

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, 2021

Introduction

Beginning in the 2021-2022 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 <u>stsebastiansportsregistrar@gmail.com</u>. 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

<u>Q&A:</u>

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 (NOT DD Soccer or Soccer Stars) 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 <u>stsebastiansportsregistrar@gmail.com</u>. Electronic copies of the Preparticipation Form can be found on CYO's website at: <u>https://ccdocle.org/?wpfb_dl=1275</u>

3. What are St. Sebastian's participation fees for the 2021/2022 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 2021/2022 year:

CYO Grade School Sports:

- 1 sport, 1 player: \$75
- Family Max: \$300
- Tackle Football 5th-6th grade: \$150 per player which includes the \$75 registration fee
- Tackle Football 7th-8th grade: \$190 per player which includes the \$75 registration fee

DD Soccer and Soccer Stars:

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

CYO High School Sports:

- 1 sport, 1 player: \$80
- Family Max does not apply

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

No, fees for all grade school and high school CYO sports and the DD Soccer and Soccer Stars programs should 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 <u>stsebastiansportsregistrar@gmail.com</u> for information on how to proceed through use of a discount code (see Section D.3 below).

5. How will the Family 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 \$300 (i.e., fees for four CYO sports) for each school year. <u>Only CYO St. Sebastian grade school registrations (each \$75) apply to the Family Max</u> <u>amount</u> – 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 amount.

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 \$300. However, the SportsPilot system cannot apply credits to account for prior payments during the calendar year that apply toward the Family Max amount. Thus, we are handling registrations for sports above and beyond the Family Max amount through discount codes that members use and apply at checkout in SportsPilot.

For us to keep the Family Max structure, 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 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 Family Max; and (2) reach out to the Registrar for a discount code and register <u>in a</u> <u>separate session</u> any additional sports using that code. Otherwise, you will not be able to take advantage of our Family Max program. Contact the Registrar for questions concerning this process.

A. <u>Creating a SportsPilot Account</u>

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

Alternatively, go to <u>https://reg.sportspilot.com/106646/leagues</u> 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.

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	Begin Registration	Account	
Brows	e Programs/Leagues		
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Flag Fe	potball-CYO-Fall-2019		>
Footba	ill-CYO-Fall-2019		>
Soccer	r-CYO-Fall-2019		>
Soccer	r-DD and Stars-Fall-2019		>
Volleyt	pall-CYO-Fall-2019		>

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).

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	St. Sebastian Parish Registration					
	View Available Leagues					
	Username or Email this is a required field 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.

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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).



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**.

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	First Name:					
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	44320 *					
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	(555) 555-5555 *					
	Alternate Phone:					
	(###) ### ####					
	Email:					
	johnqterrier@woof.bark					
	Add Email					
	Cancel Submit					

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



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).



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



C. <u>Registering Players and Coaches for Sports</u>



1. From your account screen, select "Begin Registration".

2. Select the Member you wish to register.

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		Y 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.



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



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



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



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



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, parish, etc., and select "Continue" (see below). <u>NOTE: Because no physical is required for DD Soccer or Soccer Stars, enter the current date if no Physical Exam Date is available.</u>

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	Saint Sebastian Parish	
	Registration Summary Click to expand	>
	Complete Form	
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	First Name:	
	Yorkie	*
	Last Name:	
	Terrier	*
	Date of Birth:	_
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	Female ~	*
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	Akron	*
	State:	
	Ohio ~	*
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	Zip Code:	
	44320	*
	Mobile Phone:	_
	(555) 555-5555	*
	Alternate Phone:	
	(###) ###-####	
	Email:	-
	johnqterrier@woof.bark	*
	Grade in Current School Year:	
	County of Residence:	*
	Palicion	
	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	× *
Use the notes to type in special r considerations for the Staff or Dir are only considered	needs or other rectors. *Requests
Notes:	
< Back	Continue

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).

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	Registration Summary Click to expand	pastian Parish)	
	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:	555555555		
	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:			
	< Back	Continue	>	

10. 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.

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				Saint Sebastian Parish					
				Review Registrations					
				Total: \$60.00 Registration: \$60.00 Yorkie Terrier Soccer-CYO-Fall-2019 - 07-08 Grade Girls - St Sebastian					
				Add Registration Checkout					

11. 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. <u>Checking Out and Paying for Player Registrations</u>

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).

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	Account	bastian Parish		
	Account Actions You may take the following actions by using the buttons	Family Members Select a member below to view/edit profile or photo.		
	below.	+ Add Member		
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	Benin Registration	★ Yorkie Terrier		
	Edit Account Info	Y Bull Terrier		
	•	Y Norwich Terrier		

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

Yorkie Terrier Soccer-CYO-Fall-2019 - 07-08 Grade Girls - St Sebas	stian
TRemove City Edit Form	
Registration: \$60.00	
Flag Football-CYO-Fall-2019 - 03 Grade Boys - St. Se	ebastian
TRemove Edit Form	
Registration: \$60.00	
Bull Terrier	and Country St. Schooling
Remove Country-CTO-Fail-2019 - 05-08 Grade Boys Ch Edit Form	oss Country - St. Sebastian
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Yorkie Terrier Cross Country CYO Fall 2019 - 03-08 Grada Gids Cr	ass Country - St. Sabastian
Image: The second sec	os ounity - or. oebasian
Products	Edit Products
Family Max Discount	(\$60.00)

3. 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 \$300 may be implicated (See Q&A No. 5 above), contact the St. Sebastian Athletics Registrar at <u>stsebastiansportsregistrar@gmail.com</u> for information on how to proceed through use of a discount code.

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	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	-				
\langle	Next		>				

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

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					A valid credit card number is required. Why am I seeing this?					
				\langle	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.

\leftarrow \rightarrow \circlearrowright \pitchfork https://reg.sportspilot.com	/106646/receipt			□ ☆	5≡ 1	l B	
St. Sebastian Parish 🔺 🖬 🗑 🔀					O JC	HNTERRIE	R
	Success! Thank you	u for your purchase!					
	Share St. Sebastian Parish registration on Facebookl						
Organizatio Date Printe SportsPilot Registration Agreed to T	n: St. Sebastian Parish 1: 6/27/2019 10: 3655017 1 1D: N/A erms on: 6/27/2019	Family: Terrier Address: 555 Terrier Way City: Akron State: OH Zip: 44320					
	Registration - \$0.0		ation - \$0.00				
Name: John Program: F	Terrier ootball-CYO-Fall-2019	League: 08 Grade Boys Football Team: * Unassigned					
Payment In	Payment Information:						
Amount D	ue: \$0.00						
*Note to Reg	jistrants: Please follow the instructions provid	ed by the Sports Association.					
	🖨 Print	Return to Account					

REGISTRATION IS NOT COMPLETE UNTIL RECEIPT OF FINAL CONFIRMATION.

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.