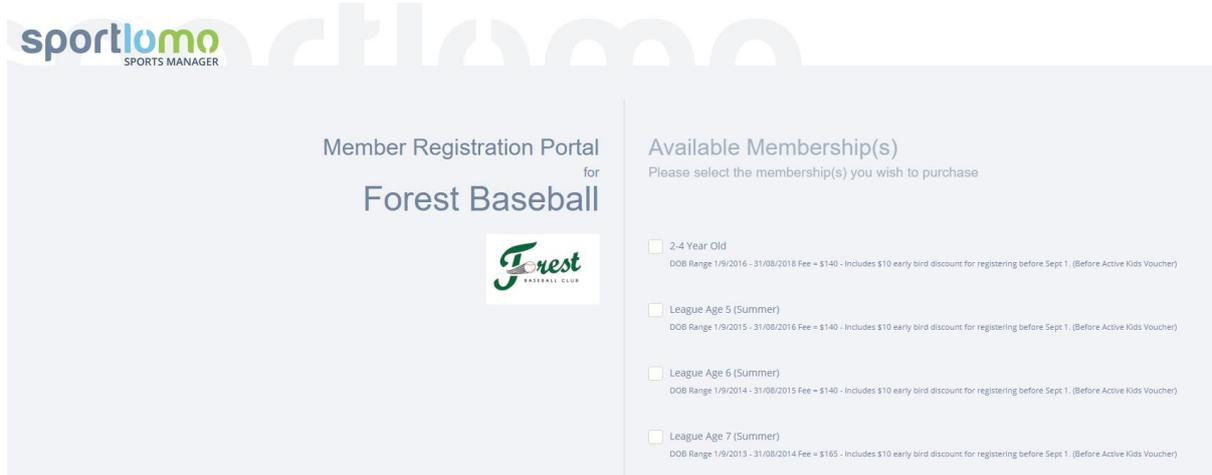


Step 1:

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:



The screenshot shows the 'Member Registration Portal for Forest Baseball' interface. On the left, there is a 'sportlomo SPORTS MANAGER' logo. The main heading reads 'Member Registration Portal for Forest Baseball' with the Forest Baseball Club logo below it. On the right, under the heading 'Available Membership(s)', there is a prompt: 'Please select the membership(s) you wish to purchase'. Below this, there are four membership options, each with a checkbox and a description of the age group, date of birth range, and fee:

- 2-4 Year Old
DOB Range 1/9/2016 - 31/08/2018 Fee = \$140 - Includes \$10 early bird discount for registering before Sept 1. (Before Active Kids Voucher)
- League Age 5 (Summer)
DOB Range 1/9/2015 - 31/08/2016 Fee = \$140 - Includes \$10 early bird discount for registering before Sept 1. (Before Active Kids Voucher)
- League Age 6 (Summer)
DOB Range 1/9/2014 - 31/08/2015 Fee = \$140 - Includes \$10 early bird discount for registering before Sept 1. (Before Active Kids Voucher)
- League Age 7 (Summer)
DOB Range 1/9/2013 - 31/08/2014 Fee = \$165 - Includes \$10 early bird discount for registering before Sept 1. (Before Active Kids Voucher)

Step 2:

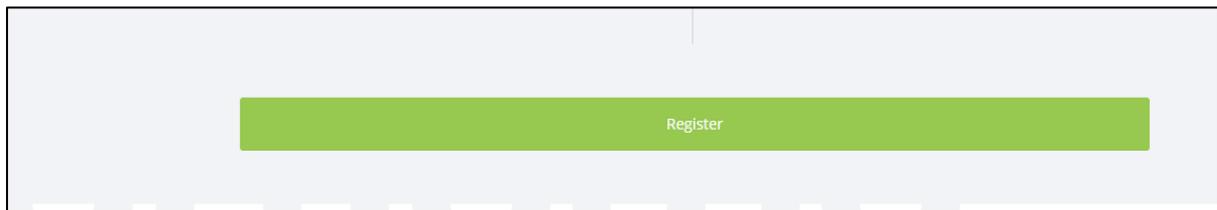
Choose the correct League Age membership for your child(ren). Date of Birth range is listed next to each option.

