

How to Get Started with FamilyID for Athletic Team Registration

Create a New Account/Crear una Cuenta Nueva

1. Click on the blue "CREATE ACCOUNT" link in the top right hand corner of FamilyID.com.
Haga clic en "CREATE ACCOUNT" arriba a mano derecha en la página de FamilyID.com.

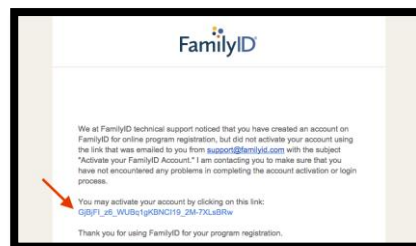
2. Create your secure FamilyID account by entering your name, email address twice, a password twice, and checking the "I agree to the FamilyID terms of Service" box. Then select the green 'Create Account' button.



Crea su cuenta segura de FamilyID ingresando su nombre, correo electrónico y clave dos veces, y aceptando a los "FamilyID terms of Service." Despues seleccione el botón verde 'Create Account.'

3. You will receive an email with a link to **activate** your new account. (If you do not see the email, check your spam or junk folders.)

*Recibirá un correo con un enlace para **activar** su nueva cuenta. (Si no encuentra el correo, chequee su carpeta de correo no deseado.)*



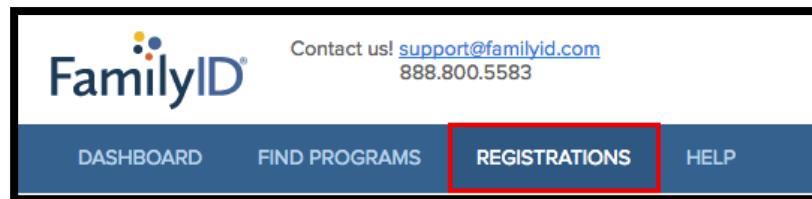
4. Click the link to activate your account. To register for a program, follow these instructions:

https://familyid.groovehq.com/knowledge_base/topics/register-for-a-program-as-a-new-user

Haga clic en el enlace para activar su cuenta. Para registrarse a un programa, siga la siguientes instrucciones: https://familyid.groovehq.com/knowledge_base/topics/register-for-a-program-as-a-new-user

Upload a File (such as a Physical) to a Completed Registration/Subir un archivo, por ejemplo una evaluación física, a una inscripción completada.

1. To upload a file such as a physical to a completed registration, log-in to FamilyID and select the 'REGISTRATIONS' tab. *Para subir un archivo, por ejemplo una evaluación física, a una inscripción completada, debe de iniciar su sesión en FamilyID y seleccionar el botón de 'REGISTRATIONS'.*



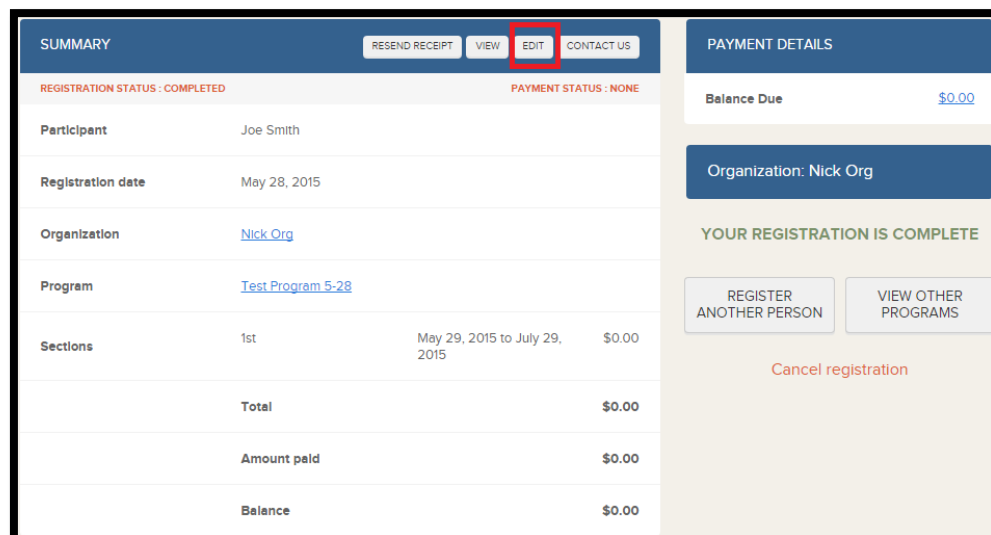
2. Choose the grey 'VIEW' button associated with the completed registration you need to upload the physical for. *Haga clic en el botón gris llamado 'VIEW' que sea asociado a la inscripción completada que necesite el archivo de la evaluación física.*



