



## ONLINE REGISTRATION AND PAYMENT STEPS

### STEP 1

#### 1. LOG-IN TO THE LEAGUE WEB SITE

- ▶ On the Home Page ([www.westmalloldtimers.com](http://www.westmalloldtimers.com)) click on *Player Login*.
- ▶ Enter your e-mail address in the Login field (you must use the exact same one that appears on your winter registration form).
- ▶ Enter your temporary password which is the CARHA ID that appears on your registration form (e.g., 90-00028010).



### STEP 2

#### 2. VERIFY YOUR PROFILE INFORMATION

- ▶ Review all of your profile information and update as required.
- ▶ When you have completed your edits click on the Update My Info button.
- ▶ Click on the *Register for Season* tab at the top of the page.

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## STEP 3

### 3. REGISTER FOR NEXT SEASON

- ▶ You will see the Active Registration Season (Winter 2014-15).
- ▶ Indicate whether you are a player or a goalie.
- ▶ Select your preferred Division.
- ▶ Click on the *Pay with Credit Card* button.

The screenshot shows the 'My Player Profile' page for WestMall Oldtimers. The page has a yellow header with the logo and navigation links: 'Register For Season', 'Edit My Profile', 'View Payment History', 'Change Password', and 'Logout'. The main heading is 'Registration For Upcoming Season'. Below this, it says 'Winter 2014/2015'. There are two radio buttons for 'Register as:' with 'Player' selected. A dropdown menu for 'Desired division:' shows 'Bronze (Avg age 49)'. At the bottom is a red button labeled 'Pay with Credit Card'.

## STEP 4

The screenshot shows the 'Online Payment System' page for WestMall Oldtimers. The heading is 'Credit Card Payment'. Below this, it says 'Account WestMallOldtimers is in test mode'. There are two sections: 'Billing Information' and 'Payment Information'. The 'Billing Information' section includes fields for Name, Phone Number, Address Line 1, Address Line 2, City, Province, Postal Code, Country, and Email. The 'Payment Information' section includes fields for Invoice/Order Number, Amount, Name on card, Credit Card Type, Credit Card Number, Expiration Date, and Credit Card CVD. There is also a 'Comments' section with a text area. At the bottom are two buttons: 'Cancel' and 'Submit Payment'.

### 4. COMPLETE THE PAYMENT FORM

- ▶ Verify your billing information.
- ▶ Complete the credit card payment information\*.
- ▶ When you have completed the form click on the *Submit Payment* button.

\* Payments entered on our website are collected on a fully secure Beanstream (third party processing) server. This means they manage all of the payment security – none of your confidential data is ever given to us. When you enter your card number on this payment form, the information is immediately transferred to a Beanstream Payment Card Industry server where it is temporarily hosted until the transaction is approved by your credit card provider.

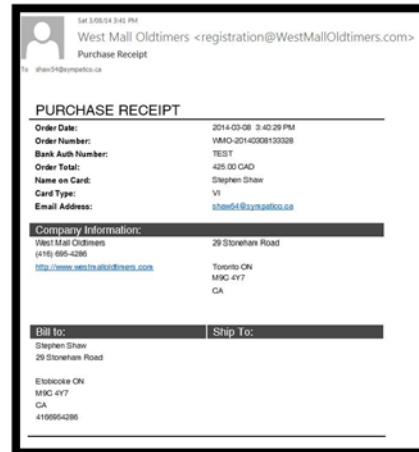
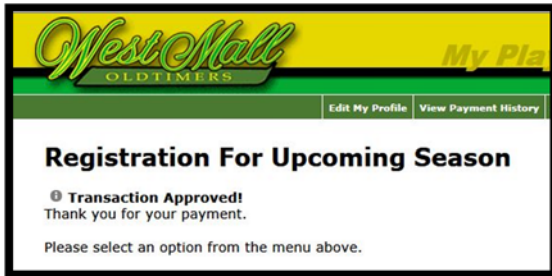


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## STEP 5

### 5. PAYMENT CONFIRMATION

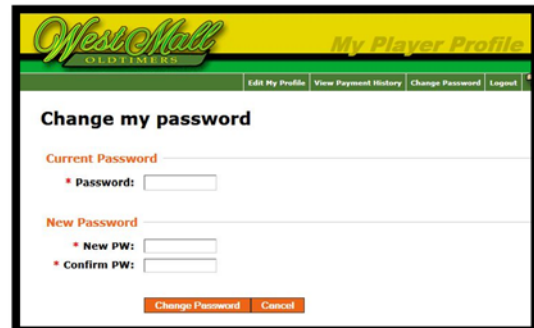
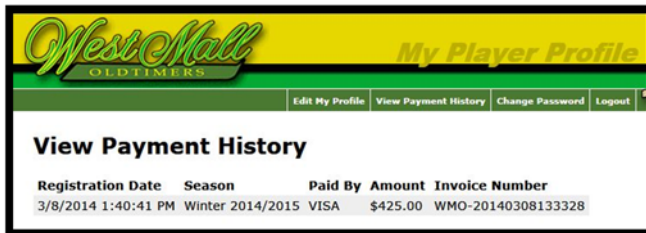
- ▶ You will see an on-screen message confirming your payment.
- ▶ You will also receive a confirmation via e-mail.



## STEP 6

### 6. VIEW PAYMENT AND CHANGE PASSWORD

- ▶ Click on the *View Payment History* tab to see your completed transaction.
- ▶ To create your own permanent password click on the *Change Password* tab.



IF YOU EXPERIENCE ANY DIFFICULTY REGISTERING PLEASE CONTACT THE REGISTRAR

Stephen Shaw – 416-695-4286; [shaw54@sympatico.ca](mailto:shaw54@sympatico.ca)

