

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

February 7, 2024

# **Introduction**

The St. Sebastian Athletic Booster Club utilizes SportsPilot 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 and payment process.

In addition to CYO Athletics registrations (grade school and high school), this program is also used for our St. Sebastian hosted DD Soccer and Soccer Stars programs.

Attached is a Q&A document to address some questions you may have regarding the SportsPilot Program.

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>stsebastiansregistrar@gmail.com</u>.

Go Terriers!

St. Sebastian Athletic Booster Club

#### 1. Are all St. Sebastian sports registrations processed through the SportsPilot Program?

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 registering on SportsPilot eliminate the need for me to complete the CYO Preparticipation Form (which consists of three parts: Physical Exam / Information and Release / Emergency Medical Authorization)?

No, all athletes registering to participating in a CYO sport (excludes DD Soccer or Soccer Stars) must submit to the St. Sebastian Registrar a copy of the fully completed CYO Preparticipation Form prior to being able 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 AND FORFEITURE OF YOUR REGISTRATION FEES.** The CYO Preparticipation Form cannot be submitted through SportsPilot and therefore must be submitted in hard copy form or scanned electronically to <u>stsebastiansregistrar@gmail.com</u>. Be sure to retain an original copy of this Form prior to submission. Blank PDF copies of the Preparticipation Form can be found on CYO's website at: <u>https://www.ccdocle.org/files/assets/cyo-preparticipation-form-covid-19-update.pdf</u>.

#### 3. What are St. Sebastian's current Registration Fees per sport?

Effective starting with the Fall 2023 Sports Season, registration fees will be as follows:

#### CYO Grade School Sports (Registration Fees per Individual Athlete):

#### Sports with a \$75.00 Registration Fee:

- Cross Country (Fall) Open to boys and girls in grades 1 to 8.
- Track & Field (Spring) Open to boys and girls in grades 2 to 8.

#### Sports with a \$100.00 Registration Fee:

- Basketball (Winter) Open to boys and girls in grades 3 to 8.
- Cheer (Fall & Winter) Open to boys and girls in grades 1 to 8.
- Flag Football (Fall) Open to boys and girls in grades 1 to 4.
- Lacrosse (Spring) Open to boys and girls in grades 3 to 8.
- Soccer (Fall) Open to boys and girls in grades 3 to 8.
  - Refer below for Registration Fees for DD Soccer and Soccer Stars.
- Volleyball Girls (Fall & Spring) Open to girls in grades 2 to 8.
- Volleyball Boys (Spring) Open to boys in grades 2 to 8.

#### Sports with a \$150.00 Registration Fee:

- 7- Man "Rookie" Tackle Football Open to boys and girls, in grades 5 and 6.
   NOTICE: \$150 registration fee does not include the player's jersey fee.
- 11-Man Tackle Football Open to boys and girls, in grades 7 and 8.
  - NOTICE: \$150 registration fee does not include the player's jersey fee.

#### CYO High School Sports (Fees are not eligible to be applied toward the Family Max):

- <u>Registration Fee is a per Team Fee (Based on CYO's Current Fee Schedule\*\*\*):</u> \*\*\*Email the St. Sebatian Registrar for Team Fee Amount for each Sport.
  - Basketball (Winter) Open to boys and girls in grades 9 to 12.
  - Volleyball Girls (Fall & Spring) Open to boys and girls in grades 9 to 12.
  - Volleyball Boys (Spring) Open to boys and girls in grades 9 to 12.

In addition to sports CYO sports teams, St. Sebastian offers the following Co-ed youth soccer programs for kids starting in Pre-K through Grade 2. These programs are held on the grounds or a soccer field within 15 minutes travel time from St. Sebastian School. If you are interested in either of these programs or have any questions, please email the Soccer Commissioner at <u>StSebastianDDSoccer@gmail.com</u>.

#### Stars Soccer Program:

- Pre-K and K students only.
- We play at the St Sebastian School playground.
- Each player needs a #3 size soccer ball and a water bottle. Wear Soccer cleats or tennis shoes. Shin Guards must be worn, preferably under the socks.
- Team T-shirt is provided and should be worn to each practice.
- You can choose between the Wednesday or Thursday groups, both at 6 PM, and each group also meets on Saturday mornings. 9 AM for the Wednesday group and 10 AM for the Thursday group.
- Parent involvement is needed, as this is a parent-led program.
- This is basically a play date with a ball.

