



Creating a SportsEngine Account & Completing a Registration

IF A SPORTSENGINE ACCOUNT ALREADY EXISTS	<ul style="list-style-type: none">• DO NOT create a new account.<ul style="list-style-type: none">○ Log in to the existing Account.
IMPORTANT NOTES	<ul style="list-style-type: none">• FIRST – Create a SportsEngine Account for the PARENT using the parent’s email.• SECOND -<ul style="list-style-type: none">• Add the PLAYER to the PARENT OR• Register the player under the PARENTS Account.• Players SHOULD NOT have their own account. They will become “members of the household” through registration.• Players should have their own separate email address (not the same one as the Parent’s email used for the Parent’s account).

STEP 1 - SPORTSENGINE ACCOUNT

1. Does the Parent have an existing SportsEngine account?
 - a. **YES** - proceed to Step 2
 - b. **NO** -
 - i. Go to **SportsEngine**
 - ii. Create an account in Sports Engine **for the parent with the parent’s name and email address.**
 - iii.

STEP 2 - COMPLETING THE REGISTRATION

1. Click on the Registration link below.
 - a. Parent - Sign in to your SportsEngine account.
 - b. Select an athlete profile to register or select Register a New Athlete if you do not see that profile listed.

NOTE: If you don't see the option to Register a New Athlete, the registration is set up to register adults and you will need to reach out to your organization so they can make that adjustment on the registration session.

4. Enter all required fields on the Registration session.
5. Submit payment (if required).
6. Click Complete Registration.
7. After completing the registration, you will receive an email confirmation and receipt.

NOTE: To register another athlete profile, click Register Another Athlete on the review page of the registration.