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.



The screenshot shows a single green button with the text 'Register' centered on it, located at the bottom of the registration page.

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.

You need to login or create a SportLoMo account to continue registration with Forest Baseball

Create Account

please create a Sportlomo User Account

email address

confirm email address

password

confirm password

first name

last name

language

[terms and conditions](#)

accept terms and conditions

Register

Login

please login if you have Sportlomo User Account

email address

password

[forgot password](#)

Login

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'.

To Renew or create a New Membership please select the package below

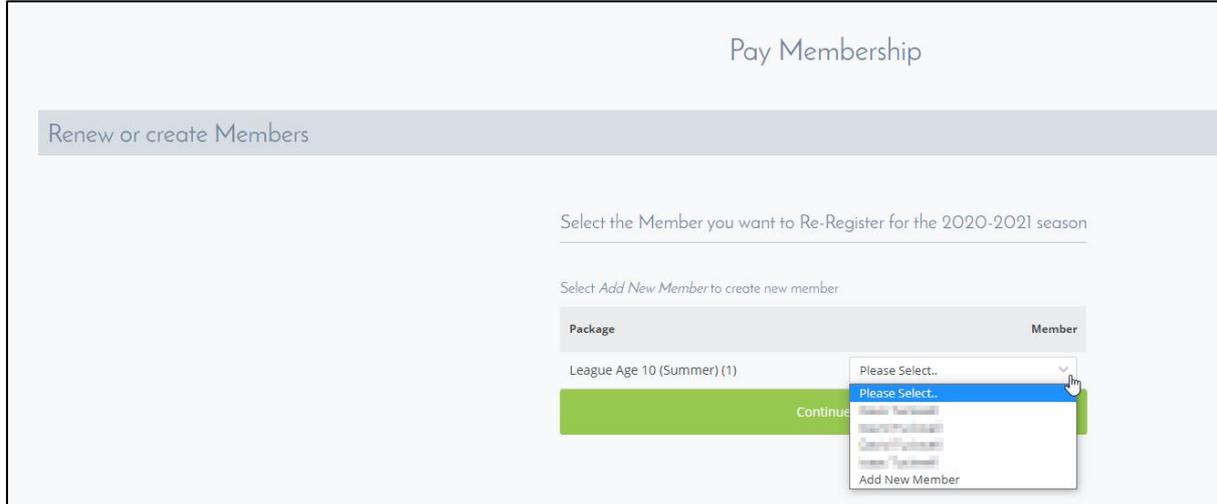
2020-2021		Name	Price	Quantity	Total (AUD)
		2-4 Year Old	144.63		0.00
		League Age 5 (Summer)	144.63		0.00
		League Age 6 (Summer)	144.63		0.00
		League Age 7 (Summer)	168.86		0.00
		League Age 8 (Summer)	168.85		0.00
		League Age 9 (Summer)	212.47		0.00
		League Age 10 (Summer)	212.47	1	212.47
		League Age 11 (Summer)	212.47		0.00
		League Age 12 (Summer)	212.47		0.00
		League Age 13 (Summer)	222.15		0.00
		League Age 14 (Summer)	222.15		0.00
		League Age 15 (Summer)	222.15		0.00
		League Age 16 (Summer)	222.15		0.00
		Under 18 (Summer)	222.15		0.00
		Total Cost (Ex Fees)			212.47

