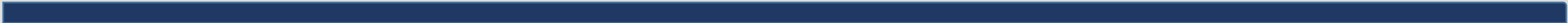




# Kickers Registration “How to” Guide



# Demosphere



- Our program uses Demosphere for participant and volunteer registration
- Website link:  
<https://waupacakickers.demosphere-secure.com/registrationlogin?to=https%3A%2F%2Fwaupacakickers.demosphere-secure.com%2Fregistration>

# Login Screen





# WAUPACA KICKERS

SOCCER CLUB



## Waupaca Kickers Soccer Club - Registration

Welcome to the registration process for **Waupaca Kickers Soccer Club**!

You must be logged in to proceed with registration. If you do not have a user account, please create one.

[Registration Login](#)

User ID/Email

Password

Sign In

OR

 Sign in with Facebook

 Sign in with Google

 Create New User Account

[Forgot your password?](#)

 demosphere


*Waupaca Kickers Soccer Club* uses your universal *Demosphere TeamNet™ Login*, allowing you to securely save and access personalized content for this, and any other networked website.

If you're new to Kickers, you'll have to create a new account.

If you have an account, but forgot your password, click here

# Welcome Screen





# WAUPACA KICKERS

SOCCER CLUB

[Help](#)


Step 1  
Welcome

Step 2  
Collect Order Item Info

Step 3  
Additions

Step 4  
Complete Order

Welcome!

 **Registration Step 1.1 - WELCOME!** **\*\* PREVIEW MODE \*\***

Welcome!

**Registration for the 2021 Waupaca Kickers Spring Soccer Season is Open!**

Waupaca Kickers Soccer Club (WKSC) is a non-profit youth soccer program that serves players ages 8 to 19 in the Waupaca community and surrounding areas. WKSC is

Please help spread the word to others that might be interested in Kickers!

If you have any questions please ask. Thank you and have a great season!

[Continue](#)

Registration service provided by Demosphere International, Inc. - review the Privacy Policy.

After reading through the Kickers overview, click Continue in the bottom right corner to advance to the next screen.

# Household Information



Help

Step 1  
Welcome

Step 2

Collect Order Item Info

Step 3

Additions

Step 4

Complete Order

Household Information



Registration Step 1.2 - HOUSEHOLD INFORMATION

\*\* PREVIEW MODE \*\*

My Household

Household Name

Doe

Your Phone #

(703) 536-1600

Country

United States

Address

306 North Washington Street

City

Falls Church

State

VA

ZIP

22046



Your **Household information** is managed via **Demosphere TeamNet™**, allowing you to securely save and access personalized content across any networked website.

[Learn More](#)

Enter (or verify if this is pre-populated from a prior season), your household information in all fields with the red bar on the left

► Save and Continue

Click "Save and Continue" to advance to the next screen

# Participant Registration



**WAUPACA KICKERS**  
SOCCER CLUB

Help

Step 1

Welcome

Step 2

Collect Order Item Info

Step 3

Additions

Step 4

Complete Order

Select Order Item



**Registration Step 1.3** - SELECT ORDER ITEM

\*\* PREVIEW MODE \*\*

What would you like to do?

Register a Participant

Register a Volunteer

To register an athlete to play, choose "register a participant"; if you want to also register as a coach or board member volunteer, you can still do so on a later screen



# Participant Registration



Help

**Step 1** Welcome

**Step 2** Collect Order Item Info

**Step 3** Additions

**Step 4** Complete Order

Identify Participant

**Registration Step 2.1 - IDENTIFY PARTICIPANT** \*\* PREVIEW MODE \*\*

Select Household Member to Register

☐ Jane Doe  
06/15/1998

☐ John Doe  
01/01/2000

☐ Create New Member

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Your *Household Members* are managed via *Demosphere TeamNet™*, allowing you to securely save and access personalized content across any networked website.

[Learn More](#)

Back / Edit

Save and Continue

Select the option for registration from those listed. Your athlete will be listed if they've played with Kickers in a prior year; if not, select "Create New Member"

Click "Save and Continue" to advance to the next screen

# Participant Information

Step 2  
Collect Order Item Info

Step 3  
Additions

Step 4  
Complete Order

Identify Participant

Registration Step 2.1 - IDENTIFY PARTICIPANT

\*\* PREVIEW MODE \*\*

Select Household Member to Register

John Doe  
06/15/1998

☐ John Doe  
01/01/2000

☒ Create New Member

Personal Information

?

