

St. Paul Athletic Association (SPAA) Online Website

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1 Overview

The St. Paul Athletic Association Online Website is used to register for the sports that St. Paul offers. Once you establish your family information then registration is simplified. You can insure that your information is correct and speed up the registration by using the online system. The online system will calculate the registration fees and purchases that you select. The payments are still done during the sign-up sessions in the gym or by mailing the registration coordinator the check. Doing all of the paperwork online will stream line the process and reduce the time to register your children.

The below sections will identify how the Online website works. All of your family information is secured and only with a password can you get to your family's information.

2 Logon page

St Paul Athletic Association Online

[Return to St Paul Athletic Association Website](#)

[How to Use Instructions](#)

You will be able to register your player using the SPAA Online website. The information is secure and only with the password will you be able to see your family's information. You will maintain your family information (email address, player's name and coach's information) on the website. This information is saved so that it can be used on the next registration period.

Registration News

Online Available Sessions					
Disposition	Sport	Start	End	Late Fees Apply	Complete
Late*	2015 Basketball	2015-09-01	2015-09-30	2015-10-01	2015-10-30
* Please contact the Lay Director for Late Registrations (Email list)					

SPAA Online Logon	
Family:	ABBOTT, DOUG & LISA
Password:	*****
<input type="button" value="Log on"/>	
Create a New Account Don't know your Password?	

[Admin/Lay Director logon](#)

Registration Cost Information		
A late fee will be assessed if a family registers after the End Date for a given session.		
Sport	1st Player	Additional Player
Baseball/Softball	\$80.00	\$50.00
Basketball	\$80.00	\$50.00
Basketball Training	\$50.00	\$30.00
Golf-Junior	\$160.00	\$160.00

Contact Information	
Lay Directors	Lay Directors
Registration Coordinator	Paul Archambeault email

On this page, you will find:

- How to Use Instructions
 - This link will display the instructions on how to use this online registration system.
- Available Sessions
 - This section shows all of the available sports for registration and it will also show any future sports for registration. You will also see any manual signups dates and locations.
- Registration Cost
 - This section shows all of the sports and the cost for the 1st player and additional player.
- Family Logon
 - This section handles the existing families, new families or don't know your password.
- Contact Information
 - For questions or issues, you can contact the Registration coordinator or the Web designer.

2.1 Existing Family

If you are already in the system, you can logon to gain access to your family's information and also register. On the main screen, you choose your family and enter the password that was created. Once the system validates your password, it will allow you to view/update your family information and also register for a sport.



The image shows a web form titled "SPAA Online Logon". The form has a blue header with the title. Below the header, there are two input fields: "Family:" with a dropdown menu showing "Select your Family Name" and a downward arrow, and "Password:" with a text input field. At the bottom of the form is a "Log on" button.

- After you logon, you will go to the Family Information page (see [Section 3 – Family Information](#) for details).
- If you don't enter your correct password, you will get a Logon Error screen. Click "Continue" and try to logon again.

2.2 New Family

If you don't see your name on the pull down list in the Logon box, click on the "Cannot find your family listed above?" link. The system will try to find your family. First enter your last name and click on the "Find" button.

SPAA - Family not listed or Need Password

Enter your Last Name and click the 'Find' button. The system will find all of the families that are currently available.

On the next screen, you will see the list of families that the system found.

SPAA - Family not listed or Need Password

Listed below are the families that match the family name entered.

- If you see your family listed and at least one of the e-mails are correct but you don't know your password, click the 'Email my Password' button next to your family's row.
- If you see your family listed but you don't know your password and your emails are not correct, click this link [Send an Email to the Registration Administrator](#). In the email, provide your family's first and last name and the correct email address. The Administrator will email you your password. Once you get the email, you can logon to the registration system.
- If you see your family listed and you know your password, enter the password and click 'Log On' next to your family's row.
- If you don't see your family listed then you must add your family to the SPAA online system. Click this link: [New Family](#). You will be able to add your family and continue with the registration.

