



Smithtown Kickers LIJSL / EDP Registration Instructions

Congratulations on being accepted on a Smithtown Kickers Travel team! The instructions below outline the process for registering your child for the upcoming season. Please DO NOT register until you have been notified by the Team Manager that you have made a team. Registration is for a full year, both the Fall and Spring season.

If you run into any problems or have any questions, try using the help screens in SI Play or contact your Team Manager. If you need further assistance contact the Travel Director. The Travel Director may be contacted at paul.friedrichs@smithtownkickers.com

It is important to note that this site will be used EVERY season to register your child. Please select an email and password you will remember going forward.

The Smithtown Kickers will NOT refund registrations, unless extenuating circumstances exist, in which case, submit your request with appropriate rationale by email to the Travel Director at paul.friedrichs@smithtownkickers.com.

Good luck in the upcoming season!

Paul Friedrichs
Travel Director



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	Task	Notes
Login / Setup		
1	Be accepted onto a Smithtown Kickers travel team	<ul style="list-style-type: none"> • DO NOT register until you are accepted • Be sure you know the age group and team you have been placed on
2	Log onto a computer and open a browser	<ul style="list-style-type: none"> • Do not use your phone or tablet • Use Chrome, Safari, or Firefox
3	Go to the following site: http://lismithtownsc.siplay.com/site/	<ul style="list-style-type: none"> • You should see a welcome page • Read what is on the page
4	Click on the link that says: CLICK HERE TO REGISTER ONLINE	<ul style="list-style-type: none"> • A new tab or window will open
5	If you have previously used this site, use the Email Address and Password fields to log in	<ul style="list-style-type: none"> • You will have an account if you have been a coach or have a sibling that played on a Smithtown Kickers travel team • If you have forgotten your password, use the Reset Password link below the Password entry area. • If you have changed email providers, contact the Travel Director with your new email address • DO NOT create a new account if you already have an account. This will result in a duplicate registration error and will delay registration
6	If you are logged in, verify your account information is still correct by clicking Account settings	<ul style="list-style-type: none"> • Verify the information and be sure to save any changes
7	If you have logged in, skip to step 18	
8	If you have NEVER registered for a Smithtown Kickers TRAVEL team, you need to create a new account by clicking on Create an Account	<ul style="list-style-type: none"> • This site is NOT the same as the Intramural registration site. If you have only played intramurals, you need to create an account. • This will be a family / primary holder account for all our your children
9	Enter an email address in the Email and Confirm Email fields	<ul style="list-style-type: none"> • Use an account that you plan to keep for a long time
10	Enter a password in the Password and Confirm Password fields	<ul style="list-style-type: none"> • Be sure to follow the password rules • Try to make a password you will remember
11	Click Create User	<ul style="list-style-type: none"> • You will be taken to the Contact information screen
12	Enter all the contact information	<ul style="list-style-type: none"> • Click Save when done
13	Click Add Adult and enter the requested information	<ul style="list-style-type: none"> • Click Save when done



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14	Click New Child and enter the requested information	<ul style="list-style-type: none"> You must enter the child's legal name that matches their birth certificate. DO NOT enter a nickname on the Legal First Name entry Click Save when done
15	Add any additional adults to your account by clicking on Add Adult	<ul style="list-style-type: none"> You should only add additional adults if they are going to be a team manager or assistant team manager Click Save when done
16	Add any additional children that are registering this year by clicking Add Child	<ul style="list-style-type: none"> Click Save when done
17	If you need to change any information about a child or adult, click on their name and then click Edit	<ul style="list-style-type: none"> Click Save when done
Register to Play / Participate		
18	Click Register to Play/Participate on your account home screen	<ul style="list-style-type: none"> You will be taken to the Choose Registrant screen
19	Select the child you wish to register and click the Register Now button	<ul style="list-style-type: none"> You will be taken to the Choose Session screen
20	Select the division of for your child and click Register as Player	<ul style="list-style-type: none"> You will be taken to the Registration Rules screen
21	Click on Upload Image	<ul style="list-style-type: none"> System requires all players and team managers to have current color photos. These can only be seen by the players team and coach Parents do not need to upload photos
22	Click Browse to locate a head shot picture of your child	<ul style="list-style-type: none"> Be sure to follow the photo rules. You can adjust the size of your picture through the Manage Image button Click Upload Image or Replace Image when complete
23	Click Done when done uploading picture	
24	Select the team your child will be playing on from the drop down and click Continue	<ul style="list-style-type: none"> If unsure, choose Unassigned leave a comment in the Comment box
25	Add emergency contact information to the account and click Save & Continue	
26	Read the Consent Form for the LIJSL Code of Conduct and LIJSL Team Commitment and click I Agree	<ul style="list-style-type: none"> Please read carefully. You will be held to this standard
27	If you have additional players or team managers to register, click Register additional Players/Volunteers	<ul style="list-style-type: none"> Repeat steps 18-25



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28	When a team manager or assistant registers, they will be prompted to take the coaches orientation course.	<ul style="list-style-type: none"> You must take the course and you must pass the quiz in order to be a team manager.
29	Click Continue to Checkout when done registering players and team managers	
30	Review order and if it is correct, click Complete Order	<ul style="list-style-type: none"> We do not use the payment option on this site. Disregard and notices of outstanding balances or fees Your Team Manager will collect your registration fee check

Registration Fees

31	Give your team manager a check or money order for the registration fee	<ul style="list-style-type: none"> Check or money order should be made out to Smithtown Kickers A check or money order should be made out for each team. DO NOT write one check for multiple teams Write the team name in the memo section Team fees are not covered by the registration fee
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<p>First Child Fee = \$215</p> <p>Second Child Fee = \$200</p> <p>Third Child Fee = \$165</p> <p>Fourth Child Fee = Free</p> <p>Spring Only Registration Fee = \$110 (all children)</p>
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