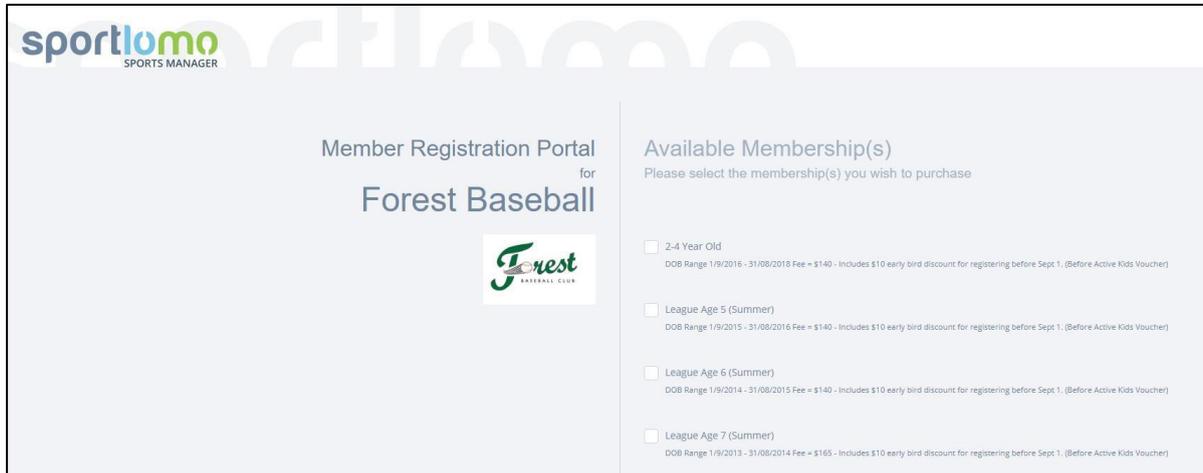


Step 1

Go to the Baseball NSW Registration site for [Forest Baseball](#)

You should land on a page like this:



The screenshot shows the 'Member Registration Portal for Forest Baseball' on the Sportlomo Sports Manager website. The page is titled 'Member Registration Portal for Forest Baseball' and features the Forest Baseball Club logo. On the right side, under 'Available Membership(s)', there is a list of membership options with checkboxes:

- 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)

Scroll down to the bottom of list and you will see the forms for Adult Senior league



The screenshot shows the 'Senior Minor League Open Age Baseball' registration option. The checkbox is currently unchecked. Below the checkbox, the text reads: 'Players must be 15 years or older as at August 31, 2021. Total cost = \$365 (Seniors)/ \$355 (Under 18s). Costs include BNSW Insurance (\$125/\$115 for Under 18s), Minor League fee (\$70), Manly Baseball (\$50), Umpiring levy (\$70) and FBC costs.' A green 'Register' button is visible at the bottom of the form.

Step 2:

Choose **Senior Minor League Open Age Baseball** and then click on Register



The screenshot shows the 'Senior Minor League Open Age Baseball' registration option with the checkbox checked. The text below the checkbox is the same as in the previous screenshot: 'Players must be 15 years or older as at August 31, 2021. Total cost = \$365 (Seniors)/ \$355 (Under 18s). Costs include BNSW Insurance (\$125/\$115 for Under 18s), Minor League fee (\$70), Manly Baseball (\$50), Umpiring levy (\$70) and FBC costs.' A green 'Register' button is visible at the bottom of the form.

Step 3

If your first time on this site, you will 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 4:

Once Logged in to your account, choose the appropriate age group and then click on Continue

Senior Minor League Open Age Baseball		1	0.00
	FBC Seniors	352.99	<input type="checkbox"/>
1	FBC Under 18s - Adult open league	343.29	<input type="checkbox"/>
	FBC League Age 16 - Adult open league	343.29	<input type="checkbox"/>
Total Cost (Ex Fees)			0.00

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 5:

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.

Renew or create Members

Select the Member you want to Re-Register for the 2021-2022 season

Select *Add New Member* to create new member

Package	Member
Senior Minor League Open Age Baseball (1)	Please Select..