Continue

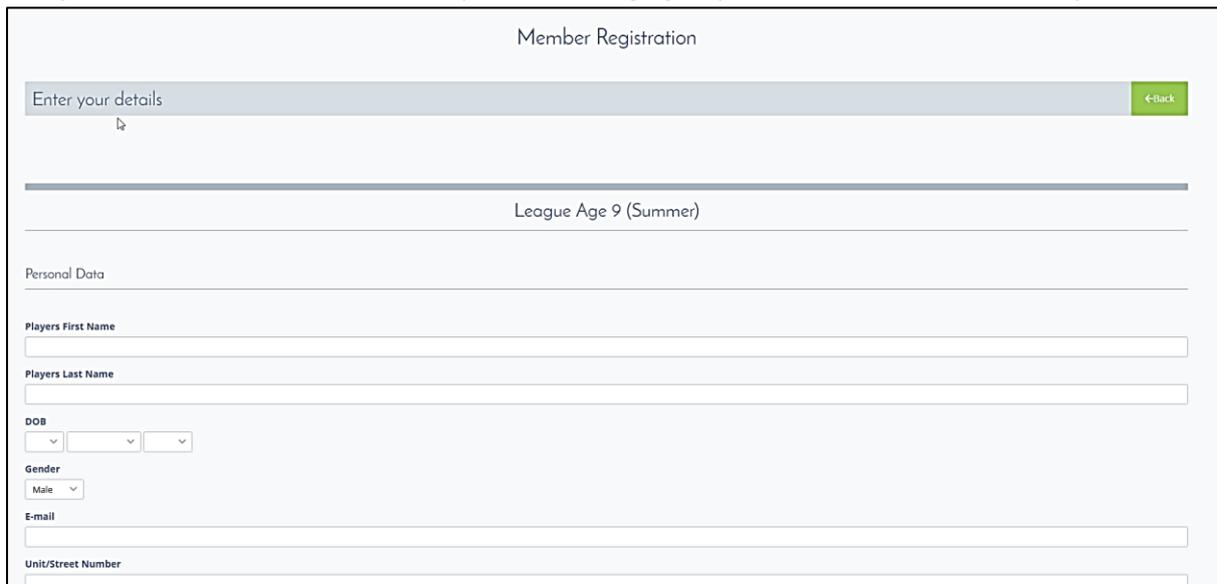
Note – the price displayed is pre-credit card and site transaction fee being added. Once added the amount will align to that advised by Forest Baseball for registration fees for the given age division.

Step 6:

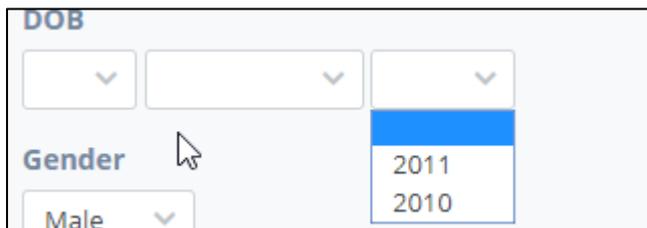
If a returning player, you will be asked to choose which player you are registering again this year. A lot of fields will be prepopulated from what was provided last season. Please ensure you check the information is still accurate.



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.

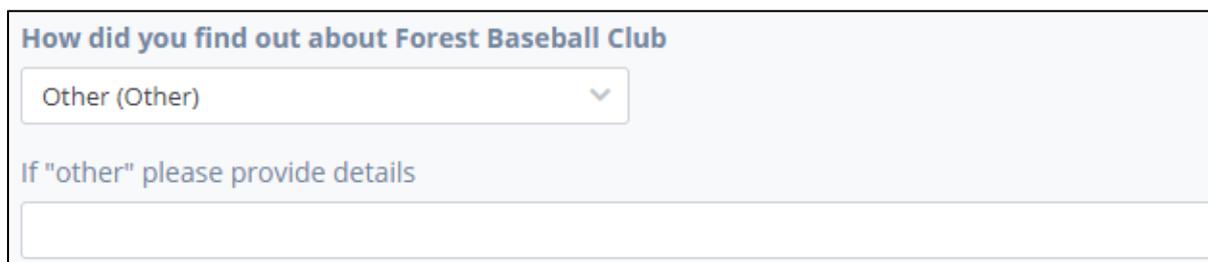


How did you find out about Forest Baseball Club

- 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.