Change Photo

First Name

Last Name

Birthdate

Gender

Phone #

Additional Participant Information

Doctor Name

Doctor Phone

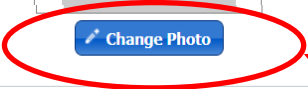
Medical Conditions

Allergies

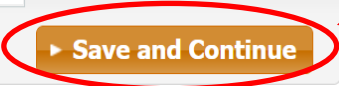
Back / Edit

Save and Continue

Enter (or verify if this is pre-populated from a prior season), the partipant's information in all fields with the red bar on the left



Be sure to load a recent photo of the participant; this will be used to create player cards for pregame verification. **This should be a photo from top of shoulders to the top of head** (no full body shots please as these get printed to the size of a driver's license photo)



Click "Save and Continue" to advance to the next screen





# Additional Parental/Medical Info



## Registration Step 2.3 - ADDITIONAL INFORMATION

Additional Information

Parent 1 and Parent 2 will be given admin login access to this household with a valid email address

Parent 1

☐ Select Existing Member

☐ Create New Member

Select

First Name

Last Name

Email Address

Phone Number

Relationship to Participant

Parent 2

☐ Select Existing Member

☐ Create New Member

Select

First Name

Last Name

Email Address

Phone Number

Relationship to Participant

+ Additional Emergency Contact

+ Medical Insurance Information:

+ Additional Emergency Contact

☐ Select Existing Contact

☐ Create New Contact

First Name

Last Name

Email Address

Phone Number

Relationship to Participant

+ Medical Insurance Information:

Carrier

Member ID

Group ID

Back / Edit

Save and Continue

If you've registered in the past, most of this should be pre-populated; if not, fill in all fields with the red bar on the left. You can add a parent by selecting "create new member". WKSC is required to have all of this information on file

Click "Save and Continue" to advance to the next screen

# Referral



Step 1 Welcome Step 2 Collect Order Item Info Step 3 Additions Step 4 Donate Step 5 Complete Order

Registration Form

## Registration Step 2.4 - REGISTRATION FORM

Spring 2021

If you were referred by a current Kickers player please list their name.

[Back / Edit](#) [Save and Continue](#)

by Demosphere International, Inc. - review the Privacy Policy.

**Annotations:**

- If you were referred by a current Kickers player, entering their name here may give them a discount on their registration
- Click "Save and Continue" to advance to the next screen

# Volunteer Registration



Step 1 Welcome | Step 2 Collect Order Item Info | Step 5 Complete Order

Registration Step 2.5 - VOLUNTEER OPTIONS

Volunteer for:

☒ Yes! I wish to register a Volunteer

☐ No, I do not wish to register a Volunteer

Select Household Member to Register as VOLUNTEER

☐ ☐ ☒ ☐ Create New Member

Volunteer Information

demosphere

Your **Household Members** are managed via **Demosphere TeamNet™**, allowing you to securely save and access personalized content across any networked website.

[Learn More](#)

If you wish to register as a volunteer (Coach, Assistant Coach, or Board Member), click the “Yes! I wish to register as a Volunteer” button and select the household member or create a new member, then fill in the information requested. If not, choose “No, I do not wish to register as a volunteer”

Click “Save and Continue” at the bottom of the screen to advance

# Registration Season Confirmation



**Step 1** Welcome | **Step 2** Collect Order Item Info | **Step 3** Additions | **Step 4** Donate | **Step 5** Complete Order

Select Season

## Registration Step 2.2 - SELECT SEASON

### Select an Open Registration Season

Select the Season you are registering **Participant Name (Birthdate)** for:

Kickers - Spring 2021 ▾

Based on eligibility, Registrant will be placed into the following Season Grouping:

U11 - U19 - \$160.00 ▾

**Seasonal Grouping Fees**  
U11 - U19 | \$160.00

**2021 Waupaca Kickers Spring Season Registration**

← Back / Edit

▶ Continue

Select the correct season from the dropdown; the second dropdown box for age range should autopopulate

