STEPS TO REGISTER YOUR CHILDREN FOR NYJTL IN LEAGUE APPS

1. Find Site you're interested in and click Register

2. Create League Apps Account using Parent Information

3. Account will be successfully created

Success!

Your account has been successfully created.
Sign in by clicking the button below.

Sign In

4. SIGN IN

Sign In

Invalid email or password

ctptestemail4@gma

Password

Show password

Sign in with LeagueApps

Forgot password

Create a LeagueApps account

New York Junior Tennis & Learning uses
LeagueApps to manage your account safely
and securely.

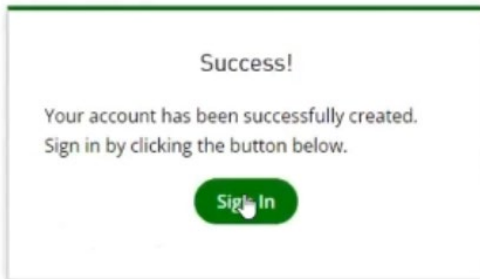Create a LeagueApps account

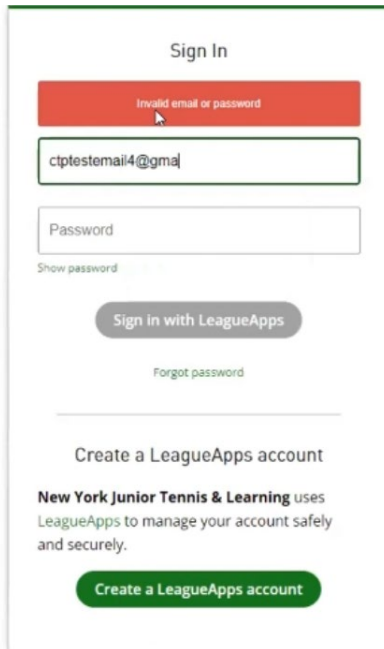### 5. Complete Parent Profile (this is just Parent information)

1 Parent Profile

2 Child Profile

3 Details

4 Waiver

5 Confirmation

Complete Your Parent Profile

Thank you for signing up with New York Junior Tennis & Learning. Please complete your profile before continuing.

Parent First Name *

Bob

Parent Last Name *

Smith

Secondary Email ?

Birth Date

-- Month --   -- Year --

Residential Address
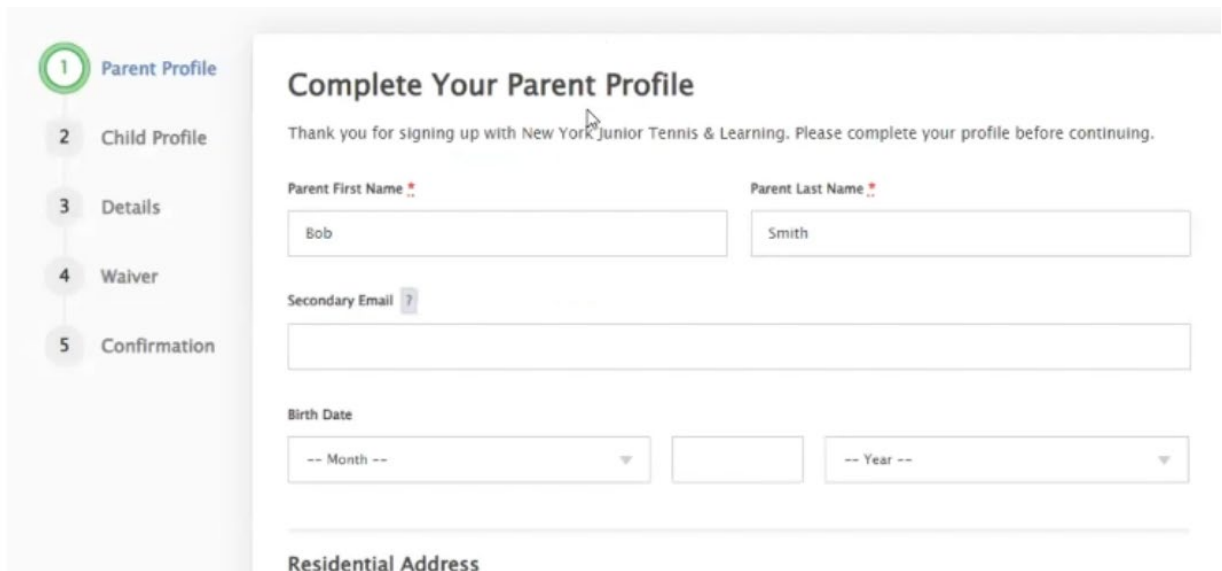
STEPS TO REGISTER YOUR CHILDREN FOR NYJTL IN LEAGUE APPS