The screenshot shows a table titled 'COMPLETED REGISTRATIONS'. The table has six columns: ORGANIZATION, PROGRAM, SECTIONS, PERSON, REG. DATE, and PAYMENT STATUS. There are two rows of data. The first row has a 'VIEW' button circled in red. The second row also has a 'VIEW' button.

ORGANIZATION	PROGRAM	SECTIONS	PERSON	REG. DATE	PAYMENT STATUS	
Deanna Org	Program - All required fields	Section E (Mar...	John Smith	May 19, 2015	None	<input type="button" value="VIEW"/>
Nick Org	Camp Nick	2nd (Jun 06, 2...	Nick King	May 17, 2015	None	<input type="button" value="VIEW"/>

3. Select 'EDIT' between 'VIEW' and 'CONTACT US' to update the completed registration. *Seleccione 'EDIT' situado entre 'VIEW' y 'CONTACT US' para actualizar la inscripción completada.*



The screenshot shows the registration details page. At the top, there are buttons for 'RESEND RECEIPT', 'VIEW', 'EDIT', and 'CONTACT US'. The 'EDIT' button is highlighted with a red box. Below the buttons, there is a 'SUMMARY' section with fields for Participant (Joe Smith), Registration date (May 28, 2015), Organization ([Nick Org](#)), and Program ([Test Program 5-28](#)). There is also a 'PAYMENT DETAILS' section showing 'Balance Due' as \$0.00 and 'Organization: Nick Org'. A message states 'YOUR REGISTRATION IS COMPLETE' with buttons for 'REGISTER ANOTHER PERSON' and 'VIEW OTHER PROGRAMS'. At the bottom, there is a 'Cancel registration' link.

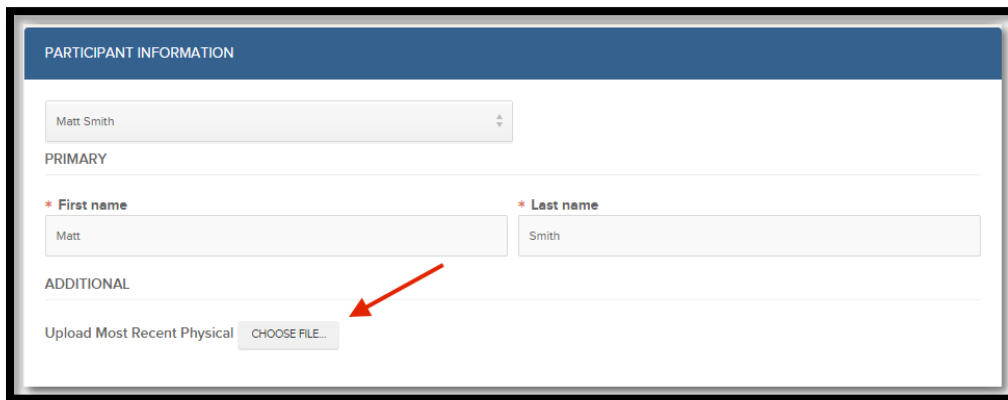
SUMMARY		PAYMENT DETAILS	
REGISTRATION STATUS : COMPLETED		PAYMENT STATUS : NONE	
Participant	Joe Smith	Balance Due	\$0.00
Registration date	May 28, 2015	Organization: Nick Org	
Organization	Nick Org	YOUR REGISTRATION IS COMPLETE	
Program	Test Program 5-28	<input type="button" value="REGISTER ANOTHER PERSON"/> <input type="button" value="VIEW OTHER PROGRAMS"/>	
Sections	1st	Cancel registration	
	May 29, 2015 to July 29, 2015		
	Total	\$0.00	
	Amount paid	\$0.00	
	Balance	\$0.00	

4. Scroll through the registration form until you locate the field that asks for an Uploaded Physical and add your file by clicking on the 'CHOOSE FILE' button. Browse to find the file on your device and then click on 'OPEN'. Below is an example of the button on a sample registration form.

