

Login and Registration Instructions

Important Note: If you have had at least one-child play sports for ICAA in the past, your family is already registered in our system. Therefore, to avoid setting up a duplicate account, please **DO NOT** “ click Create Account unless you are a New Family registering for sports for the very first time.

If you are having trouble with login. Contact our System Administrator Tom George tomgeorge@att.net or President Matt Chrum mchrum927@charter.net before proceeding

Create Account – New Families Only

1. If you are a first time registrant in our program, click Parents link
2. In the next screen, enter valid email address, and click Create Account
3. Follow instructions and complete **all fields** for:
 - **Family Information**
 - **First Parent Information** (This is also the field to set up easy to remember login password or the system will assign a password)
 - **Second Parent Information** (Second parent must enter an email address in order for system to accept their easy to remember password. If no email address for second parent, do not attempt to enter a password)
 - **First Child Information**
4. Register first child for sport.
5. At the bottom of next screen, Click here to finish the registration process.
6. You will be directed back to Family Information screen.
7. Close your internet browser to complete registration process, **OR**
8. If you have additional children to register for sports, click Children in the Action box.
9. In the next screen, click New in top center of screen to set up additional child and repeat steps.

Login Instructions for Current Members

1. Visit our Website Homepage: <https://www.icaasports.org>
2. Click on Parents. **Note:** Parents have separate passwords tied to their particular email address.
3. Enter email address in the appropriate field.
4. Enter Password if known, or Click Forgot your password

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5. If you receive the following message;
 - ❖ Sorry, we could not locate that email account. Please double check the Email and try again.

If you experience any problems **DO NOT** Create Account unless instructed to do so by either Tom George or Matt Chrum.

6. If you receive this message;
 - ❖ The password has been reset and delivered to the email address you entered.

then you have successfully identified your account and may proceed.

7. Enter email address, password, and Click Login.
8. In the Family Information screen, Click on Edit in the Action box.
9. Review and/or revise Family Information fields.
10. Click Save when finished.
11. You will return to Family Information screen, Click on Parents in the Action box
12. In the Parents screen, Click on Edit in the Action field for first parent name listed.
13. In the next screen, review and/or revise available Parent fields, including changing your password to something easy to remember.
14. Click Save when finished.
15. Repeat Steps 12-14 for addition parent name listed.
16. Click Children to review and/or revise Children information.
17. In the next screen, Click on Edit in the Action box for each child listed.
18. In the next screen, review and/or revise available fields for that child. **Note:** if a child has been issued a CYC Card, please match the name on CYC Card.
19. Click Save when finished.
20. Click Parents on the left side of screen to return to Family Information screen.
21. Click Children to review additional children names.
22. Repeat Steps 17-19 for additional children, or
23. If you would like to add a child to the system, repeat Steps 20 & 21
24. Then Click New at the top of the Children screen.
25. Complete available fields for new child.
26. Click Save when finished.
27. Once you are finished you may exit the system by closing your browser.
28. Please login and review and/or revise family information as often as possible to ensure we have accurate system records.

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NOTES:

- At this time, do not attempt to register any children for sports unless you were instructed to do so.
- If you would like to set up more than one email address for a certain parent, you simply enter a semicolon(;) after the first email address, then a space, before entering the second email address.
i.e. firstemailaddress@charter.net; secondemailaddress@charter.net

Sports Registration Instructions

1. One you have confirmed your account email address and password in our system records, and have reviewed and/or revised you family account information.
2. Visit our Website Homepage: <https://www.icaasports.org> once open registration dates have been announced.
3. Click on Parents link.
4. Enter email address and password, and click on Login.
5. In the Family Information screen, click on Children in the Action box.
6. In the Children screen, click on Registration Info for the child you would like to register.
7. If the Registration Open? field is set to Yes, click on Register in the Action box.
8. Message from Webpage will ask...Are you sure you want to register?
9. Click OK
10. If you child will be playing for another basketball team anytime during the CYC season, arrow down and select Yes. If not, select No. This question is to determine whether your child will be placed on an OPEN or CLOSED team.
11. Arrow down and select Uniform Size.
12. In the **Notes field**, enter any type of information the Lay Director would need to know. i.e. Requests to play on certain teams or with certain players, PSR Day, Parents interested in Managing or helping to Coach a team, Health Issues, etc. etc.
13. Click Next.
14. In the Finished screen, review important information, then
15. Click here to finish the registration process.
16. You will return to the Family Information Screen.
17. If you would like to register additional children, repeat Steps 6 -15
18. Click Logout in the left portion of screen when finished.
19. **You will receive an email confirmation for each child you register. Please complete the confirmation form and mail with your payment.**

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Email Confirmation Example

Thanks for registering (child's name) with ICAA.

Until we establish Online Payment Options, we request Checks or Money Order payments to be mailed to the ICAA PO Box. \$25 minimum fee for all returned checks. Must note Drivers License Number, and two phone numbers on all Checks.

Mail to:

Immaculate Conception Athletic Association
Attention: Amber Hoxworth, Registration Coordinator
1073 Autumn Oaks
Imperial, MO. 63052

PRINT THIS CONFIRMATION NOTICE BELOW AND MAIL WITH YOUR PAYMENT.

Parent/Guardian Names:_____

Child's Name:_____

Child's Grade in September:_____

Would you like to Manage a Team: YES NO

Would you like to help Coach a Team: YES NO

CONCESSION WORK FEE AND UNIFORM DEPOSITS NO LONGER REQUIRED

CYC League Flat Fees (3rd Grade - High School)

- 1 Child = \$110.00**
- 2 Children = \$160.00**
- 3 Children = \$210.00**
- 4 Children = \$220.00**
- 5+Children = \$225.00**

Track (K - 8th Grade)

\$40.00 per Child

IC Instructional Program: (Pre-K - 2nd Grade)

\$60.00 per Child

Notes: If you are registering 2 children to play CYC Sports, and 1 child to play in the Instructional Program, the total amount due = \$220.00

If you would like to sign up to work concession stand, and earn \$7.00 per hour, or if you would like to apply for financial assistance, contact President Matt Chrom 636-461-1869 for details.

Thank you for supporting ICAA.