

TVYFL Online Registration instructions

This year, SYFA will be utilizing an online registration system. We have partnered with the TVYFL Association to manage this new process by consolidating many clubs into one online database hosted by Bonzi. By utilizing online registration, we now can offer a convenient method for registering for football, paying online via a credit card or mailing in a check payment. We will also have a state of the art data management system to help our club administrators communicate with the players, families and coaches. To register online, you will need a **Member Account**. When a member creates a username and password for their member account, this username and password is shared by all members in the family - so essentially they are creating a family member account. The members, and their family members, only create their account one time and then they use that account each time they register. A member account can be connected to many registrations.

When logging in to the Bonzi registration software, you will have 3 options:

- YES, I already have a member account (default) prompts for username and password (See option 1 below)
- NO, I do not have a member account (See option 2 below)
- I FORGOT my username and password. (See option 3 below)

Option 1: **YES, You have a member account**

Type in your username and password (these are case sensitive). The second page allows you to update any parent guardian information such as email address or phone #. The following page lets you choose a previously registered participant or add a new participant (choose the Register button). Next choose a registration category for the participant. Enter any new information or update current information and select **Next**. Agree to any waivers and notices. The next screen is the registration summary page; you can add another participant, or use the back button to edit any information. When finished, choose **I'm ready to finish registration now: Continue** button. On the following page is your registration summary showing the category you have registered for and the fee summary. Choose **NEXT**. The following page is your payment option page. Choose to pay with a credit card or with a check. You must click **FINISH** in order for your registration to process your payment. The screen will "process" your registration. The last page is your receipt.

See "**After I have registered what next?**" below.

Option 2: **No Member account**

If you are a new user, please select the "**NO, I do not have a member account**" radio button, and fill out the form to create your primary member account. The primary member account is the information for the **parent/guardian** of the participant. This member account user name and password that you create will pre-populate your forms for future registrations along with creating communication tools to assist the club. The following page lets you choose a previously registered participant or add a new participant (choose the Register button). Next choose a registration category for the participant. Enter any new information or update current information and select **Next**. Agree to any waivers and notices. The next screen is the registration summary page; you can add another participant, or use the back button to edit any information. When finished, choose **I'm ready to finish registration now: Continue** button. On the following page is your registration summary showing the category you have registered for and the fee summary. Choose **NEXT**. The following page is your payment option page. Choose to pay with a credit card or with a check. You must click **FINISH** in order for your registration to process your payment. The screen will "process" your registration. The last page is your receipt.

See "**After I have registered, what next?**" below.

Option 3: I forgot my username and password.

Members will occasionally forget their member account username and password . . . everyone does especially if you only register one time each year. When you select "I forgot my account information", you will be prompted to enter your email address and/or home phone number . The software will search for ANYONE in the member account that matches the email or the home phone number entered. Once that person is located, the software will automatically send the PRIMARY ACCOUNT HOLDER the username and password in two separate emails. The person who requested the "reminder" will be shown PART of the email address where the reminder was sent so they know where to look for the information. For example:*****@msn.com.

If you have more than one email address, the software will send the PRIMARY ACCOUNT HOLDER the username and password for all their member accounts.

After I have registered what next?

Once your registration has processed, you will receive a confirmation email. The confirmation email will contain a copy of the TVYFL Player Contract form in a PDF format. Along with the contract will be links to download the TVYFL Approved Medical Release form, and the SYFA Parent Contract. These forms must be mailed in to SYFA to complete your registration. If you do not receive the confirmation email, you may need to check your spam or junk mail folder. If you cannot locate the email or have any additional problems, please contact the SYFA Registrar, Amy Whitely (503-610-1451; registrar@sherwoodyouthfootball.com)