



**St. Sebastian Athletic Booster Club**  
476 Mull Ave., Akron, Ohio 44320



# **Player and Coach Registration Guide**

for

St. Sebastian Grade School and High School

CYO Athletics Programs

and

St. Sebastian DD Soccer and

Soccer Stars Programs

July 1, 2019

## Introduction

Beginning in the 2019/2020 school year, The St. Sebastian Athletic Booster Club is collaborating with SportsPilot to create a new process for registering grade school and high school players for St. Sebastian athletics. SportsPilot operates the team and player registration process for CYO Athletics, and by working with them, we hope to create administrative efficiencies in the player registration process while moving to an online payment process.

We plan to use the program for our DD Soccer and Soccer Stars programs in addition to CYO Athletics registrations (grade school and high school).

Attached is a Q&A document to address some questions you may have about this change.

Also attached is step-by-step information to help you:

- Create a SportsPilot web account;
- Add family members to your account;
- Register family members as coaches and players on St. Sebastian teams; and
- Check out and pay for player registrations by credit or debit card.

Our SportsPilot system can be accessed here: <https://reg.sportspilot.com/106646/login>

If you have any questions, please reach out to [stsebastiansportsregistrar@gmail.com](mailto:stsebastiansportsregistrar@gmail.com). We are working hard to make this a successful transition and thank you for your patience as we move to the new system.

Go Terriers!

St. Sebastian Athletic Booster Club

## Q&A:

### 1. Are all St. Sebastian sports registrations now handled through the SportsPilot process?

Yes, all player registrations for all sports hosted by St. Sebastian should be made through the system, including St. Sebastian teams in CYO grade school and high school sports, and St. Sebastian's DD Soccer and Soccer Stars programs.

### 2. Does this eliminate the need for CYO Preparticipation forms or physicals? If not, will we submit those forms or physicals through SportsPilot as well?

No, all CYO players must still submit to the St. Sebastian Registrar copies of the CYO Preparticipation Form and a current sports physical to participate in any practice or game. **FAILURE TO PROVIDE TIMELY, CURRENT FORMS MAY RESULT IN INELIGIBILITY AND REMOVAL OF THE PLAYER FROM A TEAM.** The forms cannot be submitted through SportsPilot but can be submitted in hard copy or electronically to [stsebastiansportsregistrar@gmail.com](mailto:stsebastiansportsregistrar@gmail.com). Electronic copies of the Preparticipation Form can be found on CYO's website at: [https://ccdacle.org/?wpfb\\_dl=1275](https://ccdacle.org/?wpfb_dl=1275)

### 3. What are St. Sebastian's participation fees for the 2019/2020 school year?

To offset the administrative fees associated with implementing and operating the program, we have adjusted our fee schedule to the following for the 2019/2020 year:

#### CYO Grade School Sports:

- 1 sport, 1 player: \$60
- 2 or more sports, 1 player: \$120 (Player Max)
- 1 sport each, 2 siblings: \$120
- 2 or more sports each, 2 siblings: \$180 (Family Max)
- Family Max: \$180
- Tackle Football 4th-7th grade: \$150 per player which includes the \$60 registration fee
- Tackle Football 8th grade: \$190 per player which includes the \$60 registration fee and a \$40 jersey fee

#### DD Soccer and Soccer Stars:

- DD Soccer: \$30 per player per session
- Soccer Stars: \$20 per player per session
- Player Max and Family Max do not apply

#### CYO High School Sports:

- 1 sport, 1 player: \$80
- Player Max and Family Max do not apply

#### 4. Can I still pay fees through cash or check?

No. Except for tackle football (see Q&A No. 5 below), fees for all grade school and high school CYO sports and the DD Soccer and Soccer Stars programs will be collected through the SportsPilot process. St. Sebastian Athletics has implemented a policy of collecting fees through credit or debit card payment and is no longer accepting payment by cash or check as a matter of standard practice.

If payment by credit or debit card is not an option, or you are using a registration coupon received from a St. Sebastian Athletics fundraiser, contact the St. Sebastian Athletics Registrar at [stsebastiansportsregistrar@gmail.com](mailto:stsebastiansportsregistrar@gmail.com) for information on how to proceed through use of a discount code (see Section D.3 below).

#### 5. Why will tackle football be handled differently?

Because the CYO tackle football program involves a combination of several schools for a single team, tackle football fees and costs will be collected outside the SportsPilot process and will be payable by cash or check. Tackle football registrations will still be made through SportsPilot (with a \$0 checkout fee).

#### 6. How will the Family Max and Player Max be handled?

Unlike many schools, which charge a flat fee per sport per player, St. Sebastian is working to maintain a Family Max amount of \$180 and a Player Max amount of \$120 for each school year. **Only CYO St. Sebastian grade school registrations (each \$60) apply to the Player Max and Family Max amounts** – other registration fees (including for DD Soccer, Soccer Stars, sports at other schools, and high school CYO sports) and fees for equipment, uniforms, warmups, tournaments, etc. do not count toward the Family Max or Player Max amounts.

