



ONLINE REGISTRATION INSTRUCTIONS

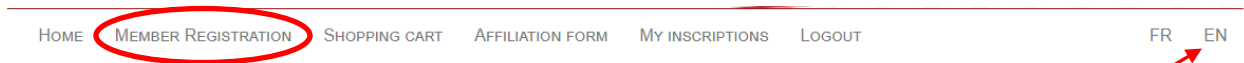
Use the following link to access online registration:

<https://secure.tsisports.ca/registratoriat/inscriptions/default.aspx?lng=EN&club=9936182916>

- Online registration is **only** open to **returning members** (players, coaches, managers and referees).
- Payments can **only** be done by **credit card** (Visa or Mastercard).
- Suspended members cannot register online

1) HOME PAGE

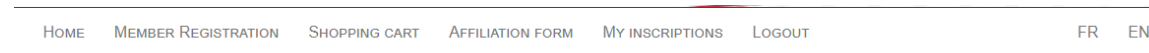
- Default landing page
- Select **Member Registration** page from the menu at the top of the page to get started.



To change language

2) MEMBER REGISTRATION RENEW/SEARCH

- To pull up you or your child's file, select either "Renew (Name)" or "Renew (ID)"



MEMBER REGISTRATION

Please select one of the following options to register a member

New member

Select this option if you have never played soccer in Quebec

Renew with email

Select this option if you were registered last season with Club POINTE-CLAIRE (C) and the club has sent you an email to renew your registration
To identify yourself you must enter the code and the validation key that you have received in the email

Renew (Name)

Select this option if you were registered last season with the club POINTE-CLAIRE (C) and you wish to renew your registration
To identify yourself you must enter the last name, first name, date of birth and postal code

Renew (ID)

Select this option if you were registered last season with the club POINTE-CLAIRE (C) and you wish to renew your registration
To identify yourself you must enter the member number, date of birth and postal code

If you are registered for the past season with another club and you want to change your club, please contact the club POINTE-CLAIRE (C)

- **Renew (Name):** You will need: Last Name, First Name, Date of Birth, Postal Code.
- **Renew (ID):** You will need: Passport number, Date of Birth, Postal Code.

www.soccerpointeclair.com

C/P – PO Box 891, Pointe-Claire (Québec), H9R 4Z6



➤ **ALL FIELDS ARE MANDATORY**

- **Renew (Name)**

MEMBER REGISTRATION - RENEW

Complete the info for the returning member

Last Name	<input type="text" value="As indicated on Medicare Card"/>
First Name	<input type="text" value="As indicated on Medicare Card"/>
Birth Date	<input type="text" value="YYYY-MM-DD"/>
Postal code	<input type="text" value="B2B 2B2"/>

- **Renew (ID)**

MEMBER REGISTRATION - RENEW

Complete the info for the returning member

Passport	<input type="text" value="Must be 8 digits"/>	(precede with zeros if necessary (00012345, 00123456))
Birth Date	<input type="text" value="YYYY-MM-DD"/>	
Postal code	<input type="text" value="B2B 2B2"/>	

← **Click once info for search is entered**



3) MEMBER REGISTRATION PAGE

- “Info Member” and “Parent/Contact Information” sections
 - **Review and update** (if necessary)

Info member

Street No.	<input type="text" value="241"/>	Street	<input type="text" value="Adams"/>	Appt.	<input type="text"/>
Postal code	<input type="text" value="H9R 5Y4"/>	City	<input type="text" value="POINTE-CLAIRE"/>	Province	<input type="text" value="QUEBEC"/>
Home phone	<input type="text" value="(514) 123-4567"/>	Work phone	<input type="text" value="(514) 867-4567"/>	Cell phone	<input type="text" value="(514) 867-4567"/>
E-mail 1	<input type="text" value="myemail@gmail.com"/>	E-mail 2	<input type="text" value="youreemail@gmail.com"/>	E-mail 3	<input type="text"/>
File	<input type="text"/>	Card	<input type="text"/>	Status	<input type="text" value="No status selected"/>

Parent/Contact Information

1-st Parent/Contact	2-nd Parent/Contact	3-rd Parent/Contact
Last Name <input type="text" value="Boop"/>	Last Name <input type="text" value="Bunny"/>	Last Name <input type="text"/>
First Name <input type="text" value="Betty"/>	First Name <input type="text" value="Bugs"/>	First Name <input type="text"/>
Cell phone <input type="text" value="(514) 867-4567"/>	Cell phone <input type="text" value="(514) 333-4444"/>	Cell phone <input type="text"/>
E-mail <input type="text" value="myemail@gmail.com"/>	E-mail <input type="text" value="youreemail@gmail.com"/>	E-mail <input type="text"/>
Relation <input type="text" value="Mother"/>	Relation <input type="text" value="Father"/>	Relation <input type="text"/>

VERY IMPORTANT: If this next message appears between the two above sections, it means you need a **NEW PHOTO** to be taken.

