

## Online Signup Documentation

The screenshot shows the 'ONLINE Signup Demo Site .ORG' interface. At the top, there are navigation links for 'Home' and 'Sign In'. A large featured banner for 'Swimming Lessons - Individual by Level' is prominently displayed. Below the banner, a left sidebar contains sections for 'Field Reservations', 'Pavilion Reservations', 'Upcoming Activities', 'Closed Activities', and 'Contact Us'. The main content area features a grid of event cards, including 'KICKBALL REGISTRATION', 'SPONSOR LEADERSHIP SUMMIT - SPONSORSHIP', 'ADULT SOFTBALL PROGRAM - TEAM REGISTRATION', 'DANCE RECITAL - TICKET SALES', and 'SWIMMING LESSONS - INDIVIDUAL BY LEVEL'. A right sidebar provides a category filter with options like 'All', 'Dance Recital', 'Donations', 'Kickball', 'Softball', 'Sponsorship', and 'Swimming'. The footer contains copyright information for The Belford Group.

Featured events are displayed in this banner and are currently available for registration.

Field and pavilion reservations are specific to parks and may not be available for an organization.

These are events or activities that are not yet available for registration.

These are events for which registrations have closed, but are currently in session.

This area displays the contact information for the organization.

Filter for specific events using this category list.

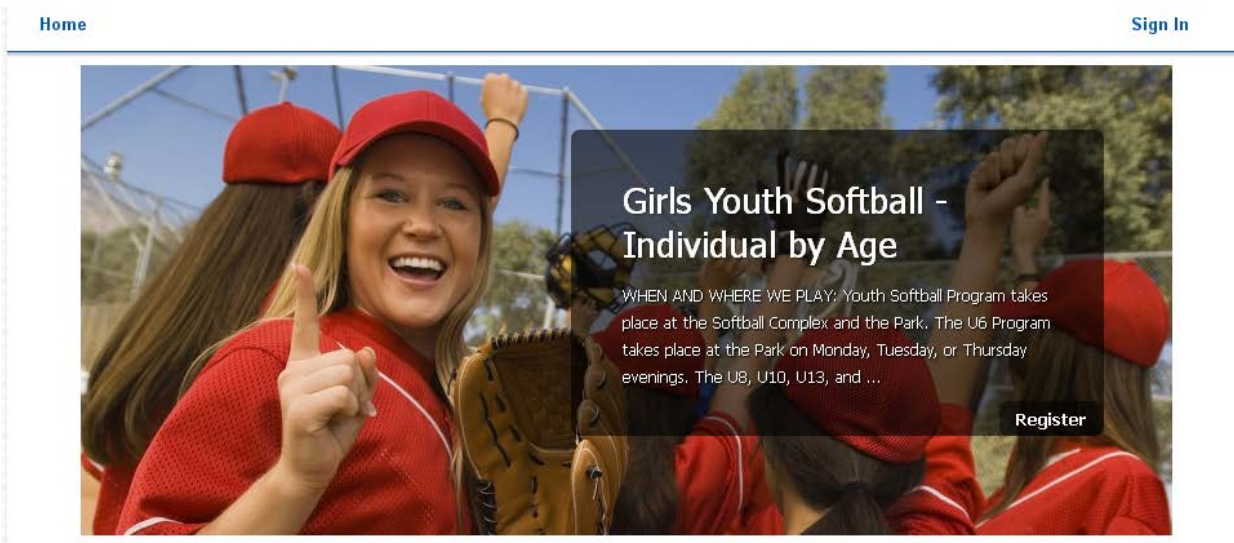
These events are currently available for registration.

## How to Register for an Event

### Finding an Event

When searching for an event to register for, there are two ways to find the event.

The first option is to see if the event is featured in the event banner rotator at the top of the screen.



If the event is featured, select “Register” or click anywhere on the image.

The other way to find an event is to scroll down and find the event in the tile images.

The category navigation to the right of the tile images may be used to further filter the events.



To register for the event, click on the tile image.

There are a few different ways registration is handled depending on the type of event you selected.

## Registration by Session and/or Level

The following example is an individual registration categorized by session and level. Events using this type of registration often include swimming lessons or summer camps.

**Swimming Lessons - Individual by Level**

Parks and Recreation offers swimming lessons at the Park Pool to all ages and skill levels. Swimming lessons run in two week sessions, Tuesday through Friday, for 40 minutes. Registration for each session closes on the Thursday prior to each session. Class size is limited in order to maintain a good student/teacher ratio.

**Contact Information**  
 Contact Name  
 (479) 555-5555  
 email@onlinesignup.org

Use the drop down arrows in each category to narrow your options for choosing a specific session, time frame, and level of classes. When you see the session you would like to enroll, click Register on the right.

Choose a session    Choose a level    Choose a time

ALL    ALL    ALL    Clear

Session	Level	Time	Reg/Size	Cost	
<b>Swimming Lessons - Individual by Level</b>					
July 3 - July 13	Adult	10:00:00 AM~10:40:00 AM	0/15	\$40.00	Register
July 3 - July 13	Adult	10:40:00 AM~11:20:00 AM	0/15	\$40.00	Register
July 3 - July 13	Adult	5:15:00 PM~5:55:00 PM	0/15	\$40.00	Register
July 3 - July 13	Adult	6:00:00 PM~6:40:00 PM	0/15	\$80.00	Register
July 3 - July 13	Adult	6:00:00 PM~6:40:00 PM	0/15	\$40.00	Register
July 3 - July 13	Level 1	10:00:00 AM~10:40:00 AM	0/15	\$40.00	Register
July 3 - July 13	Level 1	10:40:00 AM~11:20:00 AM	0/15	\$40.00	Register

Above the registration options there is a description of the event, contact information for the event organizer and instructions on how to narrow down the search results.

To filter the event options use the drop-downs above the event listings.

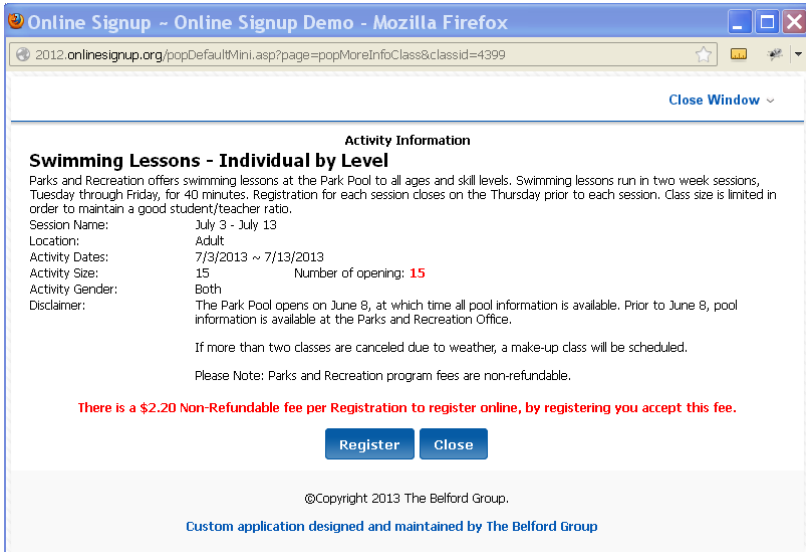
To reset the filters and display all available sessions, select “Clear.”

The events are listed by:

- Session- the dates or time period the event takes place
- Level- the age group or level of difficulty
- Time- the time of day the event takes place
- Reg/Size- the left number represents the number of people that have registered while the right number represents the total number of individuals who can register for the event
- Cost- how much it costs to register for the event

After finding the desired session and level, select “Register” to begin the registration process.

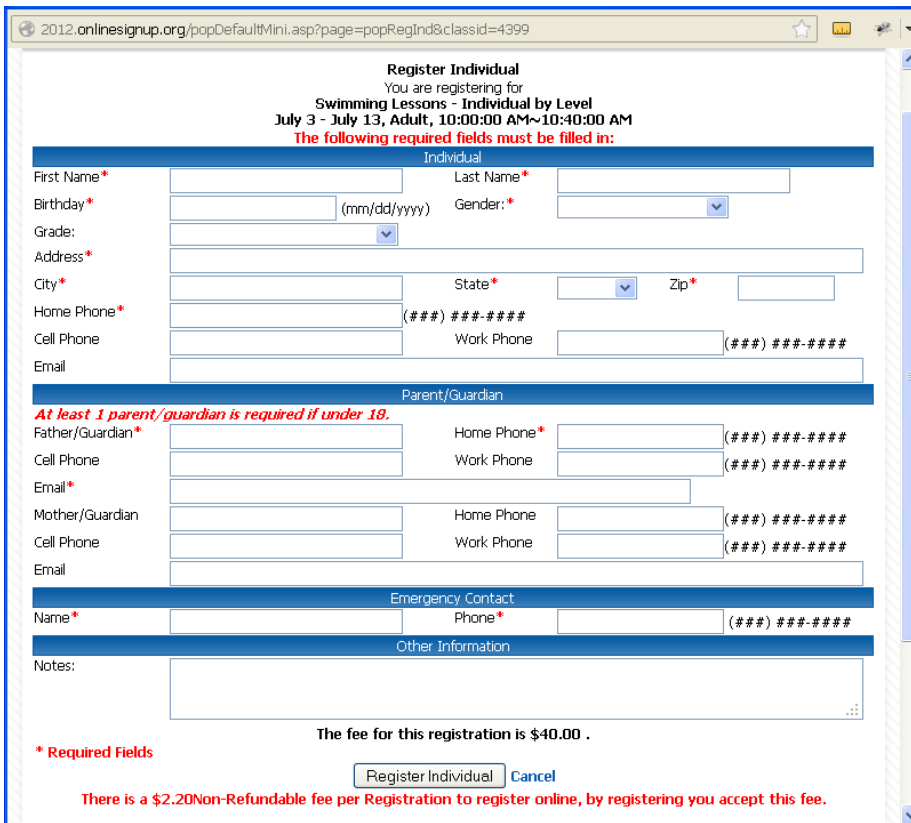
A new window will display. (You may need to disable your pop-up blocker.)



This window will describe the event and provide any other important information such as disclaimers and online registration fees.

To continue with the registration process, click “Register.” [Register](#)

A new window will display.



After you fill out the necessary information, select “Register Individual.”

All fields with \* are required.

**Registration by Age and/or Gender**

The following example is an individual registration categorized by age and gender. Events using this type of registration often include youth sports, such as girls' softball.

**Activity Information**

**Girls Youth Softball - Individual by Age**

WHEN AND WHERE WE PLAY: Youth Softball Program takes place at the Softball Complex and the Park. The U6 Program takes place at the Park on Monday, Tuesday, or Thursday evenings. The U8, U10, U13, and U18 programs play at the Softball Complex on Monday or Thursday nights as well as Saturday mornings. All teams will play twice a week. PROGRAM DATES: Youth Softball Program begins practice on April 16. Games will begin on May 6 and will conclude no later than June 29. COACHES: Volunteer coaches are needed. If you are interested, please fill out the section on this registration form, or contact Parks and Recreation. Parks and Recreation will offer training for coaches. SPONSORS: Parks and Recreation is searching for team sponsors for the Youth Softball Program. For the fee of \$250, a sponsor will have a team named after them, their company logo on uniforms and will receive an honorary plaque with a team picture. For sponsor information, please call Parks and Recreation. For general information regarding the softball program please contact Fayetteville Parks and Recreation at 444-3471 or jroe@ci.fayetteville.ar.us. Be our friend on facebook at www.facebook.com/fayparksandrec or follow Parks and Recreation on twitter at www.twitter.com/fayparksandrec for inclement weather notifications and program updates.

Disclaimer: All players registering with the Parks and Recreation youth softball program will be randomly assigned to a team based on age with the exception of the child of a coach or a sponsor.

Scholarships are available.

Session Registering for:  
 Session: \*

Gender: \*

Date of Birth \*  (mm/dd/yyyy)

**There is a fee per Registration to register online.**

\* Required Fields

Use the "Session" drop-down to choose when the registrant wants to participate and the "Gender" drop-down to choose the participant's gender. Enter the registrant's date of birth in the "Date of Birth" field. These criteria will determine which level the participant can register for.

Select "Register Individual."

A new screen will display showing the session, level and gender the participant will be registered in.

**Register Individual**  
 You are registering for  
**Girls Youth Softball - Individual by Age**  
**2013, Under 18, Female**

**The following required fields must be filled in:**

Individual			
First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Grade:	<input type="text"/>	Gender:	FEMALE <input type="button" value="v"/>
Address*	<input type="text"/>		
City*	<input type="text"/>	State*	AR <input type="button" value="v"/>
Home Phone*	<input type="text"/>	Zip*	<input type="text"/>
	(###) ###-####		
Cell Phone	<input type="text"/>	Work Phone	<input type="text"/>
			(###) ###-####
Email	<input type="text"/>		
Parent/Guardian			
<i>At least 1 parent/guardian is required if under 18.</i>			
Father/Guardian*	<input type="text"/>	Home Phone*	<input type="text"/>
			(###) ###-####
Cell Phone	<input type="text"/>	Work Phone	<input type="text"/>
			(###) ###-####
Email*	<input type="text"/>		
Mother/Guardian	<input type="text"/>	Home Phone	<input type="text"/>
			(###) ###-####
Cell Phone	<input type="text"/>	Work Phone	<input type="text"/>
			(###) ###-####
Email	<input type="text"/>		
Emergency Contact			
Name*	<input type="text"/>	Phone*	<input type="text"/>
			(###) ###-####
Other Information			
T-Shirt Size *	<input type="text"/>		
Notes:	<input type="text"/>		
Medical Conditions, allergies	<input type="text"/>		

\* Required Fields

After you fill out the necessary information, select "Register Individual."

All fields with \* are required.