6. **Fill out Child Profile (just for one child)**

   a. **you will have options to add more later**

7. **Click on Individual FREE**

8. **Next 2 Steps you will need to fill for each child for each season and site**

   i. **Only 5 questions and Waiver**

9. Fill out Registration Details

10. Accept Waiver

a. Check box next to "I have read and agree to the Waiver requirements

11. Registration Summary

    i. **If you have one child and only want to register at one site – Go to Step 14**

    ii. **If you have another child or want to register another site, click add another registration on top right (see step 12 or 13)**

12.   Adding another child

    i. **Click add a new child on top right**

STEPS TO REGISTER YOUR CHILDREN FOR NYJTL IN LEAGUE APPS

ii. Fill out Child Profile Information

iii. Confirm that you want to register that child for that program by clicking top right button saying [Register Child Name)

13. Repeat with Registration Details and Waiver

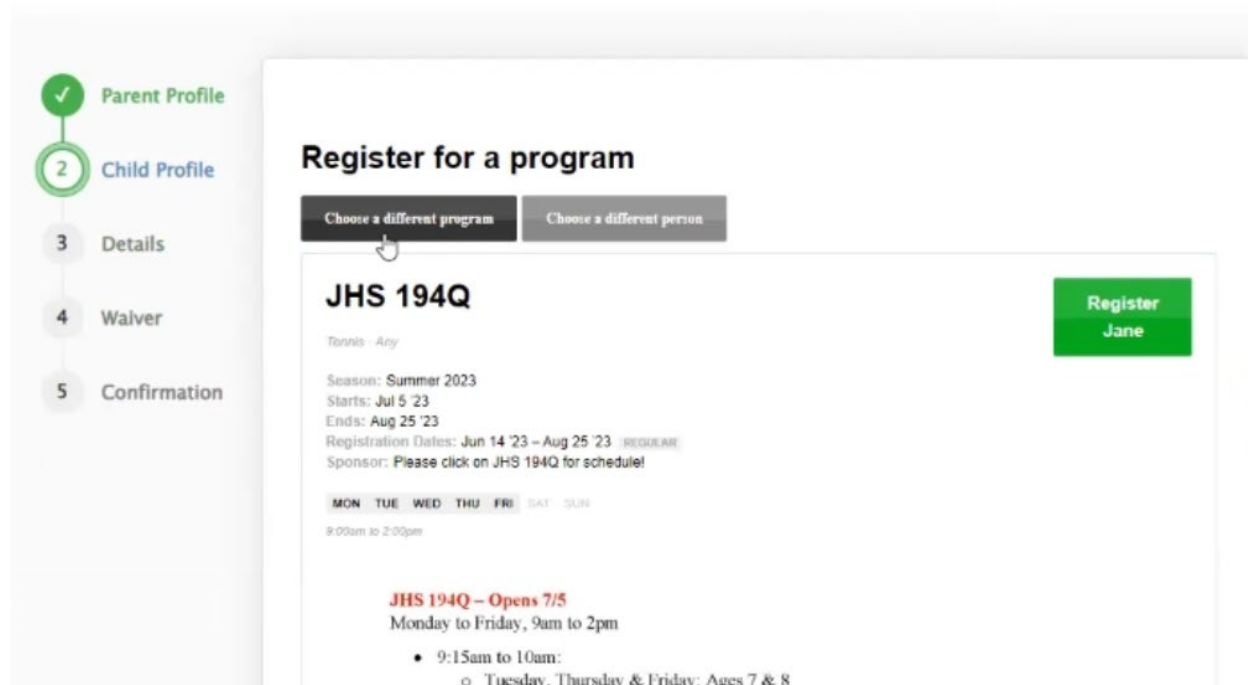   **a. You will see an updated registration Summary and can click complete if done**