- You can go to the office during **regular office hours**, even in February when registrations are not accepted during office hours, or;
- You can also come to our **Photo Day on Saturday March 24th** 9am to 12pm and 1pm to 4pm.
- In order for your affiliation/passport to be validated by the Region you need the new photo, without it you will be **ineligible to play**.

Club instructions

IMPORTANT - Your affiliation card (passport) picture is expired.

You can finish your registration online, but you must come to the office to get a new photo taken in order to complete your registration and be eligible to play.

Photos will be taken either during regular office hours or at PHOTO DAY on March 24th 9am to 12pm and 1pm to 4pm.



- “Select your functions for the season” section

- **Player**

- By default the player is registered in the same category as last summer (Locale, A, AA, AAA).
 - Early bird discount as well as non-resident or late fees are applied automatically.
 - Check box at the right to renew.
 - If any special instructions appear, follow what it says.

Example:

Check here

Season	Category	Payment Information		Total (\$ CAD)	Select
SUMMER 2018	U-16 AA	Frais d'affiliation / Affiliation fees	\$60.00	\$260.00	<input type="checkbox"/>
		*E - REGISTRATION - Intercity (A / AA) - 225.00 \$	\$225.00		
		E - Early Bird Discount - Intercity - 25.00 \$	(\$25.00)		

Example:

Special Instructions

Season	Category	Payment Information		Total (\$ CAD)	Select
SUMMER 2018	O-45 Local	Frais d'affiliation / Affiliation fees	\$60.00	\$35.00	<input type="checkbox"/>
		w-PLEASE SELECT APPROPRIATE REGISTRATION FEE BELOW - 0.00 \$	\$0.00		
		w-SVP CHOISIR BON FRAIS D'INSCRIPTION CI-DESSOUS - 0.00 \$	\$0.00		
		G/J/K/L - Early Bird Discount - Metro/Senior - 25.00 \$	(\$25.00)		

Example:

Special Instructions

Season	Category	Payment Information		Total (\$ CAD)	Select
SUMMER 2018	U-17 Local	Frais d'affiliation / Affiliation fees	\$60.00	\$35.00	<input type="checkbox"/>
		w-TO TRY OUT FOR INTERCITY SELECT IC FEE BELOW - 0.00 \$	\$0.00		
		D - Early Bird Discount - House League - 25.00 \$	(\$25.00)		



▪ **Discount/Other Fee table**

Check here

Choose a discount / other fee that correspond to your situation

Season	Discount / Other fees	Total (\$ CAD)	Select
SUMMER 2018	*A - REGISTRATION - Special Project		<input type="checkbox"/>
SUMMER 2018	*G - REGISTRATION - Metro Recreational (D6-D7)	165.00 \$	<input type="checkbox"/>
SUMMER 2018	*J - REGISTRATION - Logs	175.00 \$	<input type="checkbox"/>
SUMMER 2018	*K - REGISTRATION - Loogs	175.00 \$	<input type="checkbox"/>
SUMMER 2018	*L - REGISTRATION - Logs+Loogs	350.00 \$	<input type="checkbox"/>
SUMMER 2018	*M - REGISTRATION - Champagne Ladies	140.00 \$	<input type="checkbox"/>
SUMMER 2018	*N - REGISTRATION - Champagne+Metro Rec	305.00 \$	<input type="checkbox"/>
SUMMER 2018	REBATE - 3rd family member at same address	25.00 \$	<input type="checkbox"/>
SUMMER 2018	REBATE - 4th family member at same address	50.00 \$	<input type="checkbox"/>
SUMMER 2018	REBATE - 5th family member at same address	50.00 \$	<input type="checkbox"/>
SUMMER 2018	REBATE - 6th family member at same address	50.00 \$	<input type="checkbox"/>
SUMMER 2018	x - House League to INTERCITY FEE		<input type="checkbox"/>
SUMMER 2018	x - Micro U8 DEV TEAM FEE		<input type="checkbox"/>
SUMMER 2018	x - Playing AAA but rostered on Metro team in 2017		<input type="checkbox"/>

For : Senior playing Special Project

For :
 - Metro Rec
 - Logs
 - Loogs
 - Champagne Ladies
Select correct Fee

For : Multiple family member discount (at the same address)

For : House League moving/trying to Intercity

For : U8 on development team

For : AAA player previously rostered A/AA

○ **Coach/Manager/Referee**

- If you are a player as well as any of these roles, this will appear below the Player section.
- Check box at the right to renew.

