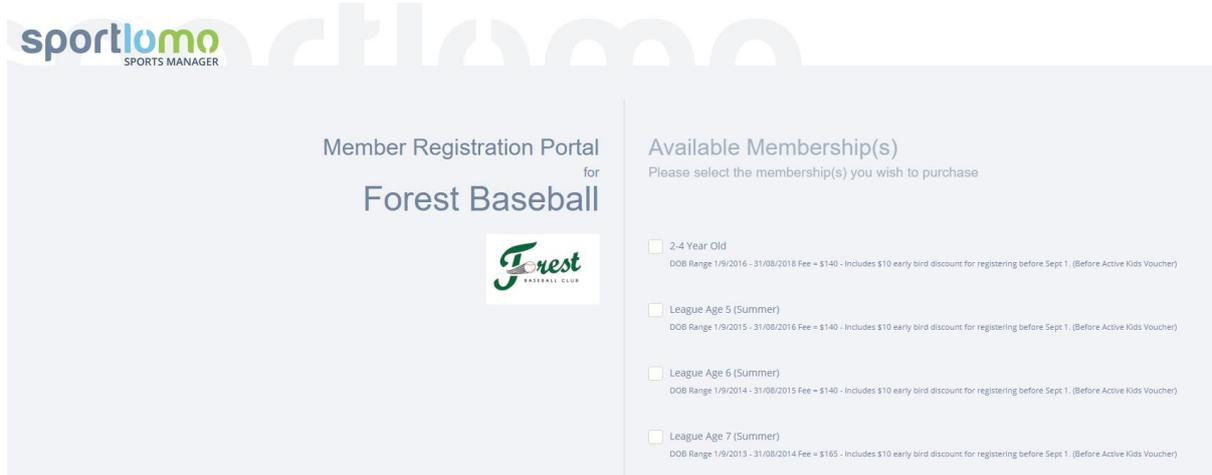# Registration instructions

Step 1:

Go to the Baseball NSW Registration site for Forest Baseball

https://reg.sportlomo.com/club/baseballaustralia/baseballnsw/bnswmwdba/forestbaseball
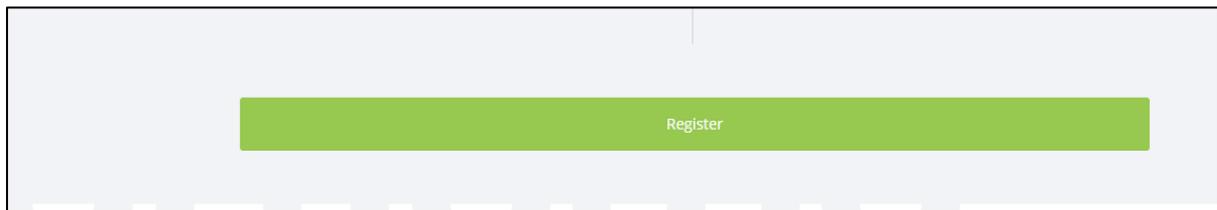
You should land on a page like this:

Step 2:

Choose the correct League Age membership for your child(ren). Date of Birth range is listed next to each option.

Note – you can choose more than one option and register all your children

Scroll down to see all registration age options.

Step 3:

When ready click on Register button at bottom of screen.

Step 4:

If your first time on this site, you will now need to create an account. Once you create an account a confirmation email will be sent to your chosen email address. You will need to open your email and activate your membership. Then you can then log onto the registration system.

If you already have a SportsLoMo account, log in with your log on credentials.

Step 5:

Once logged in you will see a screen similar to the below. Ensure the selections are correct or modify the quantity accordingly (for example if you have twins in the same age group). When ready click on *'Continue'.*

Note – the price displayed is pre-credit card and site transaction fee being added. Once added the amount will align to that advised by Forest Baseball for registration fees for the given age division.

