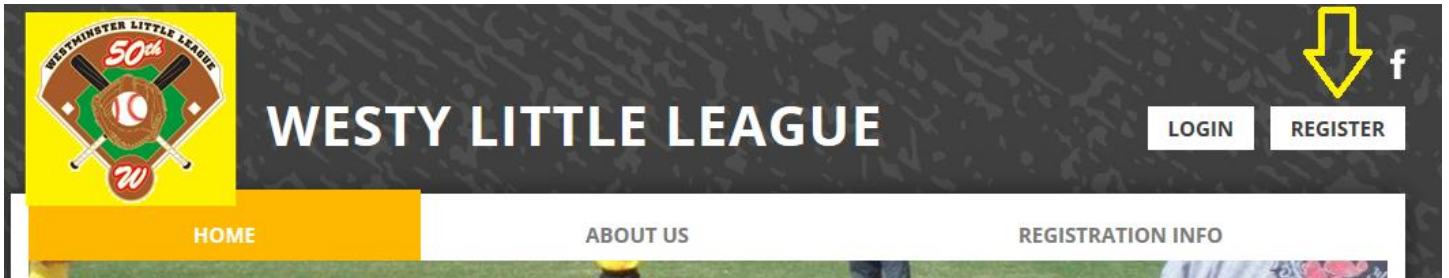


Instructions for using the updated registration experience

Open your browser and navigate to the new Westy Little League website: <http://tshq.bluesombrero.com/westyll>

If this is your first visit to the site as the primary parent/guardian, you must first register for a family account. Click the Register button from the home page:



This will open the create account dialog:

Create New Account

Create a new account for the primary parent/guardian. Players and additional parent/guardians will be added later through the 'Edit Account Info' feature.

Enter the information for the primary parent/guardian to create the family account.

Once the account is created, you will be asked to provide information about yourself as the primary parent/guardian:

Primary Parent/Guardian Information



FirstName LastName

Email: youremail@domain.com

Username: yourusername

Gender*

Select Gender

Select your relationship
to your participants:*

Select your relationship to your participants

Street*

Unit#

City*

State*

<Not Specified>

ZIP Code*

Telephone

Cell Phone*

Receive Text Alerts?

Yes

[What's this?](#)

Enter the information about yourself.

Optionally enter any information about a secondary parent/guardian:

Additional Parent / Guardian Information

Gender ▾

First Name

Last Name

Telephone

Cell Phone

Additional Contact Email

Select your relationship to your participants:* ▾

[<< Back](#) [Continue >](#)

When finished, click continue.

If you entered Additional Parent/Guardian Information, you will be prompted to create an account and continue:

[Create Additional Account User & Continue >](#)

You will be asked how to describe yourself:



Which best describes you?



I am a parent or guardian registering a participant

Select this option if you are registering a participant in an activity. You'll also have the option to volunteer or sign up as a team coach or other personnel here.



I am a team coach or other team personnel

Select this option if you want to skip registering a participant and only sign up to coach or volunteer.



I am registering myself in an activity

Select this option if you are registering yourself as a participant in an activity.

Select I am a parent or guardian registering a participant.

Enter the information for your first child:

Important Note

Please ensure that the participant either resides, or attends school, within our boundaries.

Add New Participant:



Is the participant the same as the primary account holder?

 No

Gender*

Select Gender



Legal First Name*

M.I.

Legal Last Name*

Suffix

Date of Birth*

Month



Day



Year



Email Address

Cell Phone



Is the participant's address same as the primary account holder?

Yes

Street*

Unit#

City*

State*

ZIP Code*

[+ Add Another Participant](#)

[<< Back](#)

[Continue >](#)

Note that the address of the parent flows into the participant. Add another participant if desired, or click Continue.

You are now at the program registration screen:

Registration Notes

If multiple divisions are listed, please select only one, based on the player preference/skill level.

All orders include a \$30 per player uniform fee. If applicable, the family discount will be applied at checkout.

Programs Available for Melting Mark

2018 Spring Baseball (includes TBall/MP) Activity Type: Baseball

1	Minor Baseball <i>Start and End Dates:</i> 04/14/2018 & 06/16/2018	\$140.00	+ REGISTER Payment Plans Available!
2	Major Baseball <i>Start and End Dates:</i> 04/14/2018 & 06/16/2018	\$140.00	+ REGISTER Payment Plans Available!

+ Add Another Participant << Back Continue >>

Depending on the participant ages, one or two programs will be available for registration. If two programs are available, select the appropriate choice based on the player's skill level. Do not select both options, or you will be charged for both.