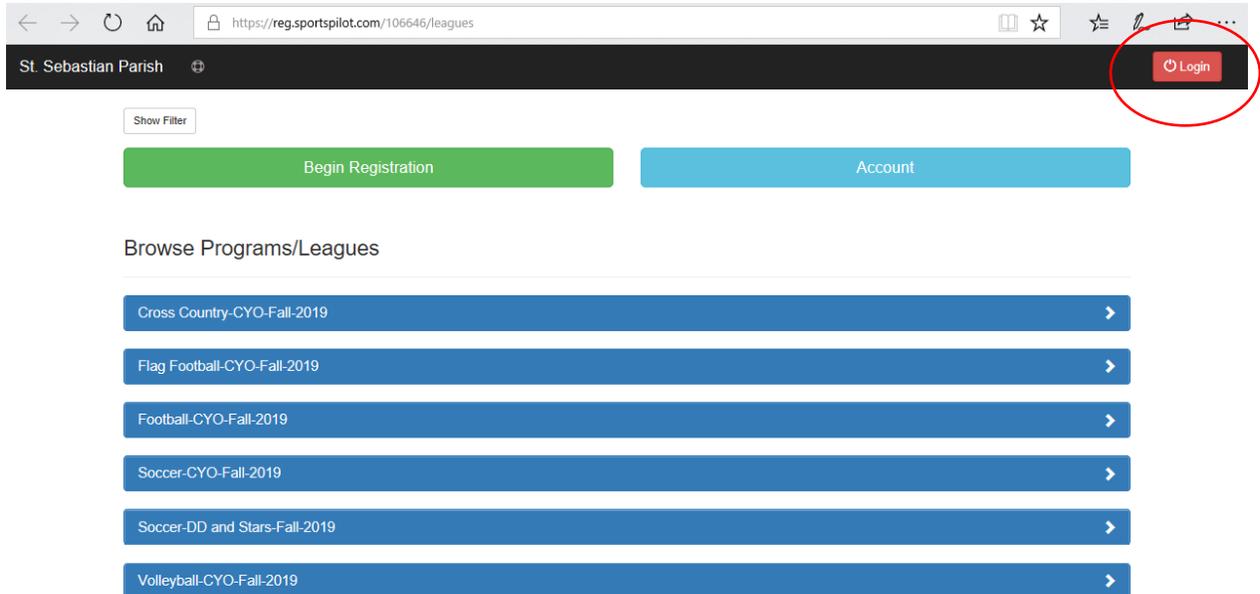
To prevent you from exceeding the Family Max in a single SportsPilot registration session, the most you can be charged in a single checkout event is \$180. However, the SportsPilot system cannot apply credits to account for prior payments during the calendar year that apply toward the Family Max or the Player Max amounts. Thus, we are handling registrations for sports above and beyond the Player Max and Family Max amounts through discount codes that members use and apply at checkout in SportsPilot.

**For us to keep the Player Max and Family Max structures, we will need help from you to break up registrations where both credit/debit card payments and discount codes are needed.** Where the sports you are registering in a session would cause you to exceed either the Player Max or the Family Max, we ask that you break your registration session into two parts: (1) register normally and pay by credit or debit card for the sports that would, on their own, keep you under or at the Player Max or Family Max; and (2) reach out to the Registrar for a discount code and register **in a separate session** any additional sports using that code. Otherwise, you will not be able to take advantage of our Player Max and Family Max programs. Contact the Registrar for questions concerning this process.

## A. Creating a SportsPilot Account

1. Go to <https://reg.sportspilot.com/106646/login> to create an account or log in.

Alternatively, go to <https://reg.sportspilot.com/106646/leagues> to see available programs for the season in session and view additional information by clicking on the arrow to the right of a program. From there, click the Login button in the upper right (see below) to proceed to the login screen.



2. You should see the login screen below. If you already have an account, enter your Username or Email and Password to sign in. To create an account, select “Create New Account” (see below).



### St. Sebastian Parish Registration

[View Available Leagues](#)

Username or Email

Password

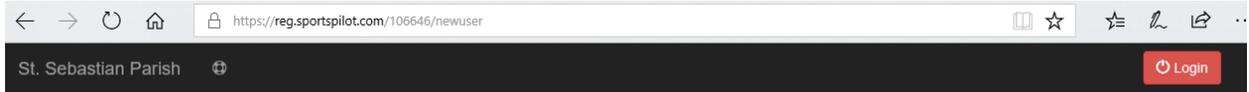
Sign In

[Forgot your username or password?](#)

or

[Create a New Account](#)

3. Enter the primary contact information for the family account, create a Username and Password, and select "Submit" (see below). All fields with stars are required.



Please enter the Account Main Contact Information.

