on the main page.
4. Click on “Registration” on the left side panel.
5. **Choose Either:**
  - Youth Registration Winter 2010-2011
  - Adult/Senior Registration Winter 2010-2011
6. Then Follow through these steps:
  - Waiver Form
  - Create Family – if you have not registered with us before.
  - Once your family has been created, or if your family members were inputted in previous years, you can “add/edit Invoice #” to continue with registration.

Please read all the information on each page to ensure you understand the registration process. If you have any questions please go back to the DUSC Website at [www.dusc.ca](http://www.dusc.ca) and read over the information on the registration pages.

### 6 Registration Steps:

The first 5 steps must be completed before you can submit payment. When you are completing the forms ensure you fill out all areas with an asterisk “\*” as these are required areas and you cannot submit any of the forms without them all filled out.

- **Set-up Family**
- **Parent Info:** If there is more than 1 parent/guardian click “Add Another Parent” to add another parent's information. Press “DONE” to submit.
- **Volunteer Sign-up:** Choose a role. Press “DONE” to submit.
- **Child Info**
  - Look at the drop down menu under “Choose Family Member.”
  - If your child is not listed you need to go back to Step 1: Set-up Family and input their information. You can click on this at the top of the page.
- **Child Registration:** Click “DONE” to submit. Ensure all fields with asterisk's are filled in.
  - Once you have submitted your child's information ensure that you choose the correct family

- member.
- Choose one of the options under the drop down menu for “Fee Type” - There will either be 1 or 2 options (Tier 1, Tier 2).
- Choose Interest Level if you know which level (Tier 1, Tier 2A, Tier 2B, Academy) your child is interested in trying out for.
- Click “DONE” to submit.
- **Take a close look at your registration summary to ensure you have filled in all areas correctly.**
  - If you have made an error in your invoice select one of the 6 options at the top of the page to make changes.
  - If you want to add another player registration pick “ADD REGISTRATION ITEM. If all of your information is correct – select “MAKE PAYMENT.”
- **Make Payment:** The last step is to fill-in your credit card information.

Once your payment is complete you will receive a confirmation email from the It Sportsnet System or DUSC. DUSC also receives an email. If you do not receive a confirmation email with your invoice your payment most likely did not go through. In this case you should go back through the registration steps to see where an error has occurred.

If you have questions please call the DUSC Office at 433-3872, for a quicker response, email the office at [dusc@ns.aliantzinc.ca](mailto:dusc@ns.aliantzinc.ca).