Step 6:

If a returning player, you will be asked to choose which player you are registering again this year. A lot of fields will be prepopulated from what was provided last season. Please ensure you check the information is still accurate.
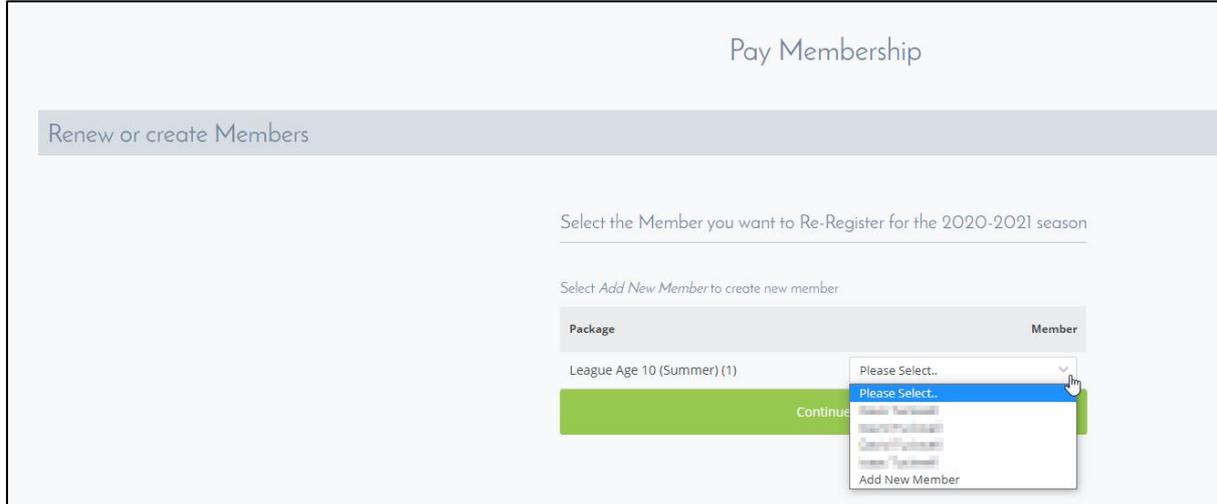
Else you will see the below screen for your chosen age group. Bolded fields are mandatory.
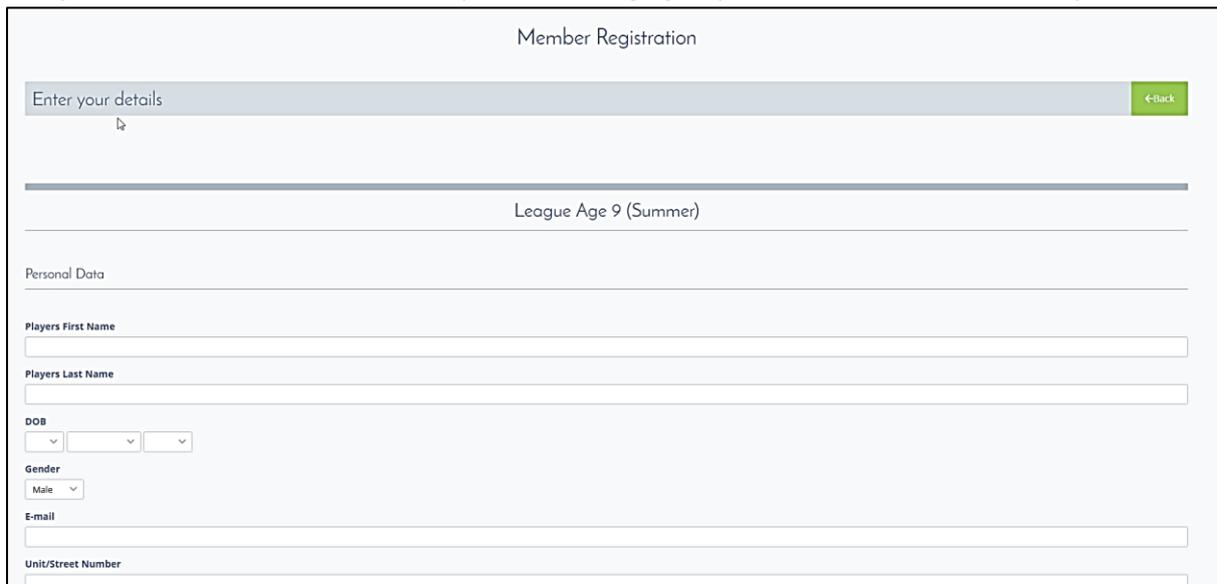
Date of Birth will only allow date range for the given 'League Age' per Baseball NSW age matrix. The age matrix can be accessed [here](#)
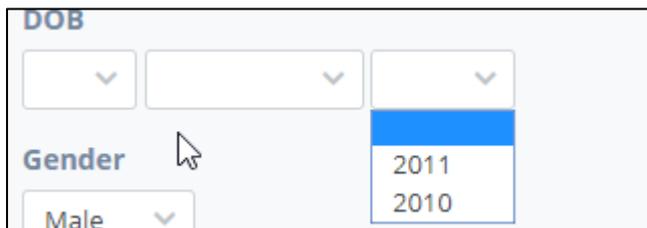
Step 7:

The drop-down questions will have a number of options for you to choose.

How did you find out about Forest Baseball Club

Other (Other)
Returning player (Returning player)
Family/Friend referral (Family/Friend referral)
School Newsletter (School Newsletter)
School Noticeboard (School Noticeboard)
Facebook (Facebook)
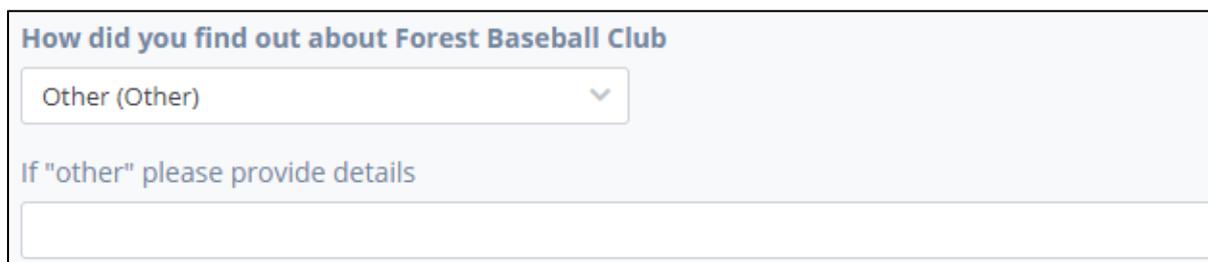Outdoor banner (Outdoor banner)
In-school program (In-school program)
Other (Other)

Note: this is important information to allow the club determine which marketing channels are most effective in attracting new players.

If you select *'Other'* for any question, then we please request you provide further explanation in the free text field that follows.

How did you find out about Forest Baseball Club

Other (Other)

If "other" please provide details

If new to Forest and were referred, please ensure you advise who referred you.
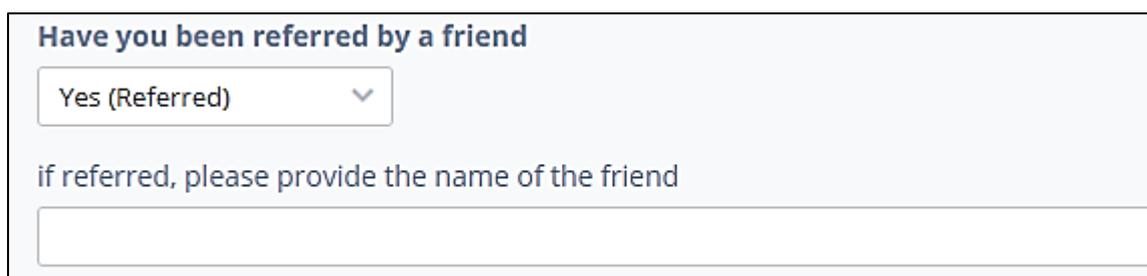
Have you been referred by a friend

Yes (Referred)

if referred, please provide the name of the friend

Step 8:

Please read and accept both Forest and Baseball Australia's terms and conditions.