NOTE: To upload multiple files, press and hold the CTRL key while selecting the files. When done, click on the OPEN button.

Siga a través de la página hasta que localice el campo que le pide para subir el archivo y agréguelo haciendo clic al botón que dice CHOOSE FILE. Navegue y encuentre el archivo en su dispositivo y ábralo con 'OPEN.' A continuación es un ejemplo del botón en un formulario de muestra.

NOTA: Para subir varios archivos a la vez, oprima la tecla CTRL mientras seleccione los archivos. Cuando termine, haga clic en OPEN.



5. Verify that the file(s) has (have) been uploaded to your registration form. Remember to choose 'SAVE AND CONTINUE' at the bottom of the page to finalize your changes.

Verifique que el archivo ha sido subido correctamente al formulario de la inscripción. Seleccione 'SAVE AND CONTINUE' al final de página para finalizar los cambios.



Register Multiple Participants for the Same Program/Registre Múltiple Participantes para un Mismo Programa

1. After completing the first participant's registration, select 'REGISTER ANOTHER PERSON' on the summary page. *Al finalizar el formulario del primer participante, seleccione 'REGISTER ANOTHER PERSON' en la página de confirmación.*

SUMMARY		RESEND RECEIPT	VIEW	EDIT	CONTACT US
REGISTRATION STATUS : COMPLETED		PAYMENT STATUS : NONE			
Participant	Albert Einstein				
Account owner email	demo@familyid.com				
Registration date	February 09, 2016				
Organization	Bayrock High School				
Program	2015-16 Spring Athletics				
Sections	Field Hockey	September 1, 2014 to November 28, 2014	\$150.00		
	Late Fee		\$30.00		
	Total		\$180.00		
	Amount paid		\$0.00		
	Balance		\$180.00		

PAYMENT DETAILS

Balance Due \$180.00

Payment Instructions
Please make checks payable to Bayrock High School.
THIS PAYMENT METHOD IS SEPARATE FROM FAMILYID. PAYMENTS WILL NOT BE REFLECTED IN REGISTRATION BALANCE

YOUR REGISTRATION IS COMPLETE

REGISTER ANOTHER PERSON VIEW OTHER PROGRAMS

Cancel registration

2. Select your 'Section' for your next participant. *Elija la sección para el próximo participante y continúe llenando el formulario.*

SECTIONS		
<input type="radio"/>	Baseball	March 9, 2016 to May 28, 2016 \$70.00
<input type="radio"/>	Tennis	March 9, 2016 to May 28, 2016 \$70.00
<input checked="" type="radio"/>	Track & Field	March 9, 2016 to May 28, 2016 \$70.00
<input type="radio"/>	Softball	March 9, 2016 to May 28, 2016 \$70.00

3. Under the 'Participant Information' area, click on the grey bar that states 'Click here to SELECT or CREATE participant.'

PARTICIPANT INFORMATION

Welcome back! You have information previously saved to your account.
You can automatically populate your form with your saved information or add new information by clicking below

[Click here to SELECT or CREATE participant](#)

PARTICIPANT

First Name: Last Name:

Birth Date: Gender:

ADDITIONAL

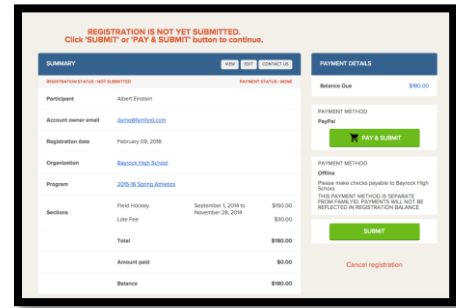
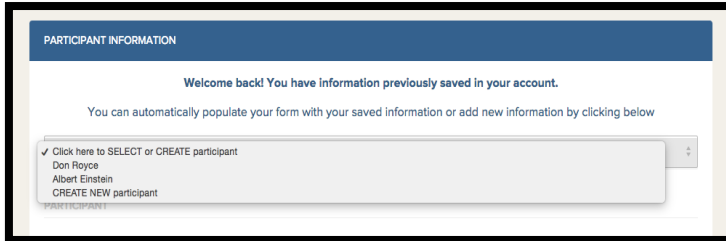
Phone Number: Start Date: End Date:

Phone:

CONTACT

Email:

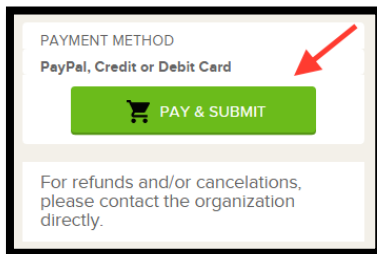
4. To register a new family member, select the 'CREATE NEW participant' option from the list. To register an existing family member, select the name of that family member from the list. The form will populate with any data that has been saved in the system.