**First Name:**  \*

**MI:**

**Last Name:**  \*

**Date of Birth:**  \*

**Gender:**  \*

**Address:**  \*

**City:**  \*

**State:**  \*

**Country:**  \*

**Zip Code:**  \*

**Mobile Phone:**  \*

**Alternate Phone:**

**Email:**  \*

[Add Email](#)

**Username:**  \*

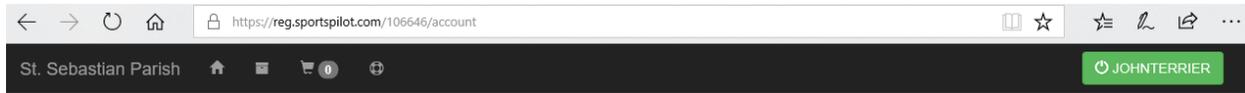
**Password:**  \*

**Verify Password:**  \*

I'm not a robot  [Privacy](#) [Terms](#)

## B. Adding Family Members to Your SportsPilot Account

1. After creating the family account, the Main Account Holder will be listed in the blue field as a Member. To add additional family members for registration as players or coaches, select “Add Member” (see below).



### Account

#### Account Actions

You may take the following actions by using the buttons below.

View Cart	0
Browse Open Registrations	>
Begin Registration	>
Edit Account Info	>

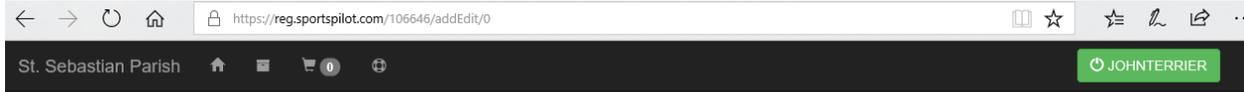
#### Family Members

Select a member below to view/edit profile or photo.

+ Add Member

John Terrier >

2. For each new family member, supply the information required and select “Submit” (see below). All fields with stars are required. Member information can be updated at any time **except for date of birth, which cannot be changed once entered.**



**First Name:**  
 \*

**Middle Initial:**

**Last Name:**  
 \*

**Date of Birth:**  
 \*

**Gender:**  
 \*

**Address:**  
 \*

**City:**  
 \*

**State:**  
 \*

**Country:**  
 \*

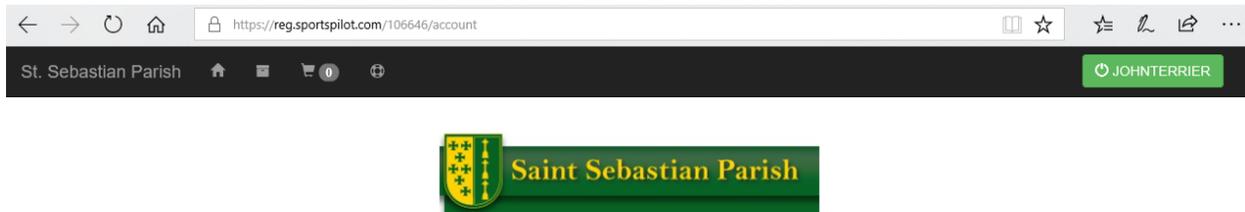
**Zip Code:**  
 \*

**Main/Primary/Mobile Phone:**  
 \*

**Alternate Phone:**

**Email:**  
 \*

3. New family members will appear in the blue fields, and member information may be viewed by clicking a name.



### Account

#### Account Actions

You may take the following actions by using the buttons below.

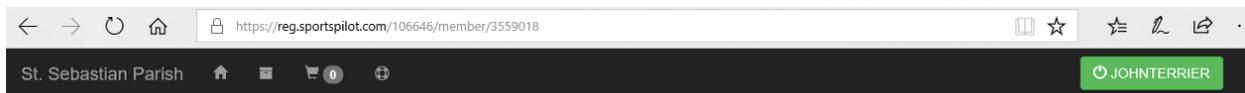
View Cart	0
Browse Open Registrations	>
Begin Registration	>
Edit Account Info	>

#### Family Members

Select a member below to view/edit profile or photo.

+ Add Member	
John Terrier	>
Yorkie Terrier	>

4. Except for date of birth, information can be updated at any time. Edit information or remove a member from your account by clicking one of the links to the left (see below).



[Return to Account](#)

### Yorkie Terrier



[Add/Change Photo](#)

#### Member Info.

[Edit Info.](#)

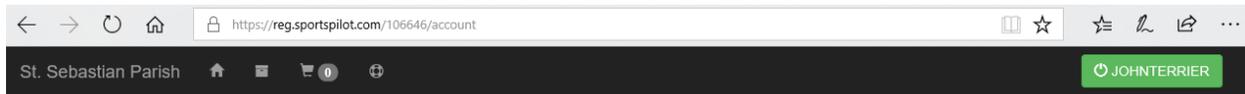
[Remove](#)

Name:	Yorkie Terrier
Date of Birth:	01/01/2006
Gender:	♂
Address:	555 Terrier Way
City:	Akron

#### Registration History

This user has no registration history.