STEPS TO REGISTER YOUR CHILDREN FOR NYJTL IN LEAGUE APPS

14. Registering for another Site

i. Click on the child

ii. You will get an option on top to choose a different program

iii. **Choose program and repeat registration details and waiver again**

iv. **Confirm that you want to register that child for that program by clicking top right button saying [Register Child Name)**

15. **Review Registration Summary before clicking complete**

STEPS TO REGISTER YOUR CHILDREN FOR NYJTL IN LEAGUE APPS

16. See Registration Summary with TWO DIFFERENT CHILDREN and one in TWO DIFFERENT PROGRAMS

17. Last step is a confirmation Screen! (you will also receive an email)

STEPS TO REGISTER YOUR CHILDREN FOR NYJTL IN LEAGUE APPS

18.From Confirmation screen - go to Family Account Dashboard

Please make sure to check for a schedule by clicking on the site name!   No fee

Jane Smith registered for **PS 205Q**
Tennis · Any
Status: **Spot Reserved**
Role: **Individual**
Mon,Tue,Wed,Thu,Fri 9:00AM to 2:00PM

Go To Your Dashboard   Add Another Registration   Go To Family Account Dashboard
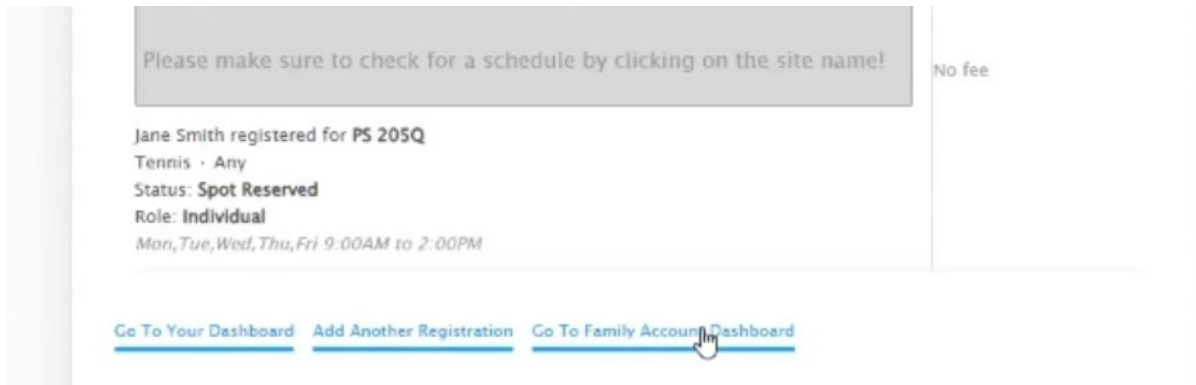
i. You can see children in program and add if needed

Smith Family Dashboard ✎ edit

Dashboard
My Family Account
Account Settings
Invoices
Profile
   Edit Profile
My Schedule
   Officiating Schedule

Child Participants

NAME	BIRTHDATE	ACTIONS
Jane Smith	Mar 3 2014	✎ edit | ✖ delete
John Smith	Jan 1 2016	✎ edit | ✖ delete

+ Add Child

Parent Participants

NAME	BIRTHDATE	ACTIONS
Bob Smith		✎ edit | ✖ delete

+ Add Parent

Program Registrations

Current   Past

NAME	PROGRAM	TEAM	PAYMENT
Jane Smith	PS 205Q Summer 2023	Individual Registered on Jun 21 2023	
Jane Smith	JHS 194Q Summer 2023	Individual Registered on Jun 21 2023	
John Smith	JHS 194Q Summer 2023	Individual Registered on Jun 21 2023	

ii. If you need to register for another program, go to the top right, Community Tennis Program to see locations

iii. If you click on locations registered for, you can see the schedule

Any questions regarding registering your child, please email ctp@nyjtl.org