Last Name	First Name	Primary Email Address	Secondary Email Address	Enter Password	
BROCKSMITH	JOHN & LINDA	LINALOHA2U@AOL.COM		<input type="text"/>	Log on Email my Password
SMITH	JEFF & KAREN	JEFF@FTCSI.COM		<input type="text"/>	Log on Email my Password
SMITH	CAROLYN	CSMITH7458@AOL.COM		<input type="text"/>	Log on Email my Password
SMITH	DAN & KRIS	DANSMITHCOLO@HOTMAIL.COM		<input type="text"/>	Log on Email my Password

Click 'Cancel' to go back to the Main Registration screen.

If you see your family listed then you can either logon if you know the password or click "Email my Password".

If you don't see your family listed, then click on the "New Family" link.

- A screen will be presented to add your family information. This includes the family last name, first name (enter both parent's names if applicable), address, zip, phone, email address and password. The password is used to gain access to your information when you are using the Online website.

New Family

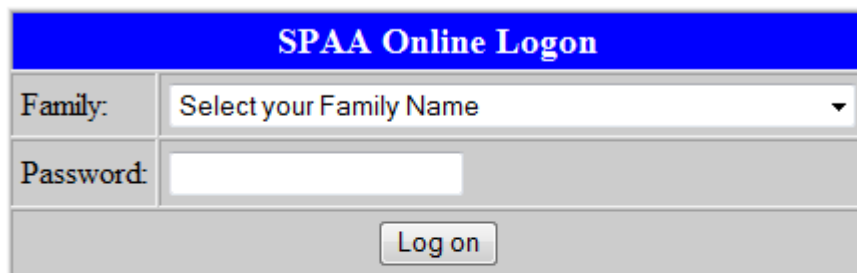
Last Name*:	<input type="text"/>	The Last name and First name combination must not be already used otherwise it will not allow you to add it
First Name(s)*:	<input type="text"/>	Include both parent's first names separated by '&' if available - ie. John & Mary
Address*:	<input type="text"/>	
Zip Code*:	<input type="text" value="63026"/>	
Phone*:	<input type="text"/>	Format: 636-349-1111
Email (Primary)*:	<input type="text"/>	The Email Address must not be already used otherwise it will not allow you to add it
Email (Secondary):	<input type="text"/>	
Password*:	<input type="text"/>	Password needs to be at least 6 characters - Used to logon to the Online system

* - Fields with an asterick are required

- The fields on the screen with an asterisk (*) next to them are required fields. This information is used by St. Paul to complete the rosters needed for the teams and also for the coaches to contact the families.
- The first email address is your primary email address. This email address is used in case you forget your password.
- Complete all of the fields and click on the “Insert” button. Any errors will be displayed and must be corrected. If there are no errors, it will say “Data Saved” and click on the “Continue” button.
- It will then take you the Family Information page (see [Section 3 – Family Information](#) for details).

2.3 Don't Know your Password

If you forget your password, you can have it emailed to you. Click on the “Don't know your Password” link under the SPAA Online Logon screen.



The image shows a web form titled "SPAA Online Logon". It has a blue header with the title in white. Below the header, there are two input fields: "Family:" with a dropdown menu showing "Select your Family Name" and a downward arrow, and "Password:" with a text input field. At the bottom of the form is a "Log on" button.

[Cannot find your family listed above?](#)

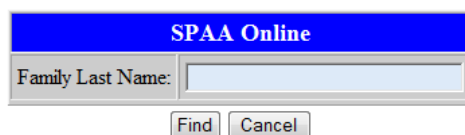
[Don't know your Password?](#)

[Admin/Lay Director logon](#)

First enter your last name and click on the “Find” button.

SPAA - Family not listed or Need Password

Enter your Last Name and click the 'Find' button. The system will find all of the families that are currently available.



The image shows a web form titled "SPAA Online". It has a blue header with the title in white. Below the header, there is a text input field labeled "Family Last Name:". At the bottom of the form are two buttons: "Find" and "Cancel".

The next screen will show you all of the families that match. Find your family and click on the “Email my Password” button. An email will be sent to the email address on file (listed on the screen).

SPAA - Family not listed or Need Password

Listed below are the families that match the family name entered.