5. Once completed, select the green 'SAVE AND CONTINUE' button where you can review your order before submitting. *Quando termine, haga clic en el botón verde 'SAVE AND CONTINUE' donde puede revisar su formulario antes de enviar.*



Note: If you have not filled in all fields with a red asterisk, then the form will NOT save and continue and will bring you back up to the field you have missed. Nota: Si no ha llenado todos los campos con asterisco rojo, entonces el formulario no se guardará y será dirigido hacia el campo faltante.



6. A summary of the registration will be displayed. In order to complete your registration, you will have the option to either select 'Pay & Submit' button for online payment or the 'Submit' button for offline payment. For **online** payment with a PayPal account, Credit or Debit card, proceed to complete payment. When the registration has been paid, your registration will be complete.

Un resumen de la inscripción le será presentado. Para completar su inscripción, tendrá la opción de pagar en línea con el botón de 'Pay & Submit' o presionar 'Submit' para otros métodos. Para pagar en línea con una cuenta de PayPal o tarjeta de Débito o Crédito, proceda para completar el pago. Cuando pague, la inscripción estará completada.

For **offline** payment - after you have clicked the 'Submit' button, your registration will be complete and you will receive an email confirmation from us. NOTE: For offline payments, please follow further payment instructions listed.


Para pagos fuera de línea – después de hacer clic en 'Submit', su inscripción estará completada y recibirá una confirmación en su correo electrónico. NOTA: Para pagos fuera de línea, por favor siga las instrucciones indicadas.

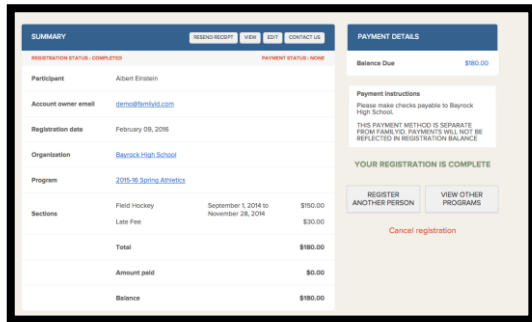
PAYMENT METHOD

OFFLINE

Cash or Check payable to "Deanna"

THIS PAYMENT METHOD IS SEPARATE FROM FAMILYID. PAYMENTS WILL NOT BE REFLECTED IN REGISTRATION BALANCE

 [Cancel registration](#)



SUMMARY		SEND RECEIPT	VIEW	EDIT	CONTACT US
ASSOCIATION STATUS: COMPLETED PARTICIPANT STATUS: NONE					
Participant	Albert Einstein				
Account owner email	deanna@familyid.com				
Registration date	February 09, 2016				
Organization	Bayrock High School				
Program	2015-16 Spring Athletics				
Sections	Field Hockey	September 1, 2014 to November 08, 2014	\$150.00		
	Late Fee		\$30.00		
	Total		\$180.00		
	Amount paid		\$0.00		
	Balance		\$180.00		

PAYMENT DETAILS

Balance Due \$180.00

Payment Instructions
Please make checks payable to Bayrock High School.
THIS PAYMENT METHOD IS SEPARATE FROM FAMILYID. PAYMENTS WILL NOT BE REFLECTED IN REGISTRATION BALANCE

YOUR REGISTRATION IS COMPLETE

[Cancel registration](#)

7. When you have successfully submitted your registration, you will see a summary page of your registration that states 'REGISTRATION STATUS: COMPLETED'. You will also receive a confirmation email to the email address associated with your FamilyID account.

For additional information, visit: https://familyid.groovehq.com/help_center

Or contact Mr Klingel at <mailto:dklingel@aacps.org>.