#### DD Soccer Program:

- First and Second grade only. Fees are \$35 per player.
- Each player needs a #3 size soccer ball and a water bottle. Wear Soccer cleats or tennis shoes. Shin Guards must be worn, preferably under the socks.
- DD Soccer practices are on weekdays time and location TBD by coaches.
- Practice may begin 2 weeks before the first game each season.
- DD Soccer games are at Fairlawn Park Soccer Fields, 3303 Ridgewood Rd., Fairlawn on Saturday mornings, between 8 Aam and noon.
   Team t-shirt and socks are provided and should be worn to each GAME.
   The entire season schedule is available about a week before the first game.
   Parent involvement is much appreciated, as this is a parent-led program.

#### DD Soccer and Stars Soccer – Registration Fees:

#### (Fees are not eligible to be applied toward the Family Max):

#### \$35.00 Registration Fee:

DD Soccer (Fall and Spring Sessions) – Open to boys and girls in Pre-K and K.
 Child must be age 4 on or before August 25<sup>th</sup> to participate.

#### \$25.00 Registration Fee:

• Stars Soccer(Fall and Spring Sessions) – Open to boys and girls in 1 and 2.

#### 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 Stars Soccer 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 will no longer accept 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>stsebastiansregistrar@gmail.com</u> for information on how to proceed through use of a discount code (see Section D.3 below).

#### 5. Does St. Sebastian offer any Registration Fee Discounting or a Family Maximum?

#### Two-Sport Session Discount:

• If you have a child that wants to participate in two sports within the same sports session (i.e. – Fall Sports Session), you will be eligible to receive a \$50.00 discount on the second Registration Fee for that child.

Example 1		
Registration Fee For Soccer	\$	100.00
Registration Fee For Cross Country	\$	75.00
Registration Fee Subtotal	\$	175.00
	¢	(50.00)
Less Two-Sport Session Discount	\$	(30.00)

- Two-Sport Session Discount Clarifications / Exclusions:
  - This discount is applied on a per child basis and cannot be combined with other siblings or family members to achieve the \$50.00 Two-Sport Session Discount. If you have more than one child that is planning to play two sports in one session, then each child is eligible for the Two-Sport Session Discount.
  - This discount is only applicable for St. Sebastian hosted CYO Grade School sports teams. Stars Soccer, DD Soccer, and CYO High School Registrations cannot be applied toward this discount.
  - This discount cannot be applied toward the Family Max Discount Total.
  - This discount is only applicable for St. Sebastian hosted CYO sports teams.
  - At the time of registration, the full registration amount will be paid. Once all teams have been rostered with CYO, A \$50.00 Credit will be applied to the credit card on file from the registration process by the Registrar.

#### Family Max Discount:

- The family max discount is offered to assist families that have multiple children athletes that want to play a sport in all three sports sessions or seasons (Fall, Winter, and Spring). Family Max Discount is applied as follows:
  - 1 Child playing a sport in all 3 sports sessions = Pay normal Registration Fee Rates
  - 2 Children playing a sport in all 3 sports sessions = Pay Max \$500 in Registration Fees
  - 3 Children playing a sport in all 3 sports sessions = Pay Max \$600 in Registration Fees
  - 4 Children playing a sport in all 3 sports sessions = Pay Max \$700 in Registration Fees
  - Family Max Discount Clarifications / Exclusions:
    - This discount is only applicable for St. Sebastian hosted CYO sports teams. Stars Soccer, DD Soccer, and CYO High School Registrations cannot be applied toward this discount.
    - At the time of registration, the full registration amount will be paid. Once all teams have been rostered with CYO, the appropriate credit will be applied to the credit card on file from the registration process by the Registrar.
    - If you have any questions regarding the Family Max Discount, please email the St. Sebastian Registrar at <u>stsebastiansregistrar@gmail.com</u>.

# 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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Show Fi	iller		
	Begin Registration	Account	
Brow	se Programs/Leagues		
Cross	s Country-CYO-Fall-2019		>
Flag I	Football-CYO-Fall-2019		>
Footb	ball-CYO-Fall-2019		>
Socce	er-CYO-Fall-2019		*
Socce	er-DD and Stars-Fall-2019		*
Volley	yball-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).