Continue

Else you will see the below screen for your chosen age group. Bolded fields are mandatory.

sportlomo SPORTS MANAGER

FOREST BASEBALL Dave Luckwell

Member Registration

Enter your details [← Back](#)

Seniors (Summer)

Personal Data

Member First Name

Member Last Name

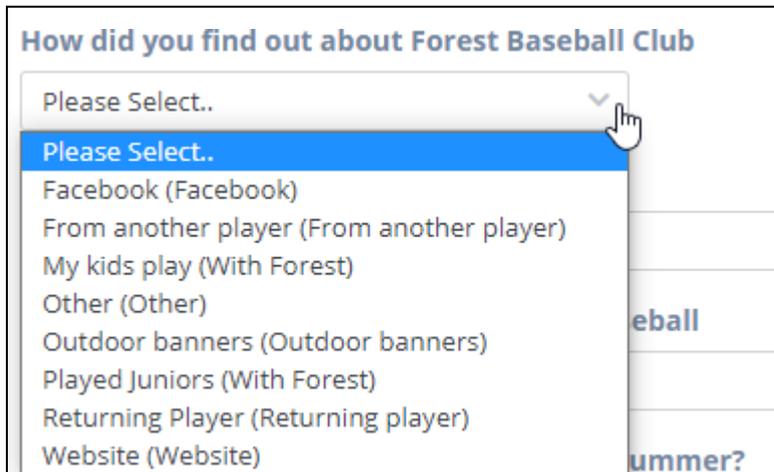
DOB

Day... Month... Year...

Gender

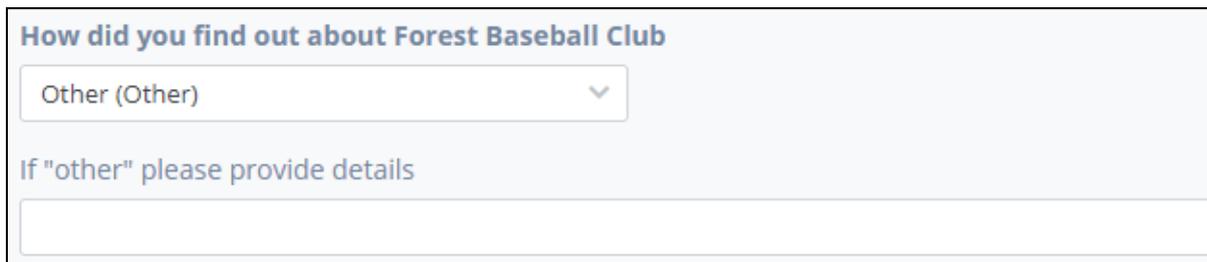
Step 6

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

A screenshot of a web form titled "How did you find out about Forest Baseball Club". It shows a drop-down menu with the text "Please Select.." and a list of options: "Please Select.", "Facebook (Facebook)", "From another player (From another player)", "My kids play (With Forest)", "Other (Other)", "Outdoor banners (Outdoor banners)", "Played Juniors (With Forest)", "Returning Player (Returning player)", and "Website (Website)". A mouse cursor is pointing at the top of the menu. To the right of the menu, parts of other form fields are visible, including "eball" and "ummer?".

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.

A screenshot of the same web form, but now the drop-down menu is closed and "Other (Other)" is selected. Below the menu, the text "If 'other' please provide details" is displayed above a large, empty text input field.

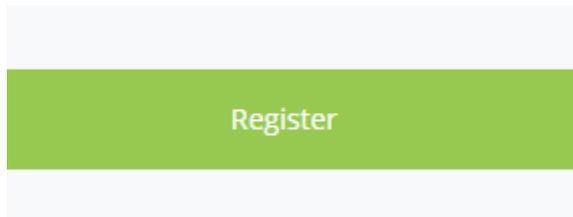
Step 7:

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

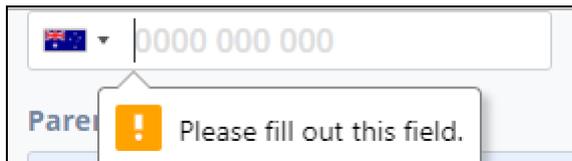
A screenshot of a "Waiver" section. The word "Waiver" is at the top. Below it, there are two checkboxes, each followed by text and a "View" link: " BA Terms & Conditions [View](#)" and " Forest Waiver [View](#)".

Step 8

When completed the process, click 'Register'.



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



Step 9:

Payment screen now appears.