- If you see your family listed and at least one of the e-mails are correct but you don't know your password, click the 'Email my Password' button next to your family's row.
- If you see your family listed but you don't know your password and your emails are not correct, click this link [Send an Email to the Registration Administrator](#). In the email, provide your family's first and last name and the correct email address. The Administrator will email you your password. Once you get the email, you can logon to the registration system.
- If you see your family listed and you know your password, enter the password and click 'Log On' next to your family's row.
- If you don't see your family listed then you must add your family to the SPAA online system. Click this link: [New Family](#). You will be able to add your family and continue with the registration.

Last Name	First Name	Primary Email Address	Secondary Email Address	Enter Password		
BROCKSMITH	JOHN & LINDA	LINALOHA2U@AOL.COM		<input type="text"/>	Log on	Email my Password
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SMITH	CAROLYN	CSMITH7458@AOL.COM		<input type="text"/>	Log on	Email my Password
SMITH	DAN & KRIS	DANSMITHCOLO@HOTMAIL.COM		<input type="text"/>	Log on	Email my Password

Click 'Cancel' to go back to the Main Registration screen.




Once the email is sent to your email address, then you can logon back on and use the password.

3 Family Information


Once you create your family's information or you logon to your existing account, you will come to the family information page. On this page, you can validate/update your family's information including your children (called players) and coach's information.

The page has 3 sections (Family, Players & Coaches). By using the symbols next to the sections, you can either update your information or add/remove your information.

On most of the screens, you will see these symbols:

-  (Add) - Click on this symbol to add either a player or a coach
-  (Update) - Click on this symbol to update the family, player or the coach information.
-  (Remove) - Click on this symbol to remove a player or a coach.


3.1 Family data

The family data is displayed. If you need to update any of the information, click on the  (pencil). You then can update the information. Also the password is not display on this screen but will be displayed if you click on the “pencil” symbol.

Family data

Last Name:	Smith	First Name(s):	Bob
Address:	111 Winchelsea		
Zip Code:	63026		
Phone:	636-349-1234		
Email (Primary):	kddid@sjmsm.com		
Email (Secondary):			
Password:	*****		






3.2 Players Data

After you create your family information, then you need to add your players (children) to your account. Click on the  symbol to add a player. Enter all of the information for each of your players. If you need to update or remove a player, click on the symbols next to their row.

* All players must play in their grade. Only with the sport director's approval, will your player be allowed to play in a higher grade. This is only done in rare situations.

* Also at the end of the school year (prior to the soccer/volleyball sign-ups), all of the player's grade will be advanced automatically by the Administrator. All you have to do is ensure that your player's information is correct before registering.


Player data

Player Last Name	Player First Name	Date of Birth	Gender	Grade	Parish Lives	Parish Registered	School	
Smith	Michael	2001-01-01	M	4	St. Paul	St. Paul	St. Paul	 
Smith	Mary	2003-01-23	F	1	St. Paul	St. Paul	St. Paul	 




3.3 Coach Data

You must create a coach record if you want to coach a team. This is important because there are a few classes and forms that need to be completed prior to coaching a team. These classes are mandatory and enforced by the parish and CYC. On the SPAA website, you will find links to these required classes.

During registration, you can identify yourself as wanting to coach a player. But to do so, you must enter your information first in this section. This allows you to identify yourself as a coach. But prior to assigning you a team, these mandatory classes and forms must be complete.

Click on the  symbol to add a coach. Enter all of the information for the coach and insert the record. If you need to update or remove a coach, click on the symbols next to their row.

Parent Coach data

Coach Last Name	Coach First Name	Coaching Make Positive Diff. #	
ZOELLNER	GREG	05--0991	 

4 Registration Information

The registration screen is used to sign up your child (player) to the sport that has an open registration. There might be more than one sport that you can register such as with Soccer and Volleyball. Choose the sport that you want to register. Click on the Register button next to the player to add the child to the sport registration.