Click "Save and Continue" to advance to the next screen



# Code of Conduct / Seasonal Waiver



Step 1 Welcome Step 2 Collect Order Item Info Step 3 Additions Step 4 Donate Step 5 Complete Order

Season Waiver

## Registration Step 2.7 SEASONAL WAIVER

### Seasonal Waiver

**CWSL/Waupaca Kickers Soccer Club - Code of Conduct and Refund Policy 2021**

**CODE OF CONDUCT**

The league expects all participants, coaches, parents, and players alike to strive for the highest standards and conduct, both on and off the field. No code of conduct can be a substitute for real sportsmanship, which comes from within. True sportsmanship proceeds from the spirit of the honest respect for coaches, officials, teammates, and opponents. Central Wisconsin Soccer League reserves the right to discipline any team or club, individual coach, player, or parent who flagrantly or persistently violates the expected spirit of sportsmanship represented here. We asked that you read the code of conduct and check the box to agree to the terms and conditions.

**PLAYERS:**

- Play the game by the rules as laid out by FIFA and the CWSL.
- Play as hard and as well as you can.
- Do not argue with referees' decisions.
- Control your temper, on and off the field.
- Work as hard for your team as for yourself daughters.
- Act with an awareness that young people learn by example.

**REFUND POLICY**

Refund of the Player Fee will be made only under the following circumstances: 1) A season ending injury occurring before the first game of the season or 2) the player's family moves out of the area before the first game of the season. Uniform Fees will not be refunded once a player has received his/her uniform. Any player not complying with fee payment deadlines will have their player card pulled until the fee is paid or a payment plan is in place. Any player not in good standing at the end of a season will not be allowed to play for WKSC in future years until obligations are satisfied. Please check the box to agree to the terms and conditions.

☒ I agree to the above terms and conditions

[Back / Edit](#) [Continue](#)

You are required to review and agree to the CWSL/WKSC Code of Conduct policy in order to participate as a parent and player (please review this with your player as well)

After agreeing to the terms and conditions, click continue to advance to the next screen

# Registration Confirmation



Help

**Step 1**  
Welcome

**Step 2**  
Collect Order Item Info

**Step 3**  
Additions

**Step 4**  
Complete Order

Review Order

**Registration Step 4.1 - REVIEW ORDER** \*\* PREVIEW MODE \*\*

**Review Cart Contents**

PARTICIPANT: JOHN DOE | WYSA CLUB DATA IMPORTS - SPRING 2017 [EDIT REGISTRATION](#)

Participant	Registration Info
<b>John Doe</b> Birthdate: 2000-01-01	WYSA Club Data Imports - SPRING 2017

Order Total \$0.00

[✓ Register Another](#) [▶ Proceed to Checkout](#)

Option to add another participant and/or volunteer

Proceed to checkout if you are done and ready to submit payment



# Checkout



The "Due Today" field may not show anything on this screen, but full payment is due at time of registration

Step 1 Welcome Step 2 Collect Order Items Step 3 Additions Step 4 Complete Order

Make Payment

## Registration Step 4.2 - MAKE PAYMENT

\*\* PREVIEW MODE \*\*

### Payment Amount

Type	Description	Registration Info	Registration Total	Due Today
Participant	John Doe	WYSA Club Data Imports SPRING 2017 - U15B	\$0.00	
			\$0.00	

Back / Edit

Submit Order

Click "Submit Order" when ready to enter payment information

Registration service provided by Demosphere International, Inc. - review the Privacy Policy.

# Receipt Option



At this point, your registration is complete!

Step 1 Welcome Step 2 Collect Order Item Info Step 3 Additions Step 4 Complete Order

Order Confirmation

**Registration Step 4.3 - ORDER CONFIRMATION** \*\* PREVIEW MODE \*\*

**Registration Order Complete!**

Thank you for registering for the Waupaca Kickers 2021 Spring Season. More information regarding the season in lieu of an in-person parent meeting, will be sent out in March.

[View/Print Receipt](#) [Finish and Return to Dashboard](#)

Option to view/print a receipt of payment for your records

If finished, you can return to the Dashboard to log out or just close your browser window

Registration service provided by Demosphere International, Inc. - review the



Have questions or  
need help with  
registration?

Feel free to contact us by  
email at  
[KickersWaupaca@gmail.com](mailto:KickersWaupaca@gmail.com)