Coach

Season	Level	Select
SUMMER 2018	N/A	<input type="checkbox"/>

- Once functions to renew are selected, **click on Save** to go to Shopping Cart.

Save

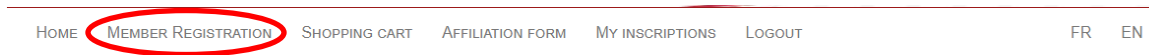


4) SHOPPING CART

SHOPPING CART

Name	Type	Info member	Season	Modify Remove
	Coach	N/A	2018 Summer Total : 0 \$ CAD	Modify
	Player	O-45Local	2018 Summer Total : 175 \$ CAD	Modify
			Frais d'affiliation / Affiliation fees	\$60.00
			w-PLEASE SELECT APPROPRIATE REGISTRATION FEE BELOW - 0.00 \$	\$0.00
			w-SVP CHOISIR BON FRAIS D'INSCRIPTION CI-DESSOUS - 0.00 \$	\$0.00
			G/J/K/L - Early Bird Discount - Metro/Senior - 25.00 \$	(\$25.00)
			140\$ - *M - REGISTRATION - Champagne Ladies	\$140.00

- To add more members to your Shopping Cart, select **MEMBER REGISTRATION** from the top menu and repeat above process.



- To remove members or functions from your Shopping Cart, select **MODIFY** on the right.

SHOPPING CART

Name	Type	Info member	Season	Modify Remove
	Coach	N/A	2018 Summer Total : 0 \$ CAD	Modify
	Player	O-45Local	2018 Summer Total : 175 \$ CAD	Modify
			Frais d'affiliation / Affiliation fees	\$60.00
			w-PLEASE SELECT APPROPRIATE REGISTRATION FEE BELOW - 0.00 \$	\$0.00
			w-SVP CHOISIR BON FRAIS D'INSCRIPTION CI-DESSOUS - 0.00 \$	\$0.00
			G/J/K/L - Early Bird Discount - Metro/Senior - 25.00 \$	(\$25.00)
			140\$ - *M - REGISTRATION - Champagne Ladies	\$140.00

- Clicking Modify will bring you back to the previous screen, scroll down to the bottom and select **REMOVE** (note that all functions will be removed for that one member).

To remove the member and all its functions, click the button below





- Once you are **ready to Pay/Checkout**, click on **PAY AND PROCESS**.
 - Note that even if you are only registering as a **coach or manager** and therefore have no payment to make, you must proceed.

Total : 175.00 CAD



5) PAYMENT

- Select **Credit Cards** (if a balance needs to be paid)

Payment Detail			
	E	2018 Summer	\$0.00
	J	2018 Summer	\$175.00

Your credit card charge is 175.00 \$CAD (\$CAD)
Please select a payment type

Credit Cards

- Read the **Terms and Conditions** as well as the **Refund Policy**, then check appropriate boxes.
- Enter email address to receive registration confirmation.

I have read and accepted Terms and Conditions

I have read and accepted the rules and regulations of the Quebec Soccer Federation and that the sending of my payment is synonymous to my signature being affixed to this document

E-mail to send transaction receipt (mandatory for credit card payment)

- Click on **PROCESS PAYMENT** or **PROCESS** (for members without anything to pay)





6) CREDIT CARD

- If you have a balance to pay, you will have to enter your credit card information:

Monetico Paiement

Commerçant	A S A P C (6916080)
Référence	TSI673201696
Montant	140 CAD

Monetico Paiement garantit la confidentialité et la sécurité de vos données.

Desjardins

Montant de la transaction : 140 CAD

Numéro de carte

Date d'expiration /

Code de sécurité [Qu'est-ce que c'est ?](#)

✓ VALIDER
✗ ABANDONNER

Pour annuler votre paiement et retourner sur le site de A S A P C, cliquez sur le bouton Abandonner.

7) CONFIRMATION

- PLAYERS – No action required (unless you need a new photo).
- COACHES, MANAGERS and REFEREES – You must **print your AFFILIATION FORM**.

PAYMENT CONFIRMATION

Your payment/confirmation number : PAY673201342

Name	Type	Info member	Season
	Coach	N/A	2018 Summer Total : 0 \$ CAD

To complete your inscription please print the Affiliation form

[Print Affiliation form](#)

MANDATORY for coaches, managers and referees

8) AFFILIATION FORM

- Coaches and managers** to print, sign and return their affiliation form to the office.
 - Can bring the form in person during office hours.
 - Can scan and email the form to assistantdg@soccerpointeclaire.com.