5. Continue adding family members as needed or add additional family members later when registering them for sports.



## Account

### Account Actions

You may take the following actions by using the buttons below.

View Cart	0
Browse Open Registrations	>
Begin Registration	>
Edit Account Info	>

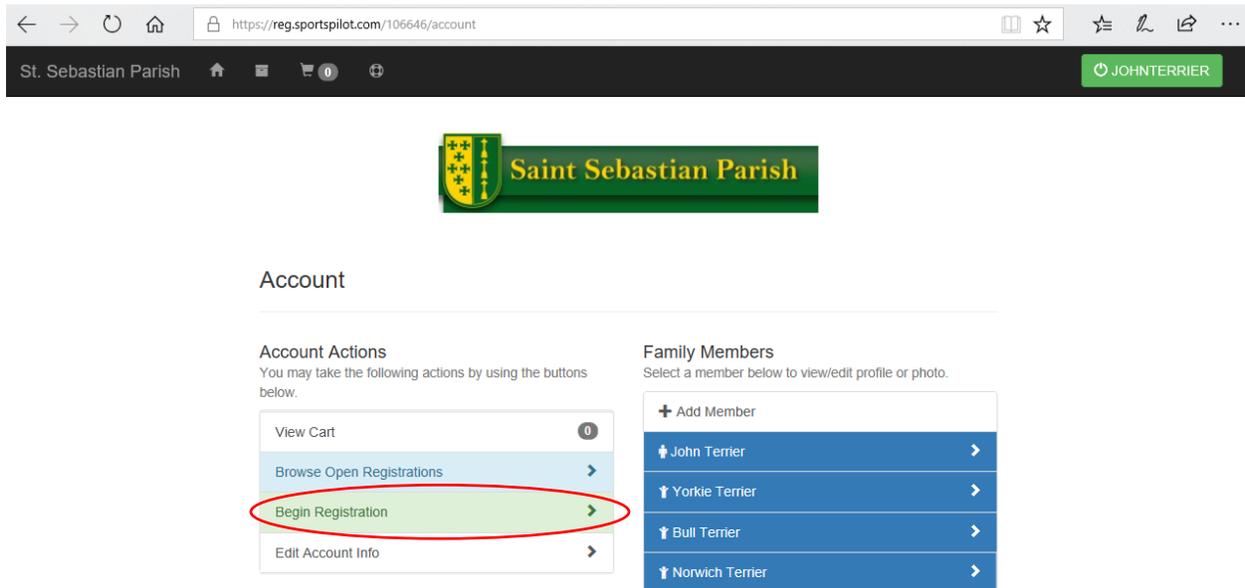
### Family Members

Select a member below to view/edit profile or photo.

+ Add Member	
John Terrier	>
Yorkie Terrier	>
Bull Terrier	>
Norwich Terrier	>

## C. Registering Players and Coaches for Sports

1. From your account screen, select “Begin Registration”.



The screenshot shows a web browser at the URL <https://reg.sportspilot.com/106646/account>. The page header includes the logo for Saint Sebastian Parish and the user name JOHNTERRIER. The main content area is titled "Account" and is divided into two sections: "Account Actions" and "Family Members".

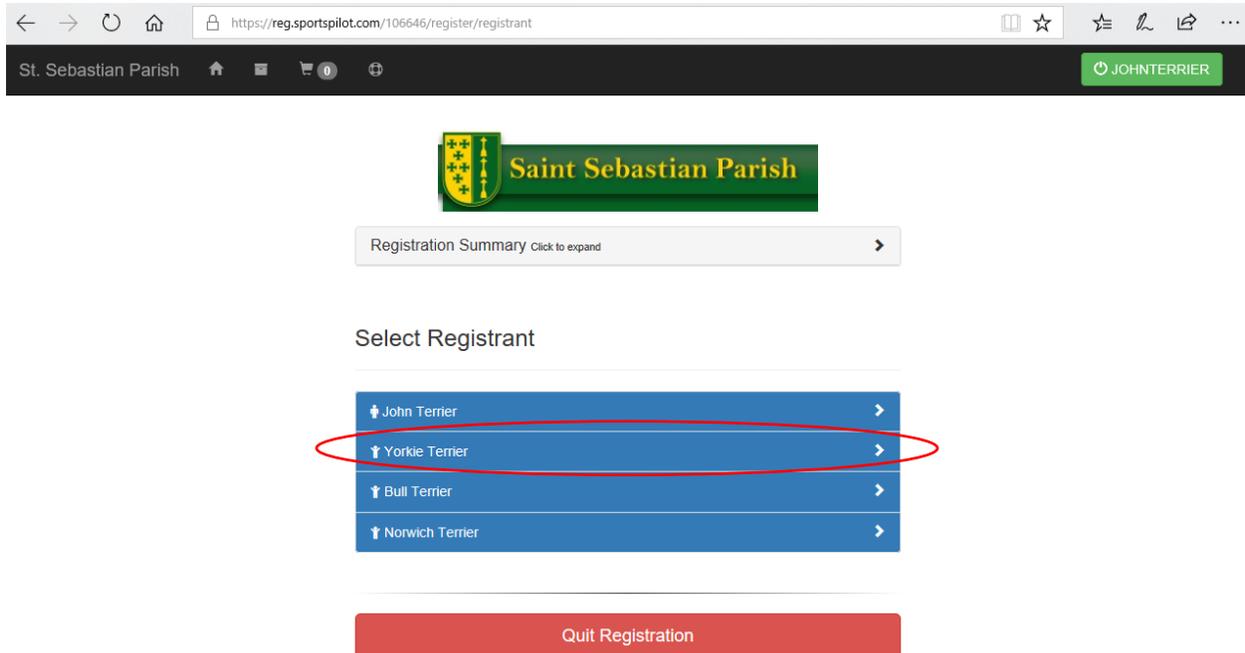
**Account Actions**  
You may take the following actions by using the buttons below.

