



Orthodox Youth Athletic Association

Instructions for New Online Player/Coach Registration System

The OYAA has eliminated all paper registration for the 2010/2011 Basketball Season. All players and coaches who plan on participating in the OYAA are REQUIRED to register using our new online registration system. Any player/coach who has not registered through this system will NOT be allowed to participate.

- **PARENTS** – only must register their children who play in the Biddy, Juniors, Girls and Intermediate divisions and they can also register themselves to coach.
- **ADULTS** – ages 18, who play in the Senior Division or who want to coach, can register themselves.

Please follow the instructions below to register for this upcoming season. There are no registration fees:

Go to our Website: www.detroit-oyaa.org (or www.detroit-oyaa.vicid.net) and click on the link to go to our SportSignUp online registration system.

- You will need to go to the **FIRST TIME?** section to **Create an Account**. You will be asked to set an Account Owner's Email, Confirm the Email and set a password. (*a valid email is required*)
- You will then go to an **Account Owner's Info** screen, where you will be prompted to complete your first name, last name, address, city, state, zip, home phone and cell phone. Parents signing up their children, an adult playing seniors or coaching, are the "Account Owner".
- You will then be moved to an **Account Set-Up Complete** screen where you have choices to:
 - Add your children so you can register them
 - Register Yourself
 - Go to your Account

Add your children so you can register them	Register Yourself	Go to Your Account
<p><i>Going to this option, you will:</i></p> <ul style="list-style-type: none"> ➤ Go to the Creating Child profile screen, where you will be asked to fill in their legal name, nick name (if applicable), gender, birthdate and grade. <u><i>Birthdate must be accurate.</i></u> Please also list any important medical info the OYAA may need to know, and click Save. ➤ You will next see your Account screen, where you will see your child's name listed with a Register Now button next to it. You can add other children from this screen, or you can do it later in the process if need be. ➤ Click on Register Now next to the child's name you want to register. Based on their age, you will only see the division in which he/she is eligible to play. 	<p><i>Going to this option, you will:</i></p> <ul style="list-style-type: none"> ➤ Add additional info about yourself (gender, birthdate). ➤ Then you will see options to CHOOSE A SESSION. For most parents, it will be an option to Volunteer to Work with a Team (coaching). For men ages 19 & over, it will list an option to play in the Senior division. ➤ Click the blue Volunteer button to register to Coach. ➤ Select the role (Coach, Assistant) and the division in which you want to volunteer. ➤ From the drop-down menu, select the name of the church where you will coach and Continue. ➤ All coaches must read the Rules, Codes of Conduct and other statements and then click off that they agree with the Consent. 	<p><i>Going to this option, you will be able to do the following:</i></p> <ul style="list-style-type: none"> ➤ See your account number ➤ Edit your account ➤ Change your password ➤ View your order history ➤ View the Contact Info you have provided ➤ Delete Your Account ➤ View the information on your children or yourself who have been registered to play or coach in the OYAA ➤ Add additional children and/or register children or yourself to play or coach in the OYAA

Add your children so you can register them (continued)	Register Yourself (continued)	Go to Your Account
<ul style="list-style-type: none"> ➤ Click the Register Now button underneath the eligible division. ➤ You will next see an Emergency Contact screen. Please fill out all Emergency Contact information and click Continue. ➤ The next screen will show you the division your child will play in based on their age. Below that box, is a drop down menu. Please select your church, or the church for which your child will play. ➤ Please complete the field asking which church your child played for last year, and then click Continue. ➤ The next screen is the Consent screen. Please read the OYAA Release and Consent, click the box to Agree and hit Continue. ➤ You will come to a Shopping Cart Summary where you will see what you have registered your child(ren) for so far. If you want to register another child, or if you want to register yourself to Coach, click on the Register button and follow the process again. If you are done, click Check Out which will take to a Confirm Order screen. You will need to click on Confirm Order to complete your registration. ➤ On the next screen, click Done and it will bring you back to your Account Screen. If you are done, click on Logout. ➤ You will receive a confirmation email regarding any registration you have completed. 	<ul style="list-style-type: none"> ➤ You will come to a Shopping Cart Summary where you will see what you have registered for so far. If you want to register for another session (Ex. coaching another team, playing for Seniors), click on the Register button and follow the process again. If you are done, click Check Out which will take to a Confirm Order screen. You will need to click on Confirm Order to complete your registration. ➤ On the next screen, click Done and it will bring you back to your Account Screen. If you are done, click on Logout. ➤ You will receive a confirmation email regarding any registration you have completed. 	

After you have completed registration, your parish’s Athletic Director (AD) and/or the coaches will receive updated rosters from the OYAA. Please contact your parish’s AD/coaches directly with questions about practices, etc.

Based on the information you provided during the registration process, the OYAA will use emails to contact you directly with any information about Game Schedules, changes in game times/locations, weather cancellations or other important announcements from the OYAA.

We hope you appreciate this new online registration system and our new website. Thank you for your patience and support as we continue to improve the OYAA.

If you have any questions, please contact the OYAA at detroitoyaa@gmail.com .