



Herndon Youth Soccer Recreation League

Instructions to Register

Website: https://herndonyouthsoccer.demosphere-secure.com/_registration

You will first see the Registration Login screen:

- If your player played this past Spring 2021 season you will already have an account. Please log in using the account you made to register your player last season. Typically, it is your email address. If you do not remember, please contact us at registrar@herndonyouthsoccer.org and we can assist you. If you forgot your password, please click on the “forgot your password” link and an email will be sent to you giving instructions on how to reset. It may take a few minutes before you get the email.
- If this is your first time registering, you will need to create an account. Please Click on “**Create New User Account**” --do not select “Sign in with Facebook or Google”.

Registration Step 1.1 Welcome

- Press **Continue**.

Registration Step 1.1 Identify the Submitter

- **Who would you like to register as?** THIS IS THE HOUSEHOLD MEMBER OR PARENT (Not the player or child)

Registration Step 1.2 Household Information

- If you already have registered on Demosphere, you should see your household information saved. – Press **Save and Continue**
- If this is the first time you are registering on Demosphere, you will need to enter the HOUSEHOLD NAME (last name of the family), phone number and address. – Press **Save and Continue**

Registration Step 1.3 Select Order Item

- You have 3 choices.

- To register your child, select **Register a Participant/Player**
- If you have already registered and want to volunteer to coach, choose **Register Team Staff/Volunteer**
- Donate \$

Registration Step 2.1 Identify Participant

- Select Household Member to Register
 - “Household Member” is your child or the player you are registering. (If volunteering to coach, “Household Member” is the parent’s name.)
 - If you have already registered on Demosphere, your child’s name will already be available to select. Select child and press **Save and Continue**
 - If this is the first time you are registering on Demosphere, or registering a new child, select **Create New Member** and enter first name, last name, birthdate, and gender.
 - *Make sure the birthdate is correct as this determines the program you are eligible for and age group placement.*

Registration Step 2.2 Select an Open Registration Season

- Choose **Recreation – Fall 2021**
- Underneath the program you are registering for, you will see:

Based on eligibility, Registrant will be placed into the following Season Grouping:

Followed by the appropriate age group, according to the birthdate entered for your child.

Registration Step 2.3 Additional Information

- Enter Parent 1 information.
 - Choose **Select Existing Member** if Parent 1 is the same as Household Member creating the Demosphere account.
 - Choose **Create New Member** if Parent 1 is NOT the same as Household Member who created the account.
 - **REQUIRED:** Enter First Name, Last Name, Email Address, Phone Number, and Relationship to Player
- Enter Parent 2 information. (Optional)
 - This is optional but enter to receive email alerts and team communication.
- Additional Emergency Contact
 - Choose **Select Existing Contact** or **Create New Contact**.
 - **REQUIRED:** Enter First Name, Last Name, Phone Number, and Relationship to Player
 - Press **Save and Continue**

Registration 2.4 Registration Form

- Player Information

- Enter **School Attending** and **Grade in School**. *This helps place your child on a team with players from the same neighborhood/school for familiarity or carpooling.*
- Answer **Have you previously played in SFL (U12 and older) for Herndon?**
 - If YES, enter previous jersey # that was assigned to you. This is needed for league play. If you don't remember or need a new jersey, enter 0.
- Answer **Have you ever played travel soccer?** And **Have you ever played on the All-Star team?** *This helps place your child on a team and ensure a fair level of competition on teams.*
- **Player Requests**
 - This is optional. You can list your previous coach, request a coach, request a teammate, special requests (may request not to be placed with a certain coach/player/team), and medical conditions the coach should know.
- **Discount Code**
 - Optional, only if the administrator has given you one for a special reason.
- **Financial Aid**
 - If your child has a medicaid ID card, or receives free/reduced lunch at school, answer **YES** to **Are you applying for financial aid (also known as a scholarship)?**
 - **REQUIRED: UPLOAD Proof of Qualification. Take a photo of your child's Medicaid ID card or a photo of the school's free lunch letter. Upload the image here.**

Registration 2.5 Volunteer Information

- Press Continue

Registration 2.6 Volunteer Options

- Choose **Yes** or **No**
- If No, press **Save and Continue**

Registration 2.7 Review Registration

- You will see the discounts and fees applied to your registration. Financial Aid registration will receive a discount of -\$90 and have a fee of \$50 to pay.
- If any information is incorrect, press **Back/Edit**. If correct, press **Continue**.

Registration 2.8 Seasonal Waiver/Documents

- **REQUIRED: Read and check the box I agree to the above terms and conditions**
 - Press Continue
- **REQUIRED: Read and click the box to sign your name.**
 - Press Continue

Registration 3.1 Register Another

- If registering another child, press **Register Another Participant/Player**

- If choosing to volunteer, press **Register Team Staff/Volunteer**
- **If finished, press No, proceed to Next Step**

Registration 4.1 Donation Options

- Choose to donate or press **No Donation at This Time**
- Press **Save and Continue**

Registration 5.1 Review Order

- Press **Proceed to Checkout**

Registration 5.2 Make Payment

- Payment Information – Select Payment Method
 - Choose to pay by credit card, cash or check.
 - If paying by check, you may mail in your payment to:
 - Herndon Youth Soccer
PO Box 464
Herndon, VA 20172
 - If paying by cash, you must bring your cash payment to In-Person Registration Dates which are:
 - **Sunday, July 18:**
9am - 12pm
Herndon Community Center
Outdoor Pavilion next to Bready Park
 - **Wednesday, August 1:**
3pm - 6pm
Herndon Community Center
Outdoor Pavilion next to Bready Park
 - **IMPORTANT:** if paying with cash or check, your registration is NOT complete and your player will not be placed on a team until payment is received.