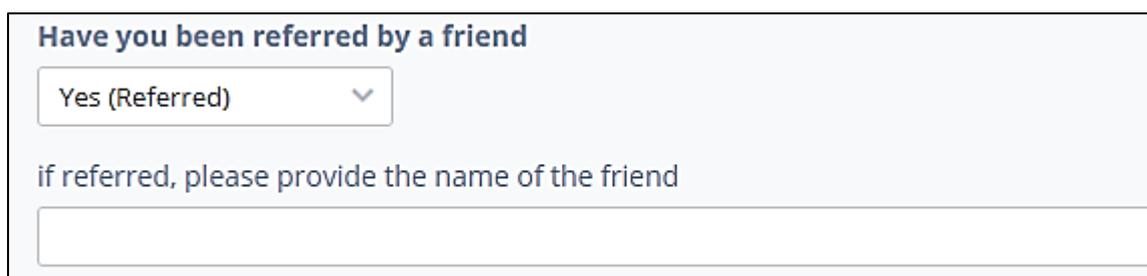


How did you find out about Forest Baseball Club

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.



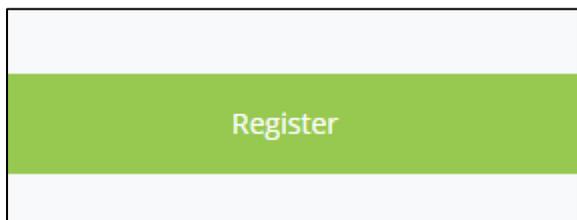
Waiver

BA Terms & Conditions [View](#)

Forest Waiver [View](#)

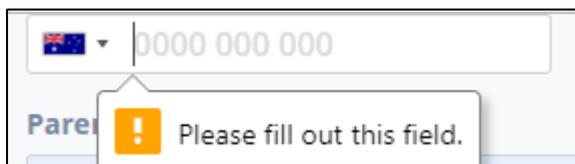
Step 9:

When completed the process, click 'Register'.



Register

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

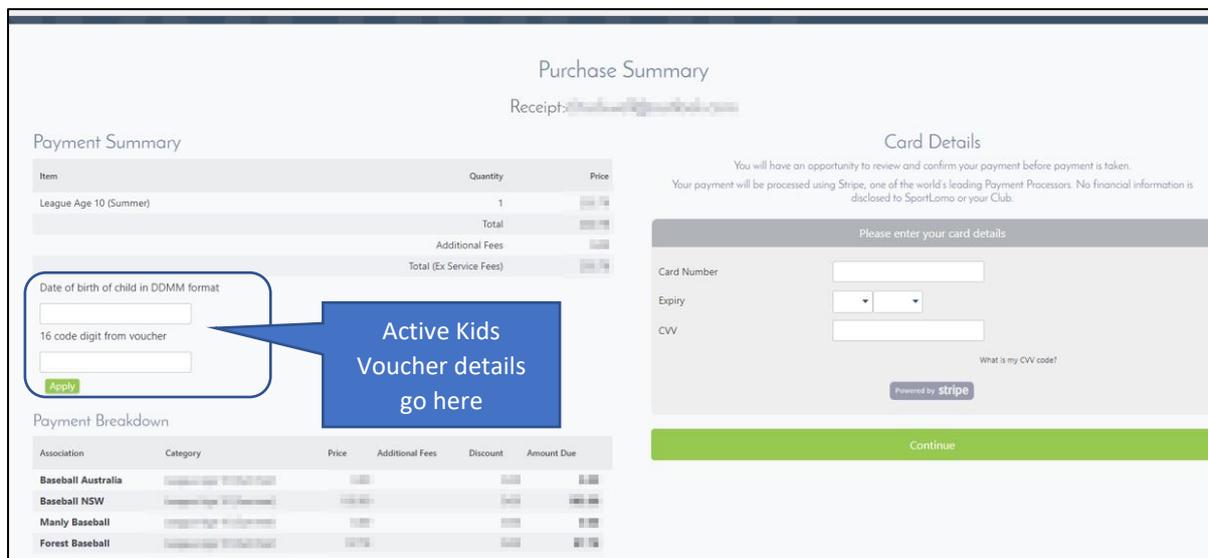


Parent

! Please fill out this field.

Step 10:

Payment screen now appears.



The screenshot shows a 'Purchase Summary' page with a receipt email address. It includes a 'Payment Summary' table with items like 'League Age 10 (Summer)', 'Total', 'Additional Fees', and 'Total (Ex Service Fees)'. A 'Payment Breakdown' table lists fees from various associations. A 'Card Details' form is on the right for Stripe payment. A blue callout box points to the 'Date of birth of child in DDMM format' and '16 code digit from voucher' fields, stating 'Active Kids Voucher details go here'.

