

Registering your ECFC player for the 2008/2009 season using BONZI

** Note: If you do not have internet access, please contact your team manager. They will create an account for you and your player(s).

1. Go to the ECFC website – www.emeraldcityfc.com
2. On the top of the page, in the “Parents” tab, click “Registration/ Payment”, then click “ECFC Account Login”.
- 2a. Click the “Member Login button”.
3. Choose the appropriate option:

YES, I already have a member account (if you have an ECFC BONZI account AND you know the user name and password – NOTE – if you are new to ECFC, your prior BONZI account will NOT work – see the next option;

OR Choose

NO, I do not have a member account (if you need to create a new account) (PLEASE RECORD YOUR USERNAME AND PASSWORD IN A SAFE PLACE, like in the orientation handbook.)

OR Choose

I FORGOT my account information (if you have an account and would like your username and password emailed to the email address on record) – NOTE, the information will be emailed to the email address of record in your existing BONZI account). (PLEASE RECORD YOUR USERNAME AND PASSWORD IN A SAFE PLACE WHEN YOU RECEIVE IT.)

IF NONE OF THESE OPTIONS WORK FOR YOU, PLEASE INFORM YOUR TEAM MANAGER THAT YOU WILL NEED SOME ASSISTANCE REGISTERING. PLEASE ALSO NOTE THAT PROBLEMS ARE MORE COMMON WITH MOZILLA AND SAFARI BROWSERS, WORKS MOST RELIABLY WITH INTERNET EXPLORER 7.

4. Once you have entered the BONZI system:
 - 1) Under “Member Profiles” please update existing member profiles if necessary.
 - 2) Under “Account Options” click on “Register Now”, then
“2008-9 Player Registration”
 - 3) Double check and/or update Parent/Guardian information, verifying telephone and email addresses for EACH parent then
click “Next” at bottom
 - 4) This is the “Player Registration Summary” section,

Update information for existing players, or enter new information for “Someone Else”.

- a) Choose the team / age group your player is registering for (NOTE – be sure to register for correct team, ask you Team Manager if unsure, there is only one giant team for U- 11s and U-12s, U13s and above must choose which team within the age group.)
 - b) enter Participant Information, PLEASE be sure to doublecheck all the medical information, and PLEASE provide an email address for the player if he or she has one. If the player has siblings who will (or might be) trying out later in the year please click the “multiple players” box, a discount will be given after ALL tryouts have been completed.
 - c) complete “Volunteer Obligations” sections – select one of 3 options, either:
 - A) leadership position, in which case you must specify which one,
 - B) general volunteer, or
 - C) donation – if you choose “donation” please enter the amount of your choosing
- d) Read the “Medical Release and Permission to Travel” section and check box to acknowledge
- e) Read the “Player Registration” section and check box to acknowledge
- f) Read the “Team Fiscal Responsibility Statement” section and check box to acknowledge
- g) Read the “Code of Conduct” section and check box to acknowledge
- h) Assuming you only have one player to register today, please click “continue” on the Participant Registration Summary screen.
- i) The next screen will display the Registration Payment Summary, including the balance due. After verifying the total amount appears to be correct, click next”

You will now be on the Payment Screen

-- IMPORTANT PAYMENT METHOD INFORMATION --

IF YOU WANT TO PAY BY CREDIT CARD AND WANT TO PAY THE FULL AMOUNT NOW, CHOOSE THE CREDIT CARD PAYMENT METHOD.

IF YOU WANT TO PAY BY CREDIT CARD AND WANT TO MAKE A PARTIAL PAYMENT (such as the first standard installment) , YOU MUST CHOOSE THE “CHECK PAYMENT” METHOD (RATHER THAN THE “CREDIT CARD” METHOD). You can then go back to the “home” screen, go to “my account”, “pay now”, and make a partial credit card payment for any amount. (the system allows you to enter any \$ amount)

If you pay by check please send your payment to: Emerald City FC, Pobox 85505, Seattle WA 98145. If you are making a check payment IN FULL of the entire amount due, then you may subtract a \$50 discount if paying within 30 days of the tryout).

If you are applying for a scholarship, no payment is due now, but please download the form from the website, start preparing the application materials immediately, and prepare to submit by the April 15 deadline.

YOU ARE NOT DONE. PLEASE WATCH FOR YOUR EMAIL CONFIRMATION (CHECK SPAM FOLDER AS WELL). Most likely it will be delivered to the email account of the first parent listed.

It includes an attachment which is your medical release form which must be printed, notarized and turned in to your team manager along with your original birth certificate, (or alternate approved age verification document). Contact your team manager with any questions.

Congratulations – you're done! Welcome to ECFC for the 2008/2009 season!!

Contact your manager, the club treasurer or check the orientation handbook with any questions regarding your payment schedule and sibling discounts.

Treasurer@emeraldcityfc.org