Registration for the DOUG & LISA ABBOTT family (5355)

2015 Basketball Sign-Ups	Start Date: 2015-09-01	End Signup Date: 2015-09-30
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Basketball Sign-Ups (Grades: 3rd thru 8th)	Info: Basketball Website
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Players available to register		Registered Players (Grades: 3rd thru 8th)				
Fifth-M ABBOTT	<input type="button" value="Register"/>	Player Name	Grade	Gender	Registration Actions	Uniform Actions
Sixth-F ABBOTT	<input type="button" value="Register"/>	No players registered				
Third_F ABBOTT	<input type="button" value="Register"/>					
Seventh_M ABBOTT	<input type="button" value="Register"/>					

*Registration Fees: 1= \$80.00 2= \$130.00 3= \$170.00 4= \$210.00 5= \$250.00

Available Purchases				
Available Items	Price	Description	Player	Actions
Basketball Shorts	\$10.00	Same shorts that are used in the other sports	Select a Player ▾	<input type="button" value="Add"/>

On the next screen, you will get the Player Info Confirmation screen. On this screen, you will need to confirm that the player's information is correct. If it is correct, click on the Confirm button. If changes are needed, click on the Update button and update the information.

SPAA Player Info Confirmation

Before you can continue with the registration, you must confirm that this information is correct for your player. If there are any changes needed, click on the 'Update' button. Otherwise, click on the 'Confirm' button if the information is correct.

- The grade should be the grade the player will be in during the registered sport
 - IE. **Softball/Baseball** is played at the end of the school year and part of the summer - the grade is the current grade.
 - IE. **Soccer/Volleyball** is played at the beginning of the school year - the grade is the grade in the upcoming school year. The system should advance the grade but please validate that it is the correct grade.

Player Last Name	Player First Name	Date of Birth	Gender	Grade	Parish Lives	Parish Registered	School
ABBOTT	Fifth-M	2005-01-03	M	5	St. Paul-Fenton	St. Paul-Fenton	Rockwod South Middle

The Evaluation Confirmation screen will appear if the sport and grade has evaluations. Normally, evaluations are in play for grade 5th and above for Soccer, Volleyball and Basketball. This screen will not appear if the player is in a lower grade or the sport doesn't have evaluations.

On this screen, you need to read the evaluation document and then click on the Confirm button to proceed. If you click the Cancel button, it will not allow you to register this player.

SPAA Evaluation Confirmation

Read the Evaluation document before you confirm: [Basketball Evaluation Document](#)

- Clicking the Confirm button means that you have read and understand the Evaluation document.
- Clicking the Cancel button will return you without registering your child.

On the next screen, you add your child and complete the couple of fields needed. If you have more than one child in your family, make sure that you choose that child that you are signing up. Some of the fields are not available depending on the sport.

If presented:

- St Paul PSR – this field will show up if the player does not attend St Paul School.
- Open/Close – Y/N This is defined as a player that is playing on another team in the same sport in the same season.
- Evaluation N – follow normal draft rules in bylaws
Y – Requesting evaluations

Click “Submit” to continue. Click “Cancel” to cancel the registration.

SPAA Player Registration

Season:	2015 Basketball	
Player Name:	Fifth-M ABBOTT	Player cannot be changed - If you need to change it - Click Cancel
St. Paul PSR*:	? ▾	Identify the PSR status of the player. If you attend St. Paul school, you need to cancel and update your player information on the family information page.
Open/Close*:	N ▾	Y - Player is playing Basketball for on another team during the same time as St. Paul Basketball. The other team could be a Club team, FAA, Vetta, YMCA, etc (Select or Non-Select). N - No
Evaluation*:	? ▾	Please read the Evaluation information before you answer: Basketball Evaluation Document N - Family is not requesting evaluations. Follow the formal draft process documented in the by-laws on website. Y - Family is voting for evaluations. If there is enough players that vote Y, then evaluations will occur. For more information on the team selection process see Article 5 of the By-Laws: By-Laws
Coach Name:	N/A ▾	Leave coach name = 'N/A' if you don't want to coach this player for this sport. If you do want to coach, coaches must be added first before preceding to registration. Once you add it, use the pull-down to choose
Medical/Special Concerns:		Include any medical/special information for your child (no team or coach preferences)
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

* - Fields with an asterisk are required

On the next screen, you will need to complete the Uniform process for this sport. Depending on the sport, there can be one to many uniform items (shirt, pants, socks, etc) that are required. The instructions on the screen provides the information on the uniform process.