- View Cart (0)
- Browse Open Registrations
- Begin Registration** (highlighted with a red oval)
- Edit Account Info

**Family Members**  
Select a member below to view/edit profile or photo.

- + Add Member
- John Terrier
- Yorkie Terrier
- Bull Terrier
- Norwich Terrier

2. Select the Member you wish to register.



The screenshot shows a web browser at the URL <https://reg.sportspilot.com/106646/register/registrant>. The page header includes the logo for Saint Sebastian Parish and the user name JOHNTERRIER. The main content area is titled "Select Registrant" and features a list of family members.

Registration Summary [Click to expand](#)

**Select Registrant**

- John Terrier
- Yorkie Terrier** (highlighted with a red oval)
- Bull Terrier
- Norwich Terrier

Quit Registration

3. All active programs available for registration will be listed. Find your program and select the “>” button to select the program for registration.

The screenshot shows a web browser window with the URL <https://reg.sportspilot.com/106646/register/program>. The page header includes the Saint Sebastian Parish logo and a user profile button labeled "JOHNTERRIER". Below the header is a "Registration Summary" button with a right-pointing arrow and the text "Click to expand". The main section is titled "Select Program" and features a search filter "Filter by name..." with a "Clear" button. A list of programs is displayed, each with an information icon and a right-pointing arrow. The "Soccer-CYO-Fall-2019" program is circled in red. At the bottom of the list is a red "Back" button.

Programs	Info	Select
Cross Country-CYO-Fall-2019	i	>
Flag Football-CYO-Fall-2019	i	>
Football-CYO-Fall-2019	i	>
Soccer-CYO-Fall-2019	i	>
Soccer-DD and Stars-Fall-2019	i	>

4. All active leagues available in that program will be listed. Find your league and select the “>” button to select the program for registration.

The screenshot shows a web browser window with the URL <https://reg.sportspilot.com/106646/register/league>. The page header includes the parish name "St. Sebastian Parish" and a user profile for "JOHNTERRIER". Below the parish logo, there is a "Registration Summary" button with a right-pointing arrow. The main section is titled "Select League" and contains a list of four league options, each with an information icon and a right-pointing arrow:

- 03 Grade Girls
- 04 Grade Girls
- 05-06 Grade Girls
- 07-08 Grade Girls

The right-pointing arrow for the "07-08 Grade Girls" option is circled in red. Below the list is a red "Back" button.

5. Select whether you are registering the member as a player or a coach (only one option may be available).

The screenshot shows a web browser window with the URL <https://reg.sportspilot.com/106646/register/participantrole>. The page header includes the parish name "St. Sebastian Parish" and a user profile for "JOHNTERRIER". Below the parish logo, there is a "Registration Summary" button with a right-pointing arrow. The main section is titled "Select Role" and contains a single option:

- Player  
Player Fee: \$60.00

The right-pointing arrow for the "Player" option is circled in red. Below the list is a red "Back" button.

6. Select the team the member is registering for (only one option may be available).

St. Sebastian Parish

JOHNTERRIER

 Saint Sebastian Parish

Registration Summary Click to expand >

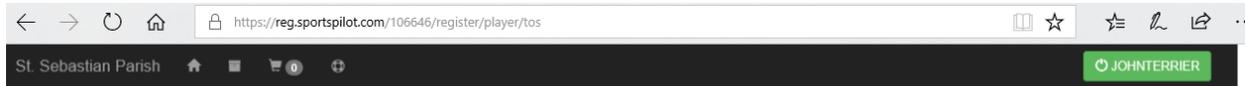
### Select Team

There is currently only one team available.

