

1. In your web browser, navigate to www.indianaareabaseballboosters.com
2. Once you are on the homepage of the website, click on **Register** in the top right hand corner of the site. **This is the first process of CREATING YOUR ACCOUNT.**
3. If you this is your first time on the website, fill out the **Create New Account** section on the Login screen. Then click on **Create Account**.
If you have previously created an account and registered on this specific website, then log in under the "Sign in Here" link.

NOTE: If you are already an account holder, or after creating your account end up back on the league home page, you can click the "MY ACCOUNT" button in the upper right of your screen, and once you are taken to the MY ACCOUNT screen, select "REGISTER NOW" in the upper right part of your screen. You will then be prompted for the following steps to register in the baseball division.

4. Fill out the **Information section**. If you wish to add a Secondary account holder email (to be cc'd on all Program related emails), enter their information in the Secondary account holder Information section and click "**Create Secondary Account User & Continue**". If not, leave the area blank and click **Submit**.
5. Select the description that best describes you from this menu:



Which best describes you?



I am a parent or guardian registering a participant

Select this option if you are registering a participant in an activity. You'll also have the option to volunteer or sign up as a team coach or other personnel here.



I am a team coach or other team personnel

Select this option if you want to skip registering a participant and only sign up to coach or volunteer.



I am registering myself in an activity

Select this option if you are registering yourself as a participant in an activity.

Players choose: "I am registering myself in an activity"

Umpires/Volunteers(not playing baseball) choose: 'I am a team coach or other personnel'

6. Fill out the **Add a New Participant** section. Make sure your birth date is set correctly or it might not fall within the division parameters the league has set. Click on **Continue**. **This is the second process of REGISTERING PARTICIPANTS.**

NOTE: It is during this step that you will encounter questions in the format pictured below. While confusing, these example show the proper selection for both YES, and NO.



Is the participant the same as the primary account holder? Yes No

PROPER SELECTION FOR "YES"



Is the participant the same as the primary account holder? Yes No

PROPER SELECTION FOR "NO"

7. At this point, you can add all necessary participants that you would like to register.
8. Click the **"Register"** button to the right of the program that you would like to register each participant in. Once **"Register"** button turns to green and changes to **"Selected"**, hit **"Continue"** in the bottom right.
9. Fill in all necessary program information for all participants if it has not already been filled in for you. Hit **"Continue"**
10. Choose all Volunteer roles that apply to you.. When selected, the button to the right of the role will change from **"Sign Up"** to **"Selected"**. After all roles are selected, hit **"Continue"**.
11. Choose if you would like to select yourself for this role, or invite new account user.
12. After selection is made, fill out necessary information for each role selected.
13. Review you registration selections in your shopping cart. Once verified, select **"Continue"**.
14. Choose donation amount, or select "I do not wish to contribute at this time". Select **"Continue"**.
15. You are now at the payment Information screen. Here you may enter your credit card information, or to the right of Payment Method, click on the word Check, and pay at a later date.

16. (ALL MONEY DUE TO LEAGUE BEFORE PLAYER IS ELIGIBLE TO PARTICIPATE IN GAMES).

We strongly suggest credit card payment while signing up

Payment Information

Payment Method* Credit Card Check  

↑ CREDIT CARD SELECTED !!!!

Card Number*

Expiration Date*

Security Code* [What's this ?](#)

? Is the billing address same as the primary account holder's address? Yes

First Name*

Last Name*

Address 1*

Address 2

City, State*

Zip*

CONTINUE

Payment Information

Payment Method* Credit Card Check

↑ CHECK SELECTED

? Is the billing address same as the primary account holder's address? Yes

First Name

Last Name

Address 1

Address 2

City, State

Zip

CONTINUE

Confirmation

17. Verify your registration breakdown by participant, and then hit **Submit Order**.
18. Select **Complete Order** on the pop up screen.

You will now see your order detail, and receive an email confirmation.

Your registration is now complete!!!