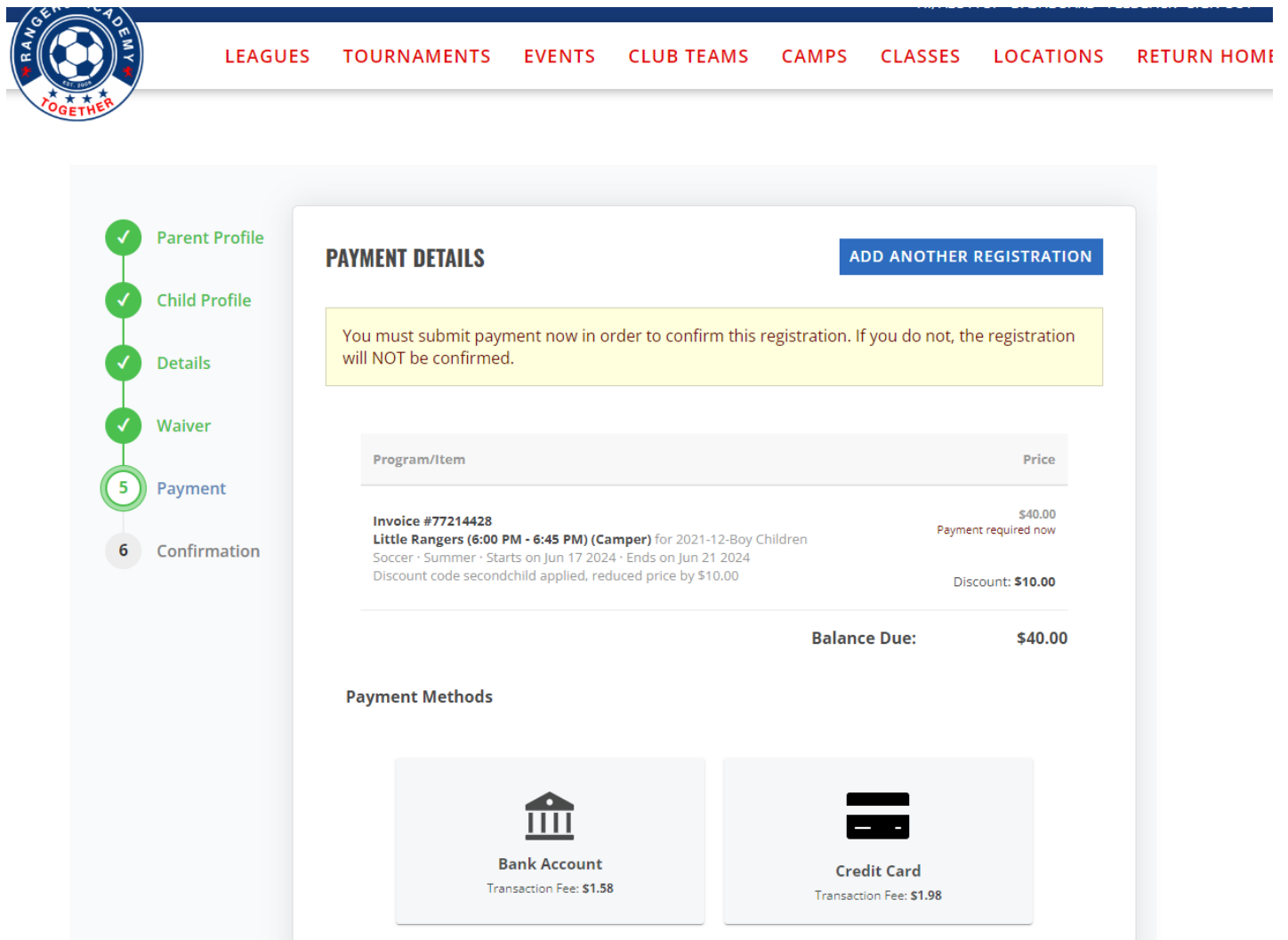


Instructions on how to **ADD** a new registration for an additional soccer player to a **different program/age group**.

Step 1: After adding your first registration, you will be presented with this screen:



The screenshot shows the Rangers Academy website interface. At the top left is the Rangers Academy logo with the text "RANGERS ACADEMY" and "TOGETHER". To the right of the logo is a navigation menu with the following items: LEAGUES, TOURNAMENTS, EVENTS, CLUB TEAMS, CAMPS, CLASSES, LOCATIONS, and RETURN HOME. Below the navigation menu is a vertical sidebar on the left with a progress indicator. The progress indicator consists of a vertical line with six circular markers. The first four markers (Parent Profile, Child Profile, Details, Waiver) are green with a white checkmark. The fifth marker (Payment) is blue with a white number "5" inside a circle. The sixth marker (Confirmation) is grey with a white number "6" inside a circle. The main content area is titled "PAYMENT DETAILS" and features a blue button labeled "ADD ANOTHER REGISTRATION" in the top right corner. Below the title is a yellow warning box with the text: "You must submit payment now in order to confirm this registration. If you do not, the registration will NOT be confirmed." Below the warning box is a table with two columns: "Program/Item" and "Price". The table contains the following information:

Program/Item	Price
Invoice #77214428	\$40.00
Little Rangers (6:00 PM - 6:45 PM) (Camper) for 2021-12-Boy Children	Payment required now
Soccer · Summer · Starts on Jun 17 2024 · Ends on Jun 21 2024	
Discount code secondchild applied, reduced price by \$10.00	Discount: \$10.00
Balance Due:	\$40.00

Below the table is a section titled "Payment Methods" with two options:

- Bank Account**: Transaction Fee: \$1.58
- Credit Card**: Transaction Fee: \$1.98

Step 2: Click on the **ADD ANOTHER REGISTRATION** button to register another soccer player.

Step 3: You will then either select a new child from your list of children already added to your account, or you will need to click on the **ADD A NEW CHILD** button to create a new player in your account.

Step 4: After selecting the new child that you want to add to a new program, you may have this screen presented to you, which indicates that this child does not meet the requirements to register for this program.

The screenshot shows the Rangers Academy website interface. On the left is a navigation menu with steps: 1. Parent Profile (checked), 2. Child Profile (highlighted), 3. Details, 4. Waiver, 5. Payment, and 6. Confirmation. The top navigation bar includes: LEAGUES, TOURNAMENTS, EVENTS, CLUB TEAMS, CAMPS, CLASSES, LOCATIONS, and RETURN HC. The main content area is titled "REGISTER FOR A PROGRAM" and has two buttons: "Choose a different program" and "Choose a different person". A yellow error message box is highlighted with a red circle, containing the text: "A participant has to be between ages 2 and 4 as of Dec 31 '24, but 2011-01-Boy Children is 13 years old." Below this, the program details for "LITTLE RANGERS (6:00 PM - 6:45 PM)" are shown, including season, dates, location, and fees.

WHY IS THIS HAPPENING? This happens because the system “holds on” to the previous program selected, and thinks you want to register the new player to the same exact program previously selected.

Step 5: To fix this, press the **Choose a different program** button, and choose the appropriate program for this child, and you should be able to finish registration.

Repeat this process for as many registrations as you would like, and then you can pay multiple invoices at the same time rather than paying for multiple registrations individually.

If you have any questions about registrations on our website, please email: rangersacademyboard@gmail.com