St Sebastian >

< Back

7. Read the Terms of Service and if you agree, select "I Agree" (see below).



Registration Summary [Click to expand](#)

By proceeding you agree to St. Sebastian Parish's Terms of Service. You are responsible for reading and understanding these Terms of Service

[Hide Terms of Service.](#)

## Program Terms

### St. Sebastian Athletics Program General Rules and Guidelines (Updated July 2019)

The purpose of CYO and other sports teams at St. Sebastian is to promote teamwork and good sportsmanship while learning and enjoying all aspects of the game. Special emphasis is placed on school and team spirit, self-esteem, respect, sportsmanship and the development of sound fundamental skills. To achieve these goals, players, parents, and guardians are expected to adhere to the following rules and guidelines:

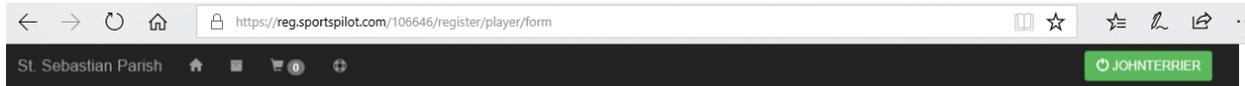
1. ALL PLAYERS PARTICIPATING IN CYO SPORTS MUST HAVE A CURRENT PHYSICAL/MEDICAL RELEASE FORM ON FILE PRIOR TO THE START OF THE FIRST PRACTICE. (Physicals are valid thirteen months from issue date.) THIS IS A DIOCESAN CYO POLICY.
2. Families must pay the registration fee per sport by the deadline established for a particular sports season.
3. Uniforms issued from St. Sebastian must be returned at the end of the season to be eligible to participate in further athletics with St. Sebastian. DD Soccer and Soccer Stars teams, and teams that decide to purchase their own uniforms, are excluded from this policy.
4. The St. Sebastian Athletics Program is run solely by volunteers. Parents are asked to volunteer as needed to help support the program.
5. Every player and his or her parents or guardians or other family members are expected to treat all coaches, teammates, officials, and opponents with respect and dignity. Violations of this expectation will not be tolerated and may result in dismissal from the team.
6. Practices are open to coaches, players, and parents or guardians of players who wish to watch. Players and parents or guardians of players are expected to be respectful of the players' scheduled practice time, as well as the scheduled practice times of other teams. Players should be "ready to go" by the start of practice.
7. If a parent or guardian needs to discuss a concern with a coach, he or she should contact the coach to establish a time that would be best for all involved, and that does not take away from the team's practice or game time. In particular, if a parent or guardian has questions about a player's playing time, position, game performance, etc. during an event, he or she should wait at least 24 hours after the event before reaching out to the coach. At that time, if the parent or guardian still believes a concern exists, he or she should request a time to speak with the coach.
8. To discuss a concern regarding a coach or other parent, parents or guardians should contact the St. Sebastian Pastoral Designee, Athletic Director, or Sports Commission for the sport involved.
9. Players are expected to be at every scheduled team practice. If a player is going to request to be excused from practice, the coach must be notified prior to the start of practice. Failure to notify the coach will be viewed as an unexcused absence. Only the player's parents/guardians may notify the coach. Unexcused absences from practices can reduce playing time and possibly result in dismissal from the team.
10. Overall, all CYO rules are in effect for all CYO sports.

We have read, understand, and agree to adhere to the St. Sebastian Athletics Program General Rules and Guidelines, and we give permission for our child to participate in the St. Sebastian Athletics Program for the 2019-2020 sports season.

[Back](#)

[I Agree](#)

8. The next screen asks for information St. Sebastian and CYO will use to roster the teams. Information from the Member creation process will be prepopulated. All fields with stars are required. Supply the remaining information, such as grade, date of physical, parish, etc., and select "Continue" (see below). **NOTE: Because no physical is required for DD Soccer or Soccer Stars, enter the current date if no Physical Exam Date is available.**



Registration Summary [Click to expand](#) >

### Complete Form

★ : Required

**First Name:**  
 ★

**Last Name:**  
 ★

**Date of Birth:**  
 ★

**Gender:**  
 ★

**Address:**  
 ★

**City:**  
 ★

**State:**  
 ★

**Zip Code:**  
 ★

**Mobile Phone:**  
 ★

**Alternate Phone:**

**Email:**  
 ★

**Grade in Current School Year:**  
 ★

**County of Residence:**  
 ★

**Religion:**  
 ★

**Race:**  
 ★

**Athlete Eligibility:**  
 ★

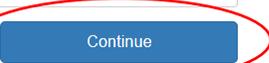
**Physical Exam Date:**  
 ★

Athletes School:  
 

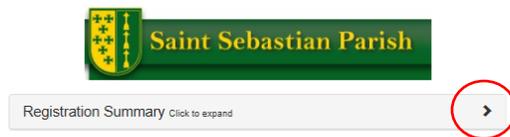
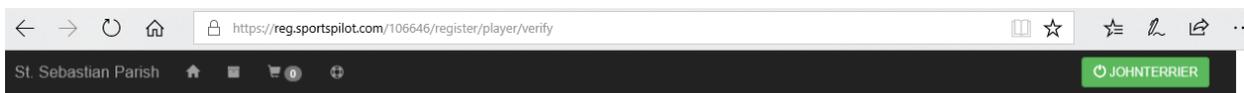
Parish:  
 

Use the notes to type in special needs or other considerations for the Staff or Directors. \*Requests are only considered

Notes:

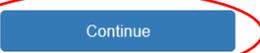
 

9. Review and verify your information and if correct, select “Continue” (see below). To make changes, select “Back”. To review the program, league and team you are registering for, select the “>” next to “Registration Summary” (see below).