Step 9:

When completed the process, click *'Register'*.

Note: if any mandatory fields are not completed you will be advised.

Step 10:

Payment screen now appears.

> Please note that the Manly-Warringah District Baseball Association (MWDBA) fee is included within the Forest Baseball fee (which is why the BNSW MWDBA line item is $0).
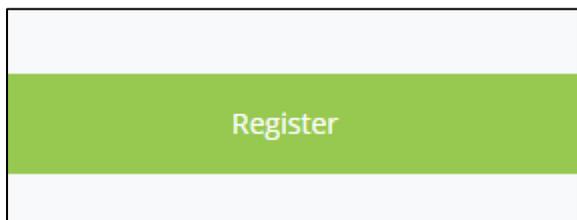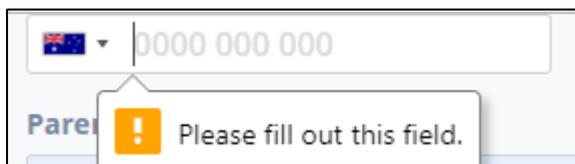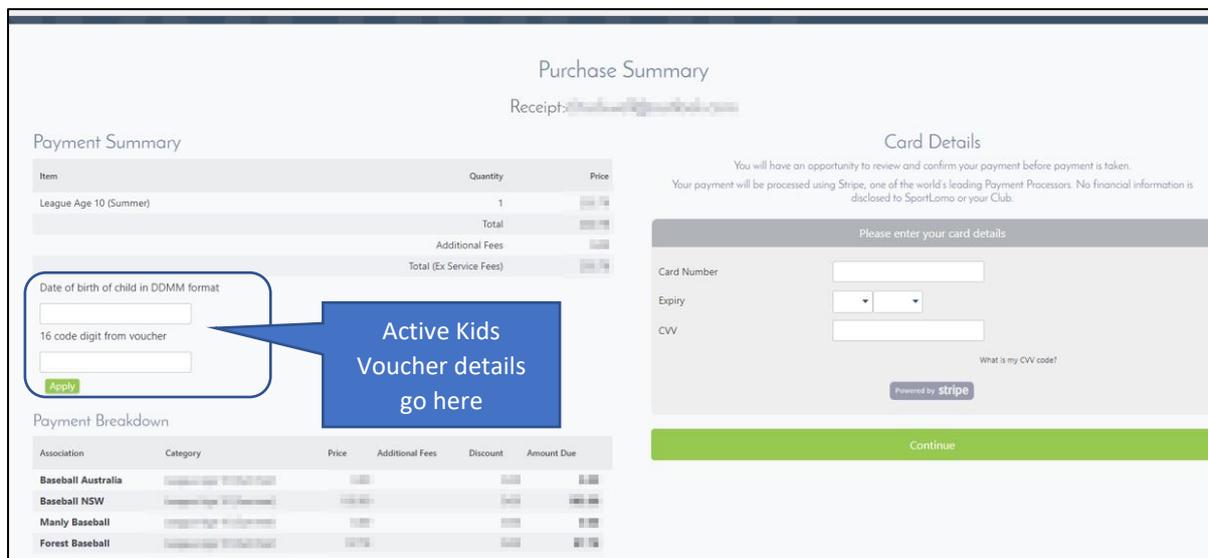
BNSW MWDBA	League Age 10 (Summer)	0.00	0.00	**0.00**

> The 'Total to Pay' amount is what would have been advised by Forest re: the registration fee (inclusive of credit card fees etc). The fees are summarised below for convenience:

Registration Fees *

	Rego fee	Rego fee (Early bird discount if registered before Fri Sept 11)
League Age 4-6	$150	$140
League Age 7-8	$175	$165
League Age 9 – 12	$220	$210
League Age 13-16	$230	$220
Under 18s	$230	$220

Note – If you are registering two or more children at once, the total amount will be slightly cheaper as only one transaction fee of 75 cents is charged.

