



## ONLINE PLAYER REGISTRATION

The following steps will help you complete the online tuition registration. Seacoast United would like to collect all payments by credit card. This process will collect and store your credit card information in a safe and secure manner. This process will charge your credit card for the first payment of the tuition balance upon completion of the online registration process. After receiving your credit card info via this online registration Seacoast United will set up the payment plan individually and will send out an invoice with those details for your records. If you have questions or are having problems with this process please contact Ian Burgess at [iburgess@seacoastunited.org](mailto:iburgess@seacoastunited.org).

The first payment is due upon acceptance into the program. The second payment for all teams will be due by January 17<sup>th</sup>. This payment will automatically be deducted from the credit card information stored in our system. A reminder email will be sent in January prior to this payment.

1. Go to [www.seacoastunited.org](http://www.seacoastunited.org) and click on Field Hockey Club, then Club Programs (or go directly to the page: [http://www.seacoastunited.org/FieldHockeyClub/ClubPrograms/index\\_E.html](http://www.seacoastunited.org/FieldHockeyClub/ClubPrograms/index_E.html)), then click on the "Club Tuition and Online Registration" link on the left hand side.
2. On that page, there will be a link to complete your Club registration online. That link will redirect you to the Club registration software.
3. Click on the circle, located next to "I am registering for a team".
4. Select the appropriate team and from the drop-down list.
5. Fill out all options marked with a red asterisk in "Team Information" and "Player Information".
6. In "Payment Information" you must enter a credit card number and expiration date.
7. **BE SURE TO CLICK ON THE CHECK BOX NEXT TO to "I authorize Seacoast United to store my credit card information for future payments."**
8. Scroll down and read the registration agreement. Click on "I agree / accept".
9. The screen will blink and the credit card information will disappear.
10. Click on "I agree / accept" again.
11. Click on "Submit Registration".

You will receive an invoice for the total amount owed via e-mail. Your deposit will be deducted from the total, as soon as it is received, and a second invoice will be sent with a payment schedule for the remaining payments. These amounts will be charged automatically to your credit card on the dates provided. If an alternate payment plan is needed please contact Ian Burgess at [iburgess@seacoastunited.org](mailto:iburgess@seacoastunited.org).