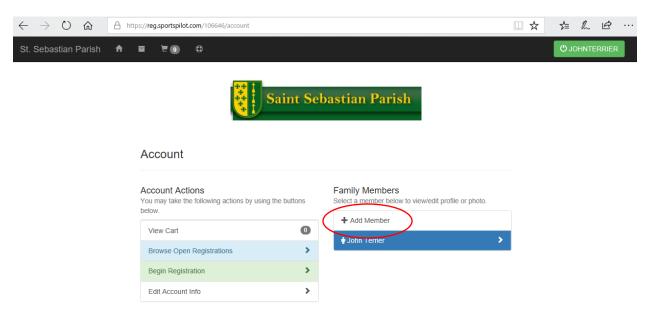
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St. Sebastian Parish	0				ე Login	
	St. Sebastian Parish Registration					
	View Available Leagues					
	Username or Email Password					
	Sign In Forgot your username or password?					
	Create a New Account					

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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				Please enter the Account Main Contact Information.				
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				Country:				
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				Zip Code:				
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				(555) 555-5555				
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				Email: johnqterrier@woof.bark				
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				Password:				
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				Verify Password:				
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				V I'm not a robot				
				Cancel Submit				

## B. Adding Family Members to Your SportsPilot Account

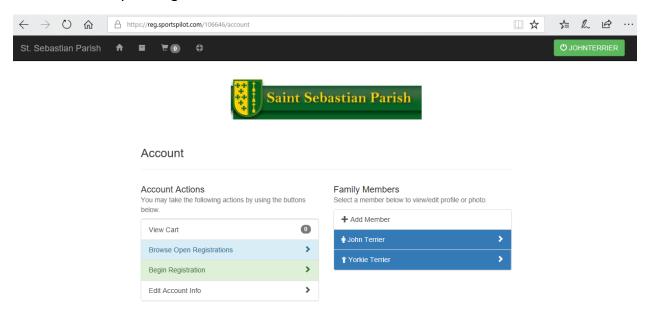
1. After creating the family account, the Main Account Holder will be listed in the blue field as a Member. To add additional family members for registration as players or coaches, select "Add Member" (see below).



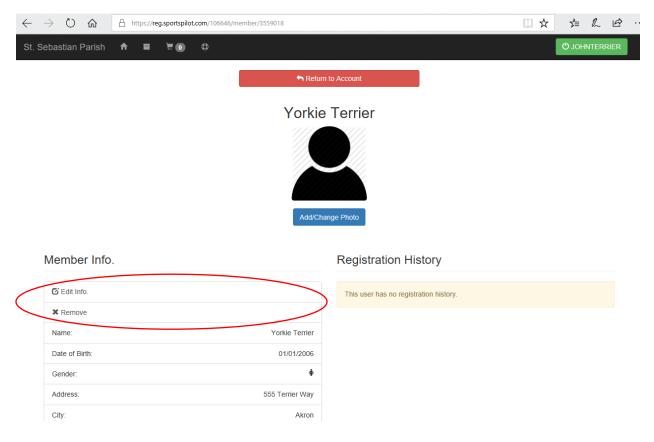
2. For each new family member, supply the information required and select "Submit" (see below). All fields with stars are required. Member information can be updated at any time **except for date of birth, which cannot be changed once entered**.

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	Country:					
	United States V 🔸					
	Zip Code:					
	44320 *					
	Main/Primary/Mobile Phone:					
	(555) 555-5555 *					
	Alternate Phone:					
	(###) ### ####					
	Email:					
	johnqterrier@woof.bark					
	Add Email					
	Cancel Submit					

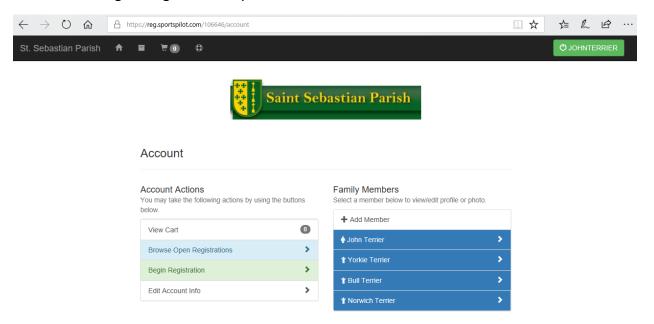
3. New family members will appear in the blue fields, and member information may be viewed by clicking a name.



