Registering with PlayMetrics Via Club Registration Link:

The steps below show how to create your PlayMetrics account through a registration URL provided by the club.

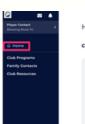
- 1. Click or tap the registration URL link (or copy and paste it into your browser) and fill out the appropriate information. Enter the email address and password you would like to use for your account. Once you have done this, click or tap the Create Account button to create your account.
- 2. Our system will send a verification email to the email address you entered for you to confirm your email address. The email will come from noreply@reg.playmetrics.com with the subject line "Verify Your PlayMetrics Account". Click the Confirm Email button to verify your email address and complete your account setup. After verifying your email address, you will be prompted to enter your contact information to complete your parent or guardian account.
- 3. Add your player information for each child you plan to register. For instructions on adding a player, please see the Help Desk article: How to Add a Player
- 4. Based on the player information provided, you will be shown a list of programs available to each player.

How to Add a Player (Player Contacts)

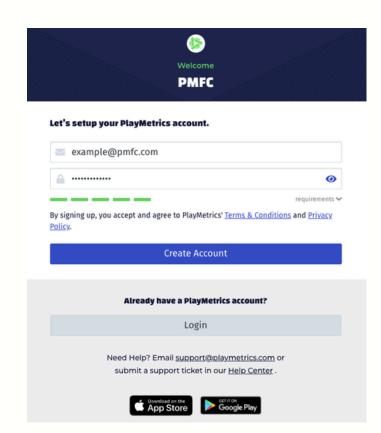
As a player contact, you have the ability to add players to your account as needed. You may need to add a new player so that you can register them for programs offered by your club in PlayMetrics.

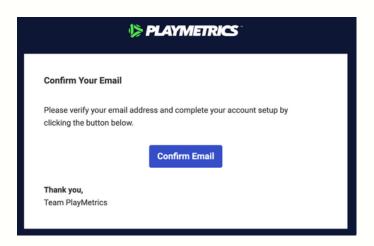
Adding a New Player

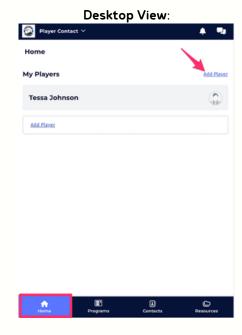
- In your player contact role, navigate to Home in the left-hand menu.
- Click the Add Player hyperlink on the right side of your screen.
- Provide your player's name, birthdate, and gender. If you need to add multiple children at once, you can click Add Another Player and continue adding their information. After you are finished, click the Add Player(s) button.
- The menu closes and you are returned to the Home page in your account. The newly added player(s) appears in your list of players on the right-hand side of the screen.



Mobile View: HOME Calendar My Players Tessa Johnson Add Deat There are no upcoming events yet. Once your player is assigned to a tearn, this new will show all







Registering for a Program

As a Player Contact, you will be able to see featured programs from your home screen or can navigate to Club Programs from the left-hand menu to view the list of programs that are available for your Player. If you are in the PlayMetrics mobile app tap "Programs" in the bottom menu to view that available programs. Only the programs that your current Players are eligible for will appear in the list of programs. Click on the appropriate program to begin the registration process.

Note: If the player to be registered does not appear in your account, use the "Add Players" link to add the necessary players.

Once the program has been selected, there may be one or more packages to choose from. Selecting a package will display the package details, and the pricing information if it is a paid program. Once the appropriate package has been selected for your Player(s) click the "Proceed to Registration" button.

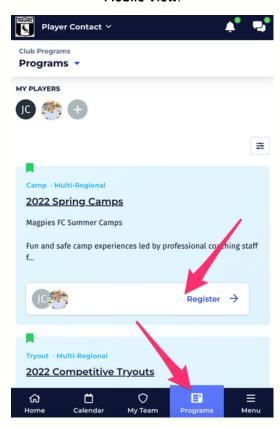
Next, you will be asked to select your payment option for the program if it is a paid program. Click the "Checkout" button to finalize the payment details.

At checkout, enter your preferred payment method, and enter your mailing address (your mailing address is needed in case the club needs to mail you a refund check).

Finally, read and agree to the club's refund policy, and click the "Place Order" button to complete the program registration. You will receive a registration confirmation email as well as a receipt for any payments that were made.

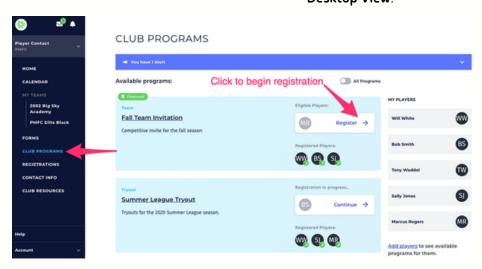
Note: If you are registering for a program, exiting the program registration will save any information that has been entered in the registration.

Mobile View:



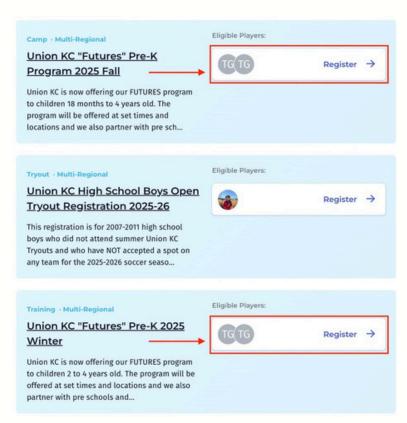
Desktop View:





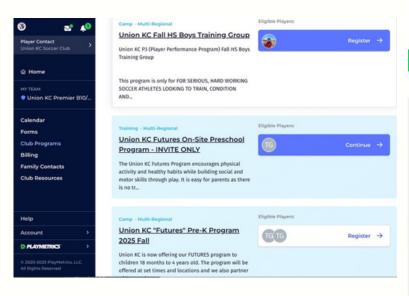
Finalizing Registration for Daycares and Preschools

For those participating in our Futures Daycare & Preschool program, you will not register for a class directly. After you have registered your child with a PlayMetrics account, you will receive a registration invite via email that will allow you to register and finalize the purchase for that month. After receiving an invite for a specific class, that class will also populate under Club Programs within your PlayMetrics account. See photo examples on the next page.



Registering for a Specific Class:

- 1. Click on the Season (Fall/Winter)
- 2. Select the Class of your choosing
- 3. Select the participating player and Complete Registration



Invite Only Registration:

- 1. Click on INVITE ONLY link
- 2. Select participating player and complete registration