SPAA Uniform Process

- All players must have a uniform on file for the sport.
 - **Required** - if the message 'Required' is in the table below, it means that you do not have this item on file.
 - You must do one of the following actions:
 - **'Order New'** - to order a new item.
 - **'Transfer'** - if you have this item from another child/friend and want to transfer it to this player. The system will update the information to show that this player now has this item. No purchase is necessary.
 - **'Newly Purchased'** - if the message 'Newly Purchased' is in the table below, it means that you have ordered this item in the current registration period.
 - No action is required but you can do the following optional actions:
 - **'Update'** - to update the purchased information (i.e. update the size).
 - **'Remove'** - to remove the purchased item.
 - **'Previously Purchased'** - if the message 'Previously Purchased' is in the table below, it means you purchased this item in a previous registration period (i.e. last year).
 - There is no action required since you already own this item. You can do one of the following optional actions:
 - **'Order New'** - to order a new item (i.e. larger size, etc.).
 - **'Transfer'** - (shirts with numbers only) If you have this item from another child/friend and want to transfer it to this player. If your child's shirt is good for this year, then DO NOT click on 'Order New' or 'Transfer'.
- If you see ***** All uniform items are complete, ***** below then you are done. Click 'Return' to continue with the registration.

Fifth-M ABBOTT: Uniform Items for Basketball					
Item	Description	Price	#	Message	Actions
Basketball Uniform Shirt	Can only be changed through Registration section	\$15.00	-	Required	Order New Transfer

*** Some items are missing. Click on one of the Actions next to the Required item.

Return

If you order a new item, you will be presented a screen to choose the size and number if necessary. Click 'Add' to complete the item.

SPAA Add Item

Player:	Fifth-M ABBOTT	
Item:	Basketball Uniform Shirt	
Price:	\$15.00	
Size*:	Youth-Small ▼	Enter the size of the item that you would like purchase
Assigned Number*:	14 ▼	Choose a number from the list
Qty*:	1 ▼	Enter the quantity of the item that you would like purchase
Description:	Can only be changed through Registration section	

Add

Cancel

* - Fields with an asterick are required

Once you are complete with signing up your children, then the screen will display the total amount of the registration. At the bottom of the screen, it will display the charges for the registration and charges for any purchases. Once you are complete with the registration, click on the 'Check Out' button to proceed to pay.

Summary of Charges																															
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="3">Registration Totals</th> </tr> <tr> <th>Season</th> <th>Qty</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Basketball</td> <td>1</td> <td>\$80.00</td> </tr> <tr> <td>Basketball Training</td> <td>0</td> <td>\$0</td> </tr> <tr> <td colspan="2">Registration Total</td> <td>\$80.00</td> </tr> </tbody> </table>	Registration Totals			Season	Qty	Amount	Basketball	1	\$80.00	Basketball Training	0	\$0	Registration Total		\$80.00	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">Purchase Totals</th> </tr> <tr> <th>Qty</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$15.00</td> </tr> </tbody> </table>	Purchase Totals		Qty	Amount Due	1	\$15.00	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">Payment Amount</th> </tr> <tr> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Registration & Purchases</td> <td>\$95.00</td> </tr> <tr> <td>Amount Due</td> <td>\$95.00</td> </tr> </tbody> </table>	Payment Amount		Type	Amount	Registration & Purchases	\$95.00	Amount Due	\$95.00
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Type	Amount																														
Registration & Purchases	\$95.00																														
Amount Due	\$95.00																														
<input type="button" value="Check Out"/>																															

On the Checkout screen, you will choose to pay via PayPal or by Credit Card. All payments are done via PayPal but can be paid without creating an account.

SPAA Registration Checkout

Check out confirmation for the 2015 Basketball Registration


Total Registration Amount due is: \$95.00

IMPORTANT NOTICE

- Only options for payment are PayPal or Credit Card.
- If you do not complete your payment then your registration will be automatically removed in 10 days.

Pay with PayPal

- By choosing this option, you will be taken to the PayPal website. If you have a PayPal account, you can login and use it. If you don't have a PayPal account, you can sign up for an PayPal account.
- PayPal will send your account an email once payment is complete.
- Once you get back, you can print or email the registration information



The safer, easier way to pay

Pay with Credit Card

- By choosing this option, you can pