

**Sports  
Illustrated**

**Play**™

**END-USER GUIDE**



## TABLE OF CONTENTS

**INTRODUCTION ..... 3**

**ACCOUNTS ..... 3**

    Log into your Account ..... 3

    Create an Account ..... 4

**EDITING AN ACCOUNT ..... 4**

    Adding Additional Adults/Children to Account..... 4

    Edit Account Information ..... 5

    Sharing Account Information ..... 5

    Enabling *easyA!ert* (Text Message Notifications)..... 6

**REGISTERING CHILDREN ..... 6**

**PHOTO ID UPLOADER..... 7**

**ADDITIONAL REGISTRATIONS ..... 7**

    Tournament Registration..... 7

    Background Checks..... 8

    Wait Lists ..... 8

**CHECKOUT ..... 9**

**VIEW TEAM ..... 9**

**VIEW ORDERS ..... 9**

**THE SPORTS ILLUSTRATED PLAY PRIVACY POLICY ..... 9**

**GETTING HELP ..... 10**

    Phone..... 10

    Email ..... 10

    Hours ..... 10

## INTRODUCTION

This document is intended for end users of the system (called Registrants or Members). Registrants refer to anyone that is registering – this could be a parent registering their child, adults registering themselves, someone registering to volunteer, or someone giving a donation.

You initially need to create an account with your basic information (i.e. contact information). You can then add children and adults to your account. Once people have been added to the account, you can register those in your family to play or volunteer for sports/activities. If allowed by your organization, you can also pay for your registrations using credit cards.

## ACCOUNTS

### Log into your Account

When you go to the URL address provided by your organization, you will be taken to their welcome page. The left panel provides contact information for your organization, as well as a link to a help form. This should be used if you have questions about registering. You will also see the current open sessions on this panel. Within the body of the welcome page, your organization may choose to include a welcome message or additional instructions/details about registration.

**NOTE:** It is recommended to bookmark your organization’s website to easily navigate back to the login page.

If...	Action
You have previously created an account with the organization.	Enter your login information (email and password) and click <b>Login</b> .
<p><b>NOTE:</b> If you forgot your password, you will be able to request a new one. A system generated password will then be sent to the account email.</p>	
You have never created an account with the organization.	Click the <b>Create an Account</b> link and proceed as instructed.

**NOTE:** Once an account has been created, the information will always be retained. You will not have to enter your contact information again and can easily edit if anything changes.

## End-User Guide

---

### Create an Account

Step	Action
1	Enter the primary account holder's email address twice for confirmation. <b>NOTE:</b> This will be the email address used to login to the account as well as receive information from your organization.
2	Enter the desired password twice for confirmation. <b>NOTE:</b> There are no password requirements for the system.
3	Click <b>Create User</b> once complete.
4	Enter the requested contact information for the account holder. <b>NOTE:</b> This information will be used by your organization to contact you. Please refer to our <a href="#">Privacy Policy</a> for more information on how your contact details are protected by Sports Illustrated Play.
5	You can then click <b>Add Adult</b> , or <b>Skip</b> if you do not want to add another adult to the account.  If you chose to add an adult, enter the requested information.
6	You can then add a new child by clicking on <b>New Child</b> , then <b>Register Now</b> .

## EDITING AN ACCOUNT

At times, you may need to add people to the account, or edit information, such as emergency contacts or allergies.

### Adding Additional Adults/Children to Account

Step	Action
1	On the right side of the screen, select <b>Account Settings &gt; Add Child OR Add Adult</b> <b>NOTE:</b> Your organization may have a limit on the number of adults that can be added to an account.
2	Enter the requested information about the child or adult, then click <b>Save</b> .

### Edit Account Information

If you want to...	Action
Add a Team	Under <b>Account Options</b> > <b>Add Team</b>  <b>NOTE:</b> This is only available when organizations are offering tournament registration. (Coaches registering a team of children.)
Edit Adult/Child Information	Select the name of the child or adult you would like to edit, then <b>Options</b> > <b>Edit</b> .
Edit your Account Information (email, address)	<b>Account Information</b> > <b>Edit</b>
Change Password	<b>Account Options</b> > <b>Change Password</b>
Add/Edit Emergency Contact	If you do not have an emergency contact entered into the system, you will have the option to <b>Add</b> them.  If you have an emergency contact in the system, you will have the <b>Edit</b> option.  Once you have completed entering their new or updated information click <b>Save</b> .

### Sharing Account Information

You can choose to share your phone numbers and email addresses securely with other team members. If you do not want to share your contact information with your team, you can disable the Account Info Sharing feature by completing the following steps:

Step	Action
1	After logging into your account, on the right side of the screen select <b>Account Settings</b> .
2	Select your name, or the name of the adult you would like to edit.
3	Under <b>Adult Options</b> on the right side of the screen, select <b>Edit</b> .
4	Ensure that <b>Share with My Team</b> is unchecked next to the information you would not like to share.
5	Click <b>Save</b>

### Enabling *easy*A!ert (Text Message Notifications)

Your organization has the ability to send important team related text messages to your phone. You can opt in or out of this option by completing the following steps:

Step	Action
1	After logging into your account, on the right side of the screen select <b>Account Settings</b> .
2	Under <b>Account Options</b> on the right hand side of the screen, select <b>Mobile Phone Settings</b> .
3	If you have opted into receiving text messages and would like to remove this feature, you should have the option to <b>Disable Texting</b> for the phone numbers you had previously identified as a mobile phone number.  If you have not opted into this feature and you would like to, you should have the option to <b>Enable Texting</b> .
4	If you have opted into enable texting, follow the on screen instructions.
5	Once complete, click <b>Save</b> .