Payment Summary

Item	Quantity	Price
Senior Minor League Open Age Baseball	1	352.99
Total		352.99
Total (Ex Service Fees)		352.99

Discount Code Apply

Payment Breakdown

Association	Category	Price	Additional Fees	Discount	Amount Due
Baseball Australia	BNSW Senior Summer 2021/2022	0.00		0.00	0.00
BA Capitation	BNSW Senior Summer 2021/2022	55.00		0.00	55.00
Baseball NSW	BNSW Senior Summer 2021/2022	70.00		0.00	70.00
Manly Baseball	BNSW Senior Summer 2021/2022	0.00		0.00	0.00
Forest Baseball	BNSW Senior Summer 2021/2022	227.99		0.00	227.99

Card Details

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

Please enter your card details

Credit or debit card

MM / YY CVC

What is my CVC / CVV code?

Powered by **stripe**

Continue

- Please note that the Manly-Warringah District Baseball Association (MWDBA) fee, Minor League fee and Umpiring levy is included with the Forest Baseball fee (which is why the Manly Baseball line item is \$0).
- 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

Step 10 – Claiming the Winter Credit

If eligible for the Winter Baseball season Credit the way to claim it is via the Discount Code field. Enter the Discount Code provided to you and select Apply. The total fee will be reduced by the credit amount.

Discount Code	<input type="text"/>	Total (Ex Service Fee)
		<input type="button" value="Apply"/>

Step 11 - Processing Active Kids Voucher (Under 18s only)

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: isac 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).

REDEEM YOUR ACTIVE KIDS VOUCHER HERE
 Only ONE Active Kids Voucher per TRANSACTION can be applied. Multiple child registrations must be done individually.
 PIN number is the date and month of your childs DOB eg. 31st October 3110

Enter the 16 digit Active Kids Voucher with no spaces here.

Discount Code

Senior Registration instructions

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, please register them one at a time.

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 Pysafe, 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	\$100.00
Service Fee	\$0.00
Total charge to card	\$100.00

Make Payment

Senior Registration instructions

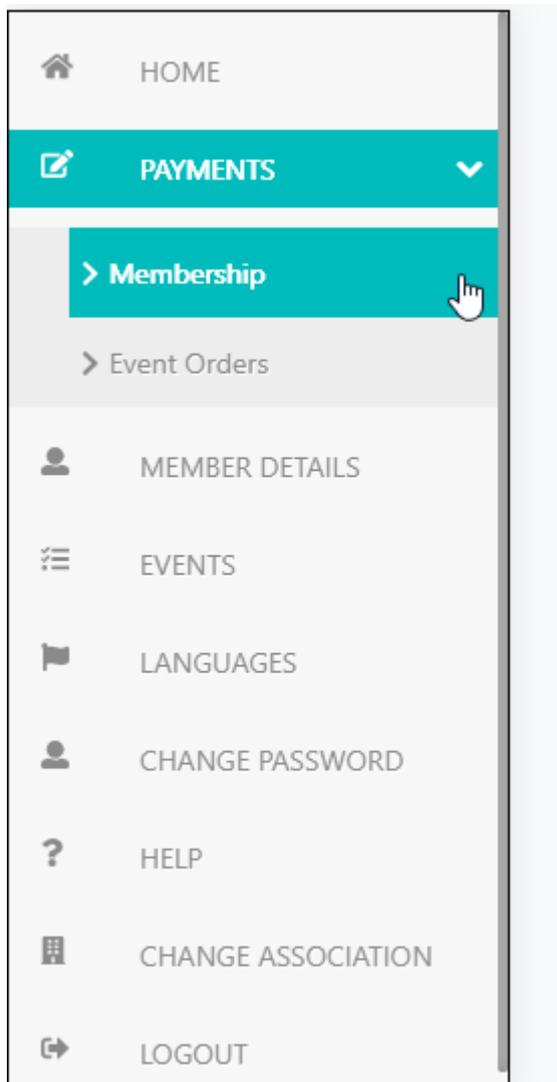
You should then see a “Payment Success” screen with all details and you will receive an email as well confirming successful registration.

Payment Summary		
Item	Quantity	Price
League Age 10 (Summer)	1	898.75
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	898.75
	Additional Fees	-1.00
	Total (Ex Service Fees)	898.75

Payment Breakdown					
Association	Category	Price	Additional Fees	Discount	Amount Due
Baseball Australia	League Age 10 (Summer)	898.75		898.75	0.00
Baseball NSW	League Age 10 (Summer)	-100.00		3.30	898.75
Manly Baseball	League Age 10 (Summer)	898.75		898.75	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