Step 11 - Processing Active Kids Voucher

You can apply for an available Active Kids Voucher from Service NSW

https://www.service.nsw.gov.au/transaction/apply-active-kids-voucher

When applied and if successful you will receive an email with the voucher number.

Congratulations, ████████ ████████ Here is your Active Kids voucher.

It is also accessible from My Applications on your MyServiceNSW Account dashboard.

Voucher details

Voucher type: Active Kids
Voucher number: ████ ████ ████ ████
Child's name: ████ ████████
Expiry date: ██ ████████ ████
Value: $100

Enter your child's DDMM of their date of birth and the 16 digit Active Kids Voucher code (no spaces in between).

Date of birth of child in DDMM format

Your child's DDMM of Date of Birth

16 code digit from voucher

The Active Kids voucher 16 digit number (no spaces in between)

Apply

Fill in the details and click Apply (If successful, the $100 will be deducted from the total cost)

If you are registering more than one child, you should then be able to submit the next voucher and click APPLY again to have fees reduced accordingly.

Step 12 – Payment

Fill in Credit Card details and then click *"Continue"*.

➢ A final confirmation screen will now appear. If ready click *"Make Payment"*.

Registration instructions

You should then see a "Payment Success" screen with all details and you will receive an email as well confirming successful registration.

Payment Summary

Item	Quantity	Price
League Age 10 (Summer)	1	
Baseball Australia Discount		
Active Kids Voucher		
Baseball NSW Discount		
Active Kids Voucher		
Manly Baseball Discount		
Active Kids Voucher		
Forest Baseball Discount		
Active Kids Voucher		
	Total	
	Additional Fees	
	Total (Ex Service Fees)	

Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
Baseball Australia					
Baseball NSW					
Manly Baseball					
Forest Baseball					

Congratulations and welcome to an exciting season of baseball with Forest!

Registration instructions

Final note - If you need to cancel or edit your order, click on the menu on the left-hand side and follow the prompts.
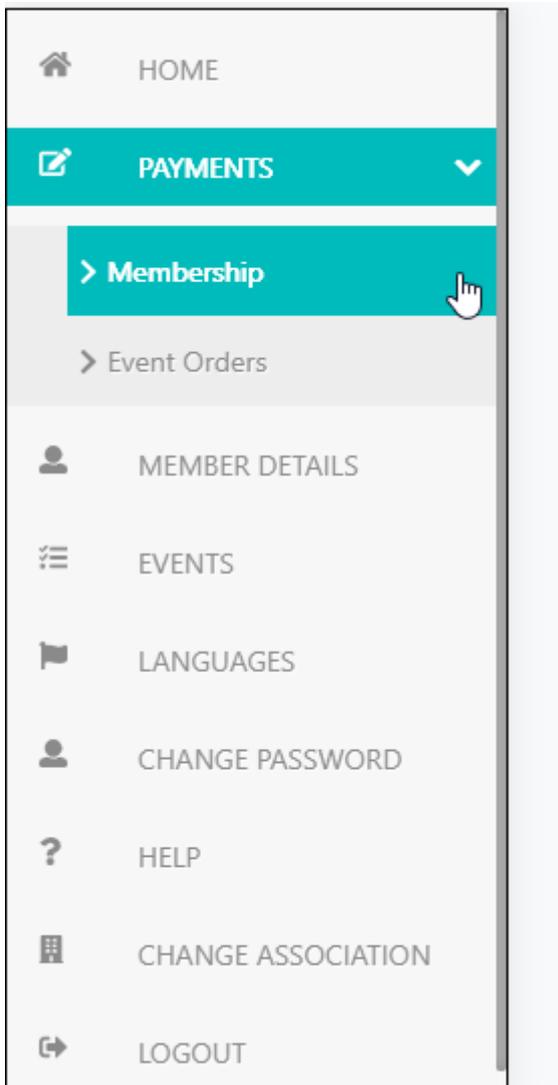
If you have any issues or questions registering, then please reach out to Dave at
registrar@forestbaseball.com