- 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
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- 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.

Registration instructions

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, Matthew Taskwell! 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: 6803 6764 6506 4021

Child's name: isaac Taskwell

Expiry date: 31 December 2024

Value: \$100

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



The screenshot shows a form with two input fields. The first field is labeled 'Date of birth of child in DDMM format' and has a callout box pointing to it that says 'Your child's DDMM of Date of Birth'. The second field is labeled '16 code digit from voucher' and has a callout box pointing to it that says 'The Active Kids voucher 16 digit number (no spaces in between)'. Below the second field is a green 'Apply' button.

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”.

Card Details

You will have an opportunity to review and confirm your payment before payment is taken.
Your payment will be processed using Paysafe, one of the world's leading Payment Processors. No financial information is disclosed to SportLomo or your Club.

Powered by **stripe**

Card Number

Expiry

CVV

What is my CVV code?

Continue

- A final confirmation screen will now appear. If ready click “Make Payment”.

Confirm Payment

Description	Amount
Registration Fee	...
Service Fee	...
Total charge to card	...

Make Payment

Registration instructions

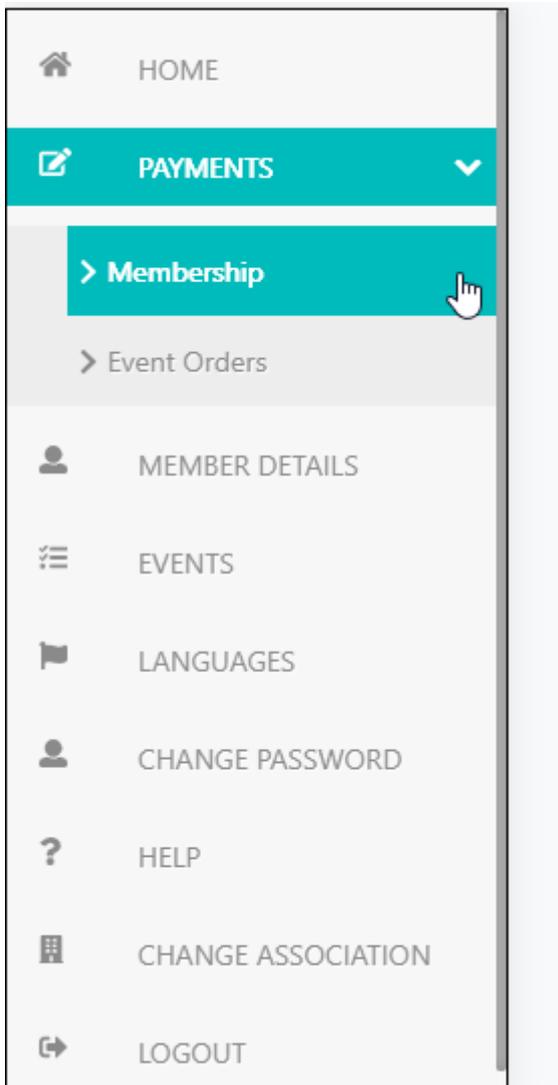
You should then see a “Payment Success” screen with all details and you will receive an email as well confirming successful registration.

Payment Summary		
Item	Quantity	Price
League Age 10 (Summer)	1	299.75
Baseball Australia Discount		-1.00
Active Kids Voucher		
Baseball NSW Discount		3.30
Active Kids Voucher		
Manly Baseball Discount		-1.00
Active Kids Voucher		
Forest Baseball Discount		97.75
Active Kids Voucher		
	Total	298.75
	Additional Fees	-1.00
	Total (Ex Service Fees)	297.75

Payment Breakdown					
Association	Category	Price	Additional Fees	Discount	Amount Due
Baseball Australia	League Age 10 (Summer)	299.75		299.75	0.00
Baseball NSW	League Age 10 (Summer)	-199.45		3.30	99.75
Manly Baseball	League Age 10 (Summer)	99.75		99.75	0.00
Forest Baseball	League Age 10 (Summer)	97.75		97.75	0.00

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

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