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## Register for a Program as an Existing User

1. Once logged in to FamilyID.com as an existing user, you are brought to your Dashboard. Select the blue link with your organization's name or type the name of the school you are looking to register for in the box reading 'Type organization name or keyword to find a program' and select 'Find'.

The screenshot shows the FamilyID dashboard for a user named Nicholas King. The navigation bar includes 'DASHBOARD', 'FIND PROGRAMS', 'REGISTRATIONS', and 'HELP'. Below the navigation bar, there is a search box with the placeholder text 'Type organization name or keyword to find a program.' and a green 'FIND' button. Below the search box, there are several blue links: 'Cedar Valley', 'Northside School', 'Eastside High School', and 'Cardinal Regional School District'.

2. After searching, you can select your school or organization to be redirected to their landing page or directly select the program listing.

The screenshot shows the search results page for 'bayrock'. The search box contains 'bayrock' and a red arrow points to the green 'FIND' button. Below the search box, there is a pagination bar with buttons for '1', '2', '3', '4', '5', '...', 'NEXT >', and 'LAST >'. Below the pagination bar, there is a section titled 'FEATURED ORGANIZATIONS' with a blue header. The featured organization is 'Bayrock High School' with the tagline 'Home of the Tigers!'. Below the organization name, there is a table with the following data:

PROGRAM	DATES	PRICE	REGISTRATION
<a href="#">2015-16 Spring Athletics</a>	Jul 20, 2014 - Nov 29, 2014	\$0 - \$200	Open

3. The program's landing page will show a description of the program with a green 'REGISTER NOW' button located below. You can either select the green 'REGISTER NOW' button or just simply scroll down the page until you see the blue header that says 'Sections' to kick off your registration process.

The screenshot shows the FamilyID website interface. At the top, there is a navigation bar with 'FIND PROGRAMS', 'REGISTRATIONS', and 'HELP'. A user account dropdown menu is visible on the right, showing 'Einstein Family Account'. Below the navigation bar, a breadcrumb trail reads 'Dashboard > Bayrock High School > Programs > 2015-16 Spring Athletics'. The main content area features a large orange paw print icon and the title '2015-16 Spring Athletics'. A dark blue banner contains the registration and payment deadlines: 'Registration Deadline 03/12/2015' and 'Payment Deadline 03/12/2015'. The main text area includes a welcome message and registration requirements, such as 'All students MUST turn in a copy of their most recent physical to the athletics office prior to the first day of practice'. A green 'REGISTER NOW' button is prominently displayed at the bottom of the main text area, with a red arrow pointing to it. To the right, there are two side panels: 'ORGANIZATION' for Bayrock High School and 'CONTACT US' with contact information for Will Royce and Julie Smith.

4. Select the 'Section' of your choice and answer any of the questions in the 'Add-On' section your organization requires.

The screenshot shows a table titled 'SECTIONS' with a red arrow pointing to the header. The table lists four sports options, each with a radio button, a date range, and a price.

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

5. To retrieve your saved data for the remainder of the form, click on the grey bar that states "Click here to SELECT or CREATE participant." You will not be able to edit any of the fields until you make your selection.

**PARTICIPANT INFORMATION**

Click here to SELECT or CREATE participant

**PRIMARY**

\* First name

\* Last name

\* Birth date

Month  Day  2000

\* Gender

**ADDITIONAL**

T-shirt size

\* Membership/Student ID (255 characters)

**CONTACT**

\* Home phone  Cell phone

+1 201-555-0123 +1 201-555-0123

**EDUCATION**

6. Select the participant you are registering for the program from the drop down bar. If you would like to create a new participant, select 'CREATE NEW participant.'

**PARTICIPANT INFORMATION**

**Welcome back! You have information previously saved in 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

Don Royce

✓ Albert Einstein

CREATE NEW participant

7. The form will populate with your existing information after you have made your selection. Check over your form to make certain that all required fields are filled in. Any questions that have not been answered before will need to be completed. You may edit any information necessary.

### PARTICIPANT INFORMATION

**Welcome back! You have information previously saved in your account.**

You can automatically populate your form with your saved information or add new information by clicking below

Albert Einstein

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**PARTICIPANT**

\* **First name**  \* **Last name**

\* **Birth date**    \* **Gender**

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**ADDITIONAL**

\* **Favorite Jersey Color**  \* **Start Test**  \* **End Test**

Physical File

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**CONTACT**

Email  \* **Home phone**

8. After you have completely filled in the form, click on the green 'SAVE AND CONTINUE' button.

Do not double-click  
You must complete all required fields with a red \* to continue.

*Note: If you have not filled in all fields with a red asterisk, then the form will NOT save & continue and will bring you back up to the field you have missed.*

9. 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.

**REGISTRATION IS NOT YET SUBMITTED.**  
Click 'SUBMIT' or 'PAY & SUBMIT' button to continue.

SUMMARY				VIEW	EDIT	CONTACT US
REGISTRATION STATUS : NOT SUBMITTED		PAYMENT STATUS : NONE				
Participant	Albert Einstein					
Account owner email	<a href="mailto:demo@familyid.com">demo@familyid.com</a>					
Registration date	February 09, 2016					
Organization	<a href="#">Bayrock High School</a>					
Program	<a href="#">2015-16 Spring Athletics</a>					
Sections	Field Hockey	September 1, 2014 to November 28, 2014	\$150.00			
	Late Fee		\$30.00			
	<b>Total</b>		<b>\$180.00</b>			
	<b>Amount paid</b>		<b>\$0.00</b>			
	<b>Balance</b>		<b>\$180.00</b>			

**PAYMENT DETAILS**

**Balance Due** \$180.00

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PAYMENT METHOD

**PayPal**



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PAYMENT METHOD

**Offline**

Please make checks payable to Bayrock High School.

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



Cancel registration

10. 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.

Dashboard > Registrations > Fall Athletics Registration (Tom Griffin) SUMMARY ▾

SUMMARY				RESEND RECEIPT	CONTACT US
REGISTRATION STATUS : COMPLETED		PAYMENT STATUS : NONE			
Participant	Tom Griffin				
Account owner email	<a href="mailto:jfielli@familyid.com">jfielli@familyid.com</a>				
Registration date	10/17/2016 12:59 pm				
Organization	<a href="#">Cedar Valley</a>				
Program	<a href="#">Fall Athletics Registration</a>				
Sections	Soccer (Boys)	September 1, 2016 to November 4, 2016	\$100.00		
Add-ons	I qualify for free lunch.		- \$100.00		
Administrative fee ⓘ	5.0%		\$0.00		
	<b>Total</b>		<b>\$0.00</b>		
	<b>Amount paid</b>		<b>\$0.00</b>		
	<b>Balance due</b>		<b>\$0.00</b>		

**PAYMENT DETAILS**

**Balance Due** \$0.00

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**Payment instructions**

If you would like to pay offline, please select 'Submit' and bring check or cash to the business office.

YOUR REGISTRATION IS COMPLETE

REGISTER ANOTHER PERSON
VIEW OTHER PROGRAMS

Cancel registration