Programs Available for Melting Mark

2018 Spring Baseball (includes TBall/MP) Activity Type: Baseball

1	Minor Baseball <i>Start and End Dates:</i> 04/14/2018 & 06/16/2018	\$140.00	✓ SELECTED Payment Plans Available!
2	Major Baseball <i>Start and End Dates:</i> 04/14/2018 & 06/16/2018	\$140.00	+ REGISTER Payment Plans Available!

When satisfied with your selections, click Continue.

You are now asked questions for each participant you are registering. Note: the emergency contact auto populates with parent information, we prefer that you update with non-parent information.



Program Information needed for Melting Mark

Emergency Contact First Name

Emergency Contact Last Name

Emergency Contact Phone number

1 2018 Spring Baseball (includes TBall/MP) > Minor Baseball > Melting Mark ⓘ ⏪

By checking the box, you agree that the player named above resides or attends school within the league boundaries* **Yes**

Jersey Size* ⌵

Pants Size* ⌵

Sock Size* ⌵

You must give an answer for agreement that the participant resides or attends school within boundaries, Jersey Size, Pants Size and Sock Size...

published/produced for/by Little League Baseball without my/our permission, unless such publication or production is by a Corporate Sponsor or Licensee of Little League Baseball, and only if the publication or production is directly related to and in support of Little League Baseball.

I accept the waiver*

Teammate Request? (Not Guaranteed) ⓘ

100 Characters Remaining

Coach Request? (Not Guaranteed) ⓘ

30 Characters Remaining

Does your child play in any other youth baseball or softball programs (e.g. leagues, travel ball, tournaments, etc.)?

Make a Selection

Did you (the parent) play Little League as a child? Yes No

<< Back


Continue >

You must agree to the waiver. The remaining questions are optional. Click Continue.


You are now presented with volunteer opportunities.

The following positions are available

1 2018 Spring Baseball (includes TBall/MP) Minor Baseball ⓘ ⌵
ⓘ *Melting is registered here!*

 Team Manager ⓘ [SIGN UP](#)

 Assistant Coach ⓘ [SIGN UP](#)

 Team Parent [SIGN UP](#)

----- Show More -----

I do not wish to volunteer at this time

[« Back](#) [Continue »](#)

Sign up to volunteer for the participant's team, or select I do not wish to volunteer at this time. Click Continue.

You are now at the payment screen:

Registration Summary

1 2018 Spring Baseball (includes TBall/MP) Minor Baseball Melting Mark

Payment Options:

PAY IN FULL	\$140.00	+ SELECT
Installment Plan	\$140.00	+ SELECT

Registration Breakdown:

Division Price	\$140.00
Subtotal	\$140.00

[Remove from cart](#)

CONTINUE

For each player listed, select whether to pay in full, or select an installment plan.

Selecting the installment plan will display as follows:

Installment Plan \$140.00 **✓ SELECTED**

Payment Date	Installment Amount	Installment Fee	Payment Total
Due Today	\$30.00	\$0.00	\$30.00
02/28/2018	\$55.00	\$0.00	\$55.00
03/31/2018	\$55.00	\$0.00	\$55.00

Click continue after selecting a payment method

The payment screen appears:

Registration Summary	Edit	Order Summary
Payment Information		Registration Subtotal \$ 140.00
Payment Method for Registration*	Credit Card	Total \$ 140.00
Cards Accepted*		Due Today \$ 30.00
Card Number*	<input type="text"/>	Open Balance \$ 110.00
Expiration Date*	<input type="text"/> <input type="text"/>	
Security Code*	<input type="text"/>	
? Is the billing address same as the primary account holder's address? Yes <input type="radio"/>		Need Help?
First Name*	Meltdown	Westminster Little League PO Box 93 Westminster, Colorado 80036
Last Name*	Mark	Phone: 720-314-1299 info@WestyLittleLeague.org
Address 1*	7320 Kendall St	Blue Sombrero is the leader in online registration for youth sports leagues across the country. If you are having trouble registering please check out our Registration F.A.Q.
Address 2*	<input type="text"/>	
City, State*	Arvada Colorado	
Zip*	80003	
<input type="button" value="CONTINUE"/>		



Your total due at this time will be noted in green on the right, based on your payment option.

Enter your payment information and click continue.