## Registration by Team

The following is an example of an event that uses a team registration. Events using this type of registration are often for team sports such as a golf tournament or an adult softball league.

### Adult Softball Program - Team Registration

Parks and Recreation is accepting team registrations for our adult softball league. Teams must submit this complete application with roster form and payment.

**Contact Information**  
 Contact Me  
 (479) 555-5555  
 email@onlinesignup.org

Level	Cost	Reg/Size	
COED East - Monday Night 6:15 P.M. & 7 P.M.	\$505.00	2/6	<a href="#">Register</a>
COED North - Monday Night 8 P.M. & 9 P.M.	\$450.00	0/6	<a href="#">Register</a>
COED West - Tuesday Night 8 P.M. & 9 P.M.	\$450.00	0/6	<a href="#">Register</a>
Men's East - Tuesday Night 6:15 P.M. & 7 P.M.	\$450.00	1/6	<a href="#">Register</a>
Men's East - Wednesday Night 6:15 P.M. & 7 P.M.	\$450.00	0/6	<a href="#">Register</a>
Men's North - Wednesday Night 8 P.M. & 9 P.M.	\$500.00	0/6	<a href="#">Register</a>
Men's South - Wednesday Night 8 P.M. & 9 P.M.	\$450.00	0/6	<a href="#">Register</a>
Men's West - Thursday Night 8 P.M. & 9 P.M.	\$450.00	2/6	<a href="#">Register</a>
Men's West - Tuesday Night 8 P.M. & 9 P.M.	\$950.00	0/6	<a href="#">Register</a>
Men's West - Wednesday Night 6:15 P.M. & 7 P.M.	\$450.00	0/6	<a href="#">Register</a>
Women's - Thursday Night 6:15 P.M. & 7 P.M.	\$450.00	0/6	<a href="#">Register</a>

A screen with different levels/sessions for teams will display. Note that the cost is for the entire team.

Above the registration options there is a description of the event and contact information for the organizer.

The events are listed by:

- **Level/Session**- the grouping and time period that an activity will take place
- **Cost**- the price of registering for the event
- **Reg/Size**- the left number represents how many people or teams that have registered compared to the right number which is the total amount that can register

After finding the desired session and/or level, select "Register" to register your team.

A registration window will display with fields for team name, coach information and fields to enter in player information.

The screenshot shows a web browser window with the URL 2012.onlinesignup.org/popDefaultMini.asp?page=popRegTeam&classid=4370. The form is divided into four main sections:

- Team Information:** A single text field for "Team Name\*".
- Coach/Captain Information:** Fields for "First Name\*", "Last Name\*", "Address\*", "City\*", "State\*" (a dropdown menu currently showing "AR"), and "Zip\*". Below these are fields for "Home Phone\*", "Cell Phone", "Work Phone", and "Email\*".
- Player Information:** A table with 15 rows and 3 columns: "Name", "Address", and "Phone".
- Other Information:** A "Notes:" text area, followed by "Captain Name" and "Assistant Captain Name" text fields.

At the bottom of the form, there is a red asterisk icon and the text "\* Required Fields". Below this are two buttons: "Register Team" and "Cancel Registration". A red line of text at the very bottom states: "There is a \$14.50 Non-Refundable fee per Registration to register online, by registering you accept this fee."

All fields with \* are required.

Click "Register Team" after filling out all necessary fields.





**Checkout**

Upon completing your registration, you will be redirected to a checkout screen to pay for your registrations.

\*Note that there is a small online registration fee for each registration.

**Registration Cart**

**First Name on Card\***       **Last Name on Card\***  
 **Address\***  
 **City\***       **State\***       **Zip\***  
 **Email Address\***  
 **Card Type\***       **Card Number\***  
Choose One        
 **Expiration Date\***       **Security Code\***  
Month      Year     

Registration	Quantity	Amount
James Doe Swimming Lessons - Individual by Level, July 3 - July 13, Adult, 10:40:00 AM~11:20:00 AM	1	\$40.00 ✕
		Online Reg. Fee: \$2.20
		<b>Total Due: \$42.20</b>

Pay Full Amount      [Add Additional Registrations](#)

You may register for other events and add them to your cart by selecting “Add Additional Registrations.” You will be redirected to the Online Signup homepage.

After you have filled out your credit or debit card information, select “Pay Full Amount.”

Your registration cart will be available on the homepage if you do not wish to pay immediately.

**Cart**

Description	Amount
James Doe Swimming Lessons - Individual by Level	\$40.00
Registration Fee	\$2.20
<b>Total Due</b>	<b>\$42.20</b>

Pay Now

To return to the registration payment screen, select “Pay Now.”

You may also select “Checkout” at the top of the homepage to return to the payment screen.