

REGISTRATION INSTRUCTIONS

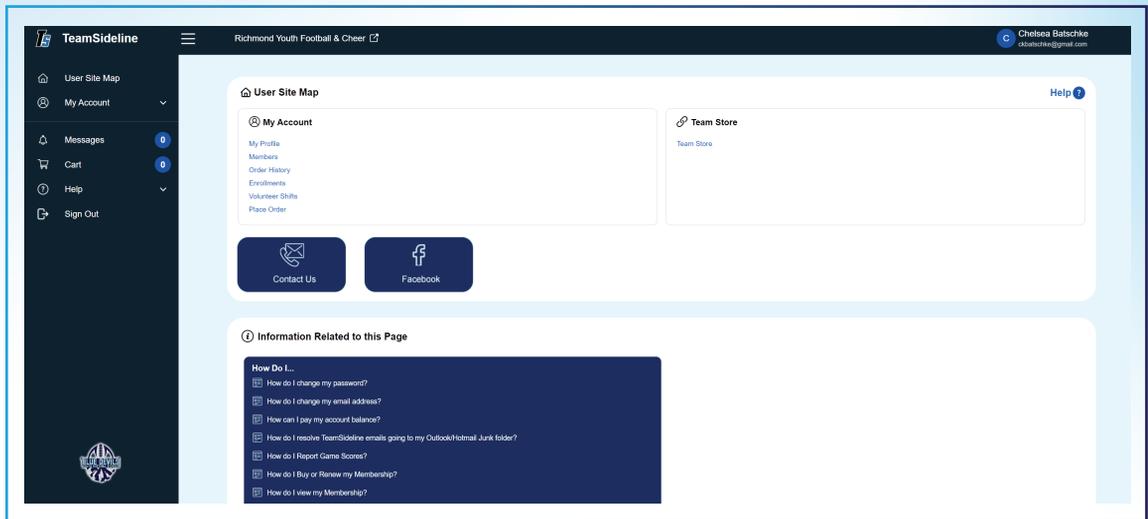
NEED ASSISTANCE?

For registration questions, please email richmondyfc@gmail.com

- 01** Navigate to www.RichmondYFC.com
Login or create an account by selecting the “sign in” button in the top left corner of the page.

Sign In | Cart (0)

- 02** Once logged in, you will enter into the User Dashboard of your account, also known as the “User Site Map”. This dashboard gives you access to your profile information, ability to add family members, and see order history.

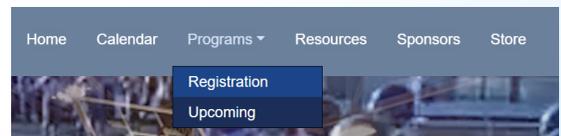


- 03** Navigate back to the RYFC main homepage by clicking “Richmond Youth Football and Cheer” from the top menu bar.

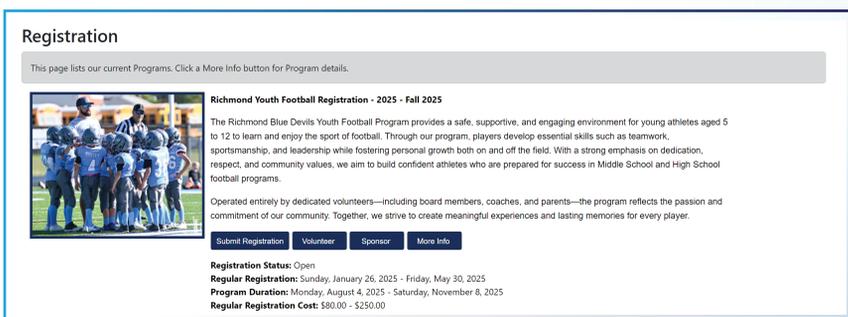


- 04** To access the upcoming cheer or football registration, hover over “Programs” from the main menu, then select “Registration”.

If registration is not open yet, program details are available under “upcoming”



- 05** Begin registration by select “Submit Registration” from either the football or cheer registration. If you have more than one child to register, you will be able to add them in a later step.



06 Your shopping cart will list all registrations you need to enroll in once you begin filling out the enrollment fields.

Enrollee: Child's name.

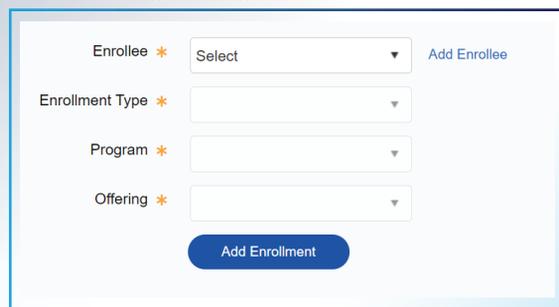
If your child's name is not listed, select "Add Enrollee" to add them.

Enrollment Type: Player

Program: Richmond Youth Football or Richmond Youth Cheer

Offering: Select the division level your child is eligible for
You will only be able to register for the division your child is age appropriate based on their age as of July 1st.

Then Select " Add Enrollement"

A screenshot of a web form for enrollment. It features four dropdown menus: 'Enrollee *' with a 'Select' option and an 'Add Enrollee' link; 'Enrollment Type *'; 'Program *'; and 'Offering *'. A blue 'Add Enrollment' button is positioned at the bottom right of the form area.

07 If you need to add another child's registration, repeat step 06. If you are done, select "proceed to checkout".

If you would like to volunteer as a coach, follow step 06 by selecting yourself as the enrollee.

Enrollee: Parent interested in Coaching.

If your name is not listed, select "Add Enrollee" to add your information.

Enrollment Type: Volunteer

Program: Richmond Youth Football or Richmond Youth Cheer

Offering: Select the division level your interested in coaching.

Enrollment Selection: Choose the desired position- Coach, Assistant Coach or Team Parent

Then Select " Add Enrollement"

08 Once you proceed to checkout, you will enter in your child's registration information. Complete all fields, including submitting your child's birth certificate.

NOTE: Football registrants have the option to add-on a helmet upgrade. Upgrades are for one season.

Review all Terms and Conditions including the Attendance Policy, Concussion Awareness, Codes of Conduct, and Photo Release.

Select "Next" to continue onto the payment page.

09 Payment options include Cash, Check or Card. If you have a coupon code, ensure you enter it here to apply the appropriate discount.

If you have multiple players, your multi-player discount will be automatically applied.

To pay by check or cash, you may mail it to;

P.O. Box 806
Richmond, MI 48062

Checks or cash can be dropped off in person to Colby Green at Northstar Bank;

Northstar Bank
66550 Gratiot Ave.
Lennox, MI 48062