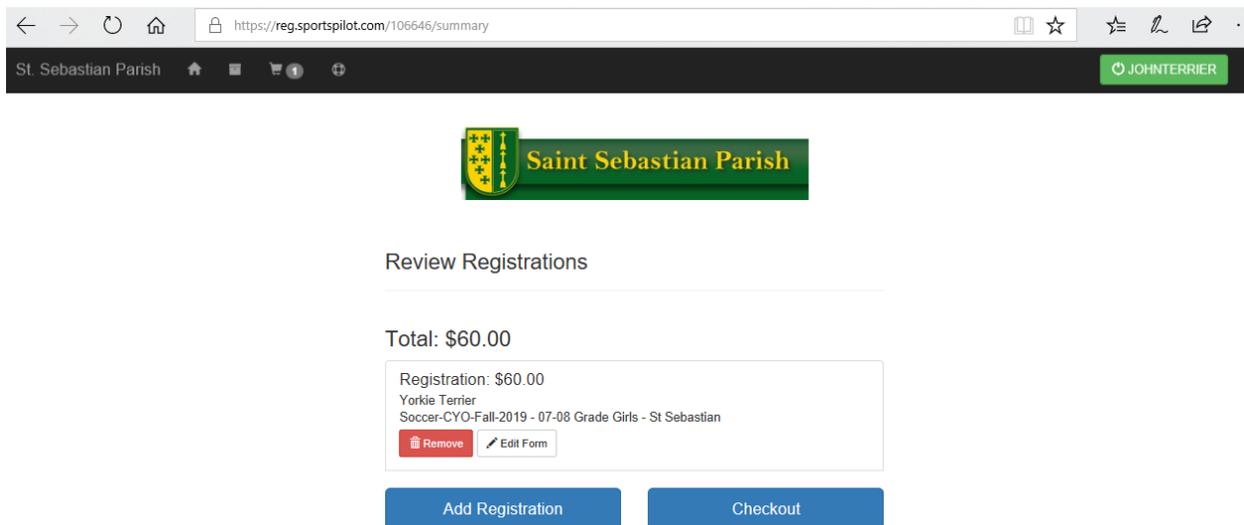


Verify Information

First Name:	Yorkie
Last Name:	Terrier
Date of Birth:	01/01/2006
Gender:	F
Address:	555 Terrier Way
City:	Akron
State:	OH
Zip Code:	44320
Main Phone:	5555555555
Secondary Phone:	
Email:	johnqterrier@woof.bark
Grade in Current School Year:	8
County of Residence:	Summit
Religion:	Catholic
Race:	White/Caucasian
Athlete Eligibility:	Enrolled in School Sponsoring Team
Physical Exam Date:	01/01/2019
Athletes School:	St. Sebastian
Parish:	St. Sebastian Parish
Notes:	

- From the Summary page, you may add another registration for this member or another member, remove or edit the completed registration, or checkout and pay. If you add other registrations, completed registrations will be saved in your cart pending checkout or removal.

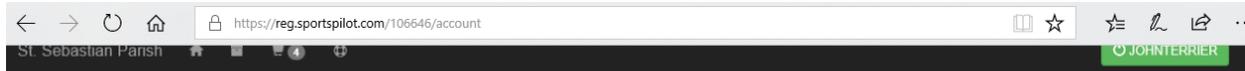


The screenshot shows a web browser window with the address bar displaying <https://reg.sportspilot.com/106646/summary>. The browser's address bar includes navigation icons (back, forward, refresh, home) and utility icons (print, star, search, share). The page header features the text "St. Sebastian Parish" on the left and a green button labeled "JOHNTERRIER" on the right. The main content area displays the "Saint Sebastian Parish" logo, which consists of a yellow shield with a green border and the text "Saint Sebastian Parish" in yellow. Below the logo, the heading "Review Registrations" is followed by a horizontal line. The total amount is listed as "Total: \$60.00". A registration entry is shown in a box with the following details: "Registration: \$60.00", "Yorkie Terrier", and "Soccer-CYO-Fall-2019 - 07-08 Grade Girls - St Sebastian". Below this entry are two buttons: a red "Remove" button and a white "Edit Form" button. At the bottom of the registration list are two blue buttons: "Add Registration" and "Checkout".

- Registering an adult parent or child as a coach or assistant coach will follow a similar process, but no fee will be charged for a coach or assistant coach registration.

## D. Checking Out and Paying for Player Registrations

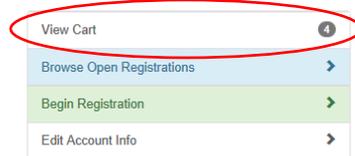
1. Access your cart either from the registration summary page (see Section C.10 above) or from the Account Page by selecting “View Cart” (see below).