You are taken to the confirmation screen:

Confirmation

Registration Breakdown by Participant

 **1** 2018 Spring Baseball (includes TBall/MP) → Minor Baseball → Melting Mark 

Order Summary

Division Price	\$140.00
----------------	----------

ORDER TOTAL: \$140.00

DUE TODAY: \$0.00

[<< Back](#) [Continue](#)

Click continue


A you will see a popup to submit your order:

Submit Your Order ✕

Registration Summary

Melting's Registration	\$140.00
Subtotal:	\$140.00

\$0



PO Box 93 Westminster CO 80036-0093



[Complete Order](#)

Click Complete Order

You are presented with an order summary:

Registration Order Summary

Registration Breakdown by Participant

 1	2018 Spring Baseball (includes TBall/MP)	Minor Baseball	Melting Mark 
Description	Price	Balance Amount	
Division Price	\$140.00	\$140.00	
Total Installment Fee	\$0.00		

ORDER TOTAL: \$140.00



Payment Amount: \$0.00

Open Balance: \$140.00

Order Detail

Order Number	2017130804535
Name	
Address	
City/State/Zip:	Arvada CO 80003

Payment Schedule

 1	2018 Spring Baseball (includes TBall/MP)	Minor Baseball	Melting Mark 
Payment Plan "Installment Plan" selected			
Payment Date	Installment Amount	Installment Fee	Amount To Be Charged
01/31/2018	\$30.00	\$0.00	\$30.00
02/28/2018	\$55.00	\$0.00	\$55.00
03/31/2018	\$55.00	\$0.00	\$55.00

Payment Note
PO Box 93
Westminster CO 80036-0093

[f Share](#) [T](#) Tweet [My Account](#)

Note if you selected a payment plan, your plan dates are included.

From here, you may return to your account to view balances and maintain players.

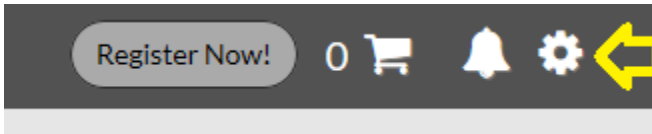
The My Account Screen is displayed below:

The screenshot shows the 'My Account' interface. On the left is a vertical navigation menu with icons and labels for MY ACCOUNT, CALENDAR, VOLUNTEER, MY ORDERS, MESSAGES, and HOME. The top header includes a 'Logout' button, a 'Register Now!' button, and icons for a shopping cart, notifications, and settings. The main content area features five summary cards: Responsibilities (0), Open Order (1), Volunteer Opportunities (3), New Messages (0), and Upcoming Events (0). Below these is a 'Participants' section for 'Melting Mark' (D.O.B: May 11, 2008), showing '1 Programs Available!' and a list of programs: '2018 Spring Baseball (Includes TBall/MP)' and 'Minor Baseball'. To the right, the 'UPCOMING EVENTS' section shows 'No Upcoming Events'. Below that, the 'OPEN BALANCE' section shows a 'Total Open Balance: \$140.00' and a table of payments:

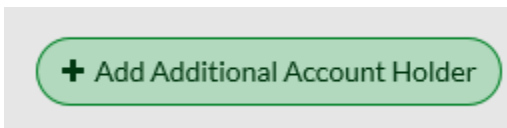
Date	Amount	Action
01/31/2018	\$30.00	...
02/28/2018	\$55.00	...
03/31/2018	\$55.00	...

Note that if the player was eligible for two divisions, the system will continue to show that a program is available. Do not register for the remaining available program, as you will have a registration in two divisions.

To add additional parents/guardians to your family account, click the gear icon in the upper right corner:



When the primary parent/guardian screen displays, scroll to the bottom to "Add Additional Account Holder"



Following registration, you will receive a confirmation for your order:



LOGIN

Westminster Little League Baseball

Here is the latest summary of your order. If you have ANY questions concerning your order please email treasurer@westyittleleague.org.

Meltdown Mark

Note: If paying by credit card you will see a charge from Blue Sombrero.

Order No: 130804535

[VIEW ORDER ONLINE](#) [PAY NOW](#)

Order Date:	Order Total	Open Balance	Order Status
Dec 29, 2017 07:35 PM	\$140.00	\$140.00	Pending

Order Details:	Amount	Balance
1 Melting Mark2018 Spring Baseball (includes TBall/MP) - Minor Baseball	\$140.00	\$140.00

Division Price	\$140.00
Total Installment Fee	\$0.00

Total: \$140.00 \$140.00

Payment History:	Date	Payment Mode	Amount
1 Pending	Dec 29, 2017	Check	\$140.00

Total : \$0.00

Installment Schedule:	Installment Date	Amount
1 Melting Mark2018 Spring Baseball (includes TBall/MP)-Minor Baseball	Jan 31, 2018	\$30.00
	Feb 28, 2018	\$55.00
	Mar 31, 2018	\$55.00

Notice links that take you back to your account, and information regarding any open balances and payment commitments.

You may visit your account at any time by returning to <http://tshq.bluesombrero.com/westyll>

If you have any questions regarding the registration process, please feel free to contact publicity@WestyLittleLeague.org

We hope that this new experience is easy for everyone involved.

Sincerely,

Westminster LL
Board of Directors