

## These are Directions for Online Registration for the Libertyville Little League 2012 season!

**To register a ball player or a manager, coach or umpire:**

**Please go to our website – [www.ballcharts.com/libertyvilleleague](http://www.ballcharts.com/libertyvilleleague)  
and click on Jevin's login link for Libertyville.**

When you arrive at the login page of your league, there will be two ways to login:

1. Returning Players/Coaches: The login on the left will ask for your username and password. If you have participated before (in the last 2 years) your information will be in the system and you already have a username and password assigned.

If you do not know or have forgotten your username and password email [cengle96@gmail.com](mailto:cengle96@gmail.com) to request them or click on Jevin's "Forgot username/password" link. **Please specify participant's (player or adult) name, date of birth, name of organization and a message in your request.**

2. New Players/Coaches: For new participants coming into the league this year click on "create a new account". Fill out the information and the Birth Date will be formatted ###/###/####. Click on "skip" if no one in your family has participated. Use the "add family member" if you have more than one member in your family for the available family discount.

**Enter a user name and password of your choice and keep it for your records. You will be able to login throughout the season and see your practice/game schedules, email and check your standings/results.**

At any time you need assistance- please click on the email support link for help from Jevin at [support@jevin.net](mailto:support@jevin.net) or contact Ann Gary 641-472-6338 or 641-919-4790 or email [fflittleleague@gmail.com](mailto:fflittleleague@gmail.com).

Once in the system there are "pages" to be completed. They are called; Profile, Options, Guardians, Volunteer, Waiver, Donation, Payment, Confirmation

**PLEASE COMPLETE ALL SECTIONS.** As you enter information it should be automatically saved so if you need to leave it and come back to it you will be able to. **This is a secure, encrypted website to protect all of us!!!**

## PROFILE PAGE

**This contains basic information about ball player/manager/coach. Please fill in all sections. Some information is required. You cannot continue until the sections are completed.**

There are boxes to complete to receive text messages on your cell phones. PLEASE MAKE SURE TO ENTER YOUR CELL NUMBERS THEN CLICK ON THE BOXES TO RECEIVE TEXT MESSAGES AND ENTER CELL PHONE COMPANY IN THE DROP DOWN BOX.

**\*\*\* BY CHECKING THESE BOXES YOU WILL RECEIVE MESSAGES REGARDING GAME CANCELLATIONS DUE TO RAINOUTS, RESCHEDULED GAMES AND OTHER ANNOUNCEMENTS WHICH WILL BE VERY HELPFUL TO YOU!**

You can download a copy of child's birth certificate if you wish but it is not necessary.

FOR A FAMILY DISCOUNT all family members can be linked together by using the "add family member" button.

**Click "next" to continue**

## OPTIONS PAGE

**"SPORT" –Click on Baseball for all boys playing majors, minors, rookies, t-ball or challenger divisions AND any girl (ages 4-6) playing t ball. Click on down arrow for Softball for any girl (age 7-12) playing in minors or majors.**

**"REGISTRATION TYPE" – click on appropriate category – player, manager, coach, none**

**"LEAGUE SELECTION" – click on appropriate category**

**When I try to register, I get the following error: "Your age and grade is not compliant with age and grade restrictions defined for existing leagues".**

Getting the "Your age is not compliant..." error means that the registration for a league in the sport you have selected is not "Open" at this time. The league/sport is closed to you because:

1. You are too young or too old to be eligible for a league in the sport you have chosen.
2. The day you are attempting to register does not fall within the date range of an open registration period offered by your sports organization (early, normal, waiting list, or late).
3. The league you are eligible for may have reached a registration cap and is no longer taking any registrations.

4. You do not meet the gender requirements chosen by your sports organization for the sport you have chosen.

**If you have trouble continuing in this section send an email to [fflittleleague@gmail.com](mailto:fflittleleague@gmail.com) for assistance.**

**“QUESTIONS” – enter shirt size by clicking on the down arrow. A comment box is available if needed.**

**Click “next” to continue**

## **GUARDIANS PAGE**

This section contains information about parents or guardians to be completed. If needed, click on “Add new guardian” then click on appropriate box for title, enter information then update. Please enter all applicable parents/guardians so coaches will have this data.

**Click “next” to continue**

## **VOLUNTEER PAGE**

This page lists various volunteer areas of Little League. Please help us by checking the areas you can assist with. Managers, coaches, umpires, scorekeepers, concession stand helpers and field helpers are needed. **SPECIAL NOTE: If checking ‘manager, coach or umpire’ you need to register yourself separately so that a background check can be performed with this information. Your social security number will be required (on this secure website). After team assignments are determined managers will receive a special link to access this computer program further. To protect all Little Leaguers, this background check is required every year for all persons directly involved with the kids. There is no charge for this.**

**Click “next” to continue**

## **WAIVER PAGE**

Please read the Parents’ Code of conduct and click the “agreed to” button

**. Click “next” to continue**

## **DONATION PAGE**

This lists various buyouts that are available if you do not wish to participate. Obviously, we would prefer you to participate but understand if you can not.

To participate in fundraiser or as concession stand helpers use the drop down box and select \$0.00. To buy out select the appropriate money amount for each player.

**Click “next” to continue**

## **PAYMENT PAGE**

This page contains total rates for individual players and families including buyouts if previously selected and the payment options such as credit/debit cards, electronic check or cash/check.

**A \$10.00 late fee will begin on March 1st.**

**REMEMBER, THIS IS A SECURE, ENCRYPTED WEBSITE FOR THIS PERSONAL INFORMATION.**

**Click “next” to continue**

## **CONFIRMATION PAGE**

The confirmation page may be printed for your records and has further information on it regarding tryouts and upcoming dates.

SHOULD YOU NEED ASSISTANCE, please email [fflitleague@gmail.com](mailto:fflitleague@gmail.com) or call Ann Gary at 641-472-6338 or cell/text 641-919-4790 or contact Jevin’s support line at [support@jevin.net](mailto:support@jevin.net) or league president, Catherine Schafer 641-455-2721

In Person registration:

Libertyville- Sat. Feb. 18, 10 am – 1 pm at Libertyville Community Center or

Tues. Feb 21, 5 pm – 7 pm at Libertyville Elementary School