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>

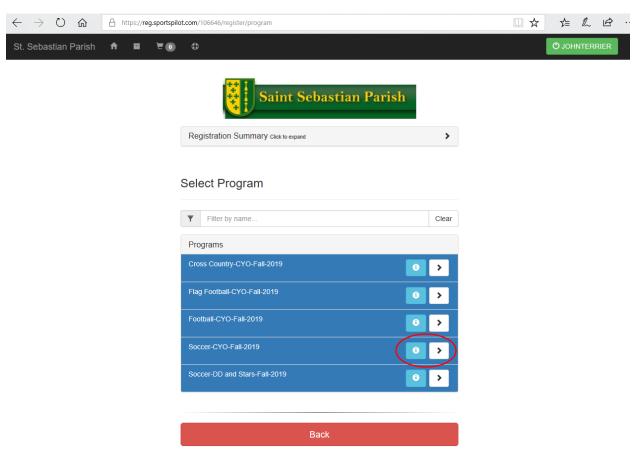
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Browse Open Registrations	John Te     Yorkie		> >					
Begin Registration	Bull Te		×					
Edit Account Info	> Y Norwic		>					

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

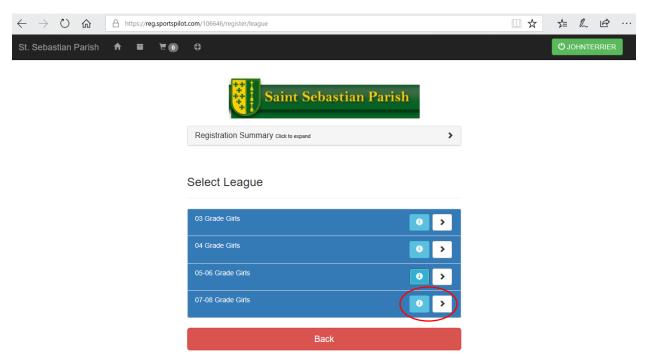
2. Select the Member you wish to register.

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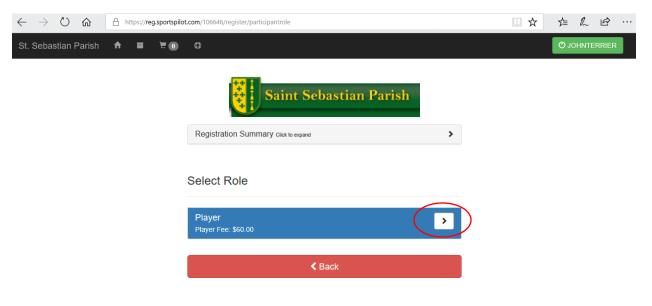
3. All active programs available for registration will be listed. Find your program and select the ">" button to select the program for registration.



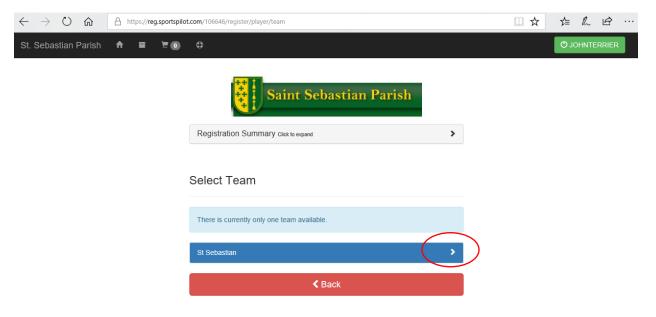
4. All active leagues available in that program will be listed. Find your league and select the ">" button to select the program for registration.



