New Registration Walkthrough FAQ

Must have User Login:
Username:
Password:

1. Click "Register Now" to start your registration process for your Baseball, Girls Softball, Combination of both or Travel/Select Girls Softball Team. **(In the case of a single Travel/Select Girls Softball team you are considered a one team league)**

2. Click on "Register" to start the process of registration for the 2018 PONY Season. **(The highlighted tabs at the top of the screen will denote how far throughout the registration process you are).**

3. Select your location form the state / province / country dropdown menu that appears. Once you have, then click "Save & Continue". **(All locations should be covered but if you don't see yours listed contact PONY Headquarters for resolution).**

4. Fill out your mailing, phone and email information for your organization. Please note that fields marked with a "red asterisk" are mandatory and need to be completed to continue. Then click "Save & Continue" to proceed. **NOTE* You need to select an email preference at the bottom.**

5. Fill out your primary contact information for your organization. Please note that fields with the red asterisk are mandatory and need to be completed to continue. Then click "Save & Continue" to proceed. **NOTE* You must select an email preference at the bottom.**

6. Please select the type of sport(s) that you are registering for your organization. Please also specify if they are new to PONY or returning from the previous year. Click "Save & Continue" to proceed.

7. League / Team Insurance is a necessity to participate in PONY sports by PONY Rules. Please enter your Accident and Liability Insurance Company and policy name for our records. Then click "Save & Continue" to proceed. **(If you don't have insurance and need it, use the checkbox to get information from PONY'S Preferred Insurance Provider).**

8. If your league has a designated Americans with Disability Act contact, please enter their information for our records. If you do not have that type of personnel on staff you can leave this section blank. Next check the box next to "I understand and agree to the ADA verbiage described in Section IX" to designate you have read that section of the registration. Finally click "Save & Continue" to proceed. **NOTE* If you enter any contact information you must select an email preference.**

9. There is no shipping charge when ordering league merchandise from PONY Headquarters during registration. You can select any extra items you wish to purchase. Then click "Save & Continue" to proceed. **NOTE* This is a great way to save money for your league.**

10. Team creation has been overhauled. Create batches of teams at one time. Select an age group and team sport and then how many of those teams you would like to create. Up to twenty can be created at a time. If necessary you can create the same selection multiple times to create over twenty in one age group. Once you are ready to create your first batch, click "Create Teams".

11.   Now that your batch has been created, you can rename the teams appropriately. If you do not have them available you can rename them later in the administration console. Once the naming is complete, click "Finalization Team Creation" to record that batch.

12.   You now have several options. If you made a mistake, you can click the "X" next to a team name to delete it. If you need to make more teams, select the Sport and Age Group as well as how many to create and click "Create Team in Additional Age Group".

13.   Remember on any of the team creation screens you can click the "X" next to a team name to delete it. Once you have created the

appropriate teams, you should click "Save & Continue" to proceed.

14. The next screen will recap your teams you created. If you have made an error you can click "Previous" to back up other wise click "Submit Application and Proceed to Payment" to complete your Registration.

15. You will be presented with a summary of your registration as well as the cost for items. Select the pulldown menu that says "Choose One" to choose a payment type.

16. Select one of the three payment methods. MasterCard, Visa, or Mail-in-check. **NOTE* When mailing in a check, your registration will not be considered complete and mark paid in full until it is received. Please mail the check appropriately for the time frame you need your registration completed.**

17. Enter the appropriate information for the type of payment you selected. Your credit card will not be charged until PONY Headquarters officially reviews your registration which is typically the next business day. Once you have entered your payment information click "Continue".

 18. The final page will be a complete record of your registration. Please print this page for your records. More information will be followed in email once your registration has completely been processed.