### REGISTERING CHILDREN

Step	Action
1	After logging into your account, select <b>Register to Play/Participate</b> on the welcome page.
2	Select the child you would like to register, then <b>Register Now</b> .  <b>NOTE:</b> If the child you would like to register is not listed on this page, select <b>New Child</b> and follow the instructions to add them to your account.
3	Select the session you would like to register for and click <b>Register Now</b> .
4	Answer any additional registration information and click <b>Continue</b> .
5	Read the <b>Consent Page</b> and select <b>I Agree</b> .
6	If there are additional registrations you would like to add to your order, click <b>Register</b> .  If you would like to complete your order, click <b>Checkout</b> .

# PHOTO ID UPLOADER

The Sports Illustrated Play **Photo ID Uploader** allows users to upload player ID images to their family account. The player photo will be displayed in the family account.

Step	Action
1	After logging into your account, select <b>Account Settings</b> on the right side of the screen.
2	Select the child or adult you would like to upload a photograph for.
3	On the right of the screen, select <b>Add Image</b> .
4	Select <b>Choose File</b> and locate the file on your computer.
5	When you have selected the image, click <b>Upload Image</b> .
6	Adjust the image with the built-in cropping tool.
7	When you are satisfied with your image, select <b>Save</b> .

# ADDITIONAL REGISTRATIONS

## Tournament Registration

There are two types of Tournament Registration - coaches registering their team of children and coaches registering their team of adults. This is not applicable to parents who are registering their children individually to be placed on a team.

Step	Action
1	After logging into your account, select <b>Register your Team</b> .
2	Enter your team information and click <b>Save</b> . <b>NOTE:</b> Information requested here will vary by organization.
3	When your team has been created, click <b>Register Now</b> .
4	Find your sessions, select your division and click <b>Register Now</b> to enter players and coaches.
5	When all your players and coaches are entered, <b>Checkout</b> and <b>Confirm</b> to complete the registration.

### Background Checks

Some organizations may require their coaches and volunteers to submit a background check to complete registration. Users are asked to enter information such as their name, maiden name, date of birth, current address, prior addresses, social security number, etc. Once the account information is recorded, the user can submit the information to complete a background check.

A background check is typically valid for one year (depending on your organization). When your background check has expired, the system will automatically prompt you to complete a new one following registration for the new session.

Step	Action
1	Once you have entered the background check form, you will be asked a set of “self-admission” questions. These will be Yes/No questions related to crimes against you.  For “Yes” answers, a free text field will be provided for any additional information.
2	When all of the questions have been answered, click <b>Continue</b> .
3	In order to proceed, you must agree to the online consent. Select <b>I Agree</b> to continue.
4	If required, enter your payment information and place your order.

### Wait Lists

If registration is full, players are placed on the Wait List. You will receive a message informing that the registrant will be placed on a wait list.

If the registrant has been accepted into the division, you will be notified. When this occurs, the Sports Illustrated Play account holder can login and pay for the registration.



### CHECKOUT

Step	Action
1	<p>When your registrations are complete, click <b>Checkout</b>.</p> <p><b>NOTE:</b> If you would like to make changes to your shopping cart, click <b>Edit</b> on the right side of the screen under <b>Shopping Cart</b>.</p>
2	<p>Choose your method of payment then select <b>Continue</b>.</p>
3	<p>If you are paying by credit card, enter the required information, click <b>Continue</b>, then <b>Place Order</b>.</p> <p>If you are paying by check, click <b>Place Order</b> and send your payment using the onscreen instructions.</p> <p><b>NOTE:</b> Your organization may allow you to save your credit card information for future transactions. If you would like to do this, be sure to check the box after entering your credit card information. If at any time you would like to edit or delete this card information go to <b>Account Settings &gt; Saved Payment Information</b>.</p>

### VIEW TEAM

You will be able to view your team after you have registered, been assigned, and the administrator has made the team visible to the players and coaches.

To view the team roster, click on **TeamWALL** on the welcome page after logging into your account. If you do not see this option and you know you have been assigned to a team, check with your administrator. Whole Team Access or Coach Preview (if you're a volunteer or coach) must be granted before the team will be visible.

### VIEW ORDERS

To view the order on each individual registration, click the **Receipt** link next to the desired registration. You can also view a history of current and past orders, or view/print receipts by clicking on **Order History** on the right side of the screen under **Account Options**.

### THE SPORTS ILLUSTRATED PLAY PRIVACY POLICY

At Sports Illustrated Play, we understand the importance of privacy and security to our users. We encourage you to review the Sports Illustrated Play policies. If you have questions about our privacy practices please contact us: [privacy@siplay.com](mailto:privacy@siplay.com).

Click [here](#) to access the Sports Illustrated Play Privacy Policy.



## GETTING HELP

Context sensitive help is available for each page of the system. This can be accessed via the **Help for this Page** link on the main menu. This link will bring you to the Sports Illustrated Play Support Community. Here, you can search over 600 articles from our support team and discussions posted by fellow users.

You can also contact the Sports Illustrated Play Customer Support Team:

### Phone

1-866-975-8600 ext. 1

### Email

[Support@siplay.com](mailto:Support@siplay.com)

### Hours

Monday thru Friday: 9AM – 9PM EST

Saturday and Sunday: 9AM – 5PM EST