

INSTRUCTIONS FOR WEB REGISTRATION

For A, AA and AAA – inscriptions will be done by team – please wait for instructions from your manager

If the last club for which you have played is not the Club de soccer de St-Hubert, you must register in person at the Club's office located 4680 Quévillon, St-Hubert J3Y 2V2 (Centre Quévillon)

RETURNING PLAYER – who last played in St-Hubert:

Click on Member Registration / Renew (Name or ID) at the top of the screen - Enter **ALL** fields to find the player:

- Either **NAME** or by **PASSPORT** (8 numbers ie: 00123456)
- Birthdate: yyyy-mm-dd
- Postal code: X1X 1X1 (if you moved since last summer you have to enter the postal code you had at the last registration)
- Click on **SEARCH**

FIRST TIME PLAYER:

Select new member only if you have never played soccer for any other Club in the past.

Click on Member Registration / New Member at the top of the screen - complete all the fields:

- **LAST NAME** and **FIRST NAME**
- Birthdate: yyyy-mm-dd
- Postal code: X1X 1X1
- Gender
- Click on **SEARCH**

FOR ALL:

Member profile: fill or update all the fields

Parent/contact Information: fill or update all the fields

Player: Click on select

Click on Save

Click on Pay and Process

Click on the 2 squares at the bottom accepting the Terms and conditions

Enter your email address and click on Process Payment

If you choose payment by credit card, proceed with your payment and print confirmation, no further action is required once your transaction has been approved.

If you choose to pay by Interac, cheque or cash: Click on Print Affiliation Form (at bottom of the page) - **Print 2 copies and bring them with you when coming to make your payment**

NO PAYMENT WILL BE ACCEPTED BY MAIL – the payment MUST be made in person either in cash or cheque (payable to CSSH) – please consult our website (www.soccerst-hubert.com) for the office opening hours. As long as the payment is not made, we cannot guarantee a spot for your child. Make sure to come pay as soon as possible to avoid unpleasant surprises.