### Account

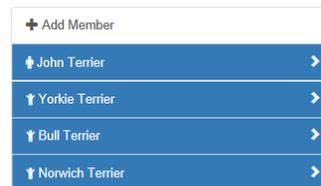
#### Account Actions

You may take the following actions by using the buttons below.



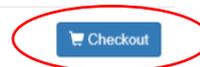
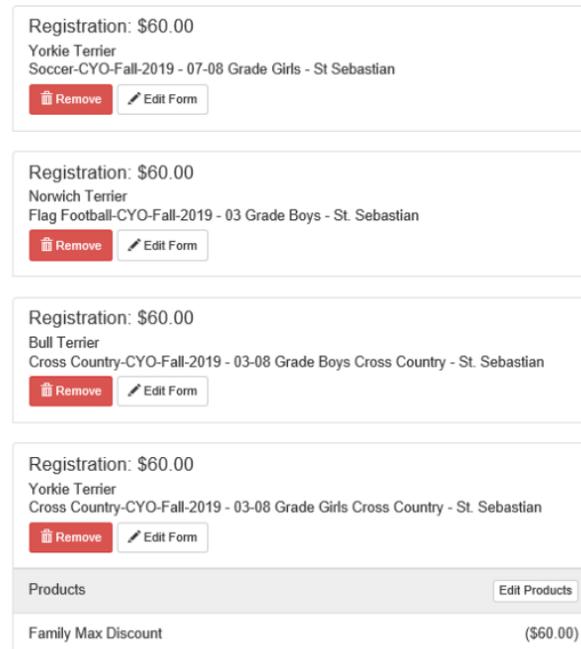
#### Family Members

Select a member below to view/edit profile or photo.



2. From either location, select “Checkout” to begin the payment process and submit your registrations (see below).

### Shopping Cart



- Review the payment information, enter and apply a discount code (if applicable), and select “Next” to proceed to entering credit or debit card information (see below).

St. Sebastian Athletics has implemented a policy of collecting fees through credit or debit card payment and is no longer accepting payment by cash or check as a matter of standard practice. If: (a) payment by credit or debit card is not an option, (b) you are using a registration coupon received from a St. Sebastian Athletics fundraiser, or (c) the annual Family Max of \$180 or annual Player Max of \$120 may be implicated (See Q&A No. 6 above), contact the St. Sebastian Athletics Registrar at [stsebastiansportsregistrar@gmail.com](mailto:stsebastiansportsregistrar@gmail.com) for information on how to proceed through use of a discount code.

Checkout

Cancel Checkout

Please select a payment type:

Credit/Debit Card

Registration Registrant: Yorkie Terrier Amount: \$60.00	\$ 60
Registration Registrant: Norwich Terrier Amount: \$60.00	\$ 60
Registration Registrant: Bull Terrier Amount: \$60.00	\$ 60
Registration Registrant: Yorkie Terrier Amount: \$60.00	\$ 0

Products:

Family Max Discount - (\$60.00)

Discount Code

Enter a discount code

Apply Code

Order Total: \$180.00

Next

4. Enter your credit card information and select "Submit Payment" to conclude the transaction and complete the registration.

Checkout

[Cancel Checkout](#)

[Back to Cart Items](#)

Order Total: \$180.00

Name:

Card Number:

Accepted:

Card Code:

Month:  Year:

Address:

City:

State:

Zip:

Country:

A valid credit card number is required.  
[Why am I seeing this?](#)

[Submit Payment \(\\$180.00\)](#)

5. Following completion of a registration, you will receive a confirmation message showing your purchase, and you will have options to print or return to your account. You also will receive a confirmation email at the address for the Main Account Holder.

**REGISTRATION IS NOT COMPLETE UNTIL RECEIPT OF FINAL CONFIRMATION.**

The screenshot shows a mobile browser interface with the following elements:

- Browser address bar: <https://reg.sportspilot.com/106646/receipt>
- Page title: St. Sebastian Parish
- User profile: JOHNTERRIER
- Success message: Success! Thank you for your purchase!
- Share button: Share St. Sebastian Parish registration on Facebook! (with a Facebook share icon)
- Registration details table:

Organization: St. Sebastian Parish	Family: Terrier
Date Printed: 6/27/2019	Address: 555 Terrier Way
SportsPilot ID: 3559017	City: Akron
Registration ID: N/A	State: OH
Agreed to Terms on: 6/27/2019	Zip: 44320
- Registration summary table:

Registration - \$0.00	
Name: John Terrier	League: 08 Grade Boys Football
Program: Football-CYO-Fall-2019	Team: * Unassigned
- Payment information table:

Payment Information:
Amount Due: \$0.00
*Note to Registrants: Please follow the instructions provided by the Sports Association.
- Buttons: Print and Return to Account

6. Once the season opens, St. Sebastian coaches and/or sports commissioners will contact you using the email(s) you entered regarding team practices and games.