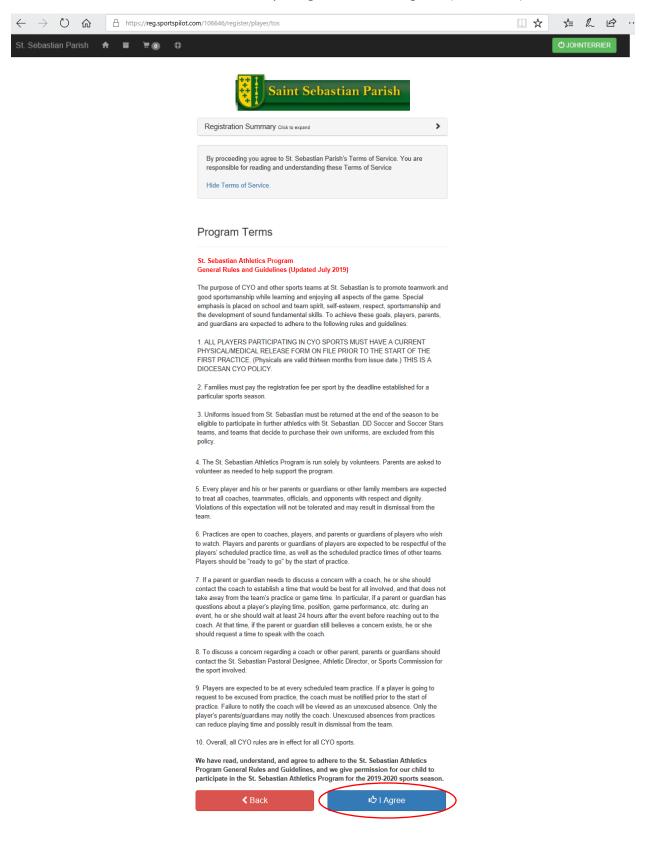
5. Select whether you are registering the member as a player or a coach (only one option may be available).



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	>
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		*
	City: 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:	
	8 ~	*
	County of Residence:	*
	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	× *
Use the notes to type in special r considerations for the Staff or Dir are only considered	
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	n Parish			
	Verify Information				
	First Name:	Yorkie			
	Last Name:	Terrier			
	Date of Birth:	01/01/2006			
	Gender:	F			
	Address:	555 Terrier Way			
	City:	Akron			
	State:	ОН			
	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: Enrol	lled 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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St. Sebastian Parish	ŧ	<b>.</b> .	٥			Q 10	HNTER	RIER	
				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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St. Sebastian Parish 🔒 🔳	<b>④</b> ⊕			O JOHNTERRIER
	Account	oastian 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. View Cart	+ Add Member		
· · · · · · · · · · · · · · · · · · ·	Browse Open Registrations	🛉 John Terrier 🔶		
	Begin Registration	Y Yorkie Terrier		
	Edit Account Info	<b>Y</b> Bull Terrier		
		* Norwich Terrier		

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

Registration: \$60.00	
Yorkie Terrier Soccer-CYO-Fall-2019 - 07-08 Grade Girls - St	Sehastian
Remove     ZEdit Form	Gebastian
East Form	
Registration: \$60.00	
Norwich Terrier	
Flag Football-CYO-Fall-2019 - 03 Grade Boys -	St. Sebastian
Temove Edit Form	
Registration: \$60.00	
Bull Terrier	
Cross Country-CYO-Fall-2019 - 03-08 Grade B	oys Cross Country - St. Sebastian
Remove      Edit Form	
Registration: \$60.00	
Yorkie Terrier	
Cross Country-CYO-Fall-2019 - 03-08 Grade G	irls Cross Country - St. Sebastian
The Remove Contract C	
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>stsebastiansregistrar@gmail.com</u> for information on how to proceed through use of a discount code.

$\leftarrow$ $\rightarrow$ $\circlearrowright$ $\pitchfork$ https://reg.sportspilot.com/1	106646/checkout			□ ☆	₹ T	12	£
St. Sebastian Parish 📅 🖬 🖻 🖉					O JOI	HNTERR	IER
	Checkout						
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	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					
$\langle$		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.

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		Share St. Sebastian Parish registration on FacebookI						
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			Registra	ation - \$0.00				
	Name: John Program: Fo	Ferrier otball-CYO-Fall-2019	League: 08 Grade Boys Football Team: * Unassigned					
	Payment In	ormation:						
	Amount D	ue: \$0.00						
	*Note to Regi	*Note to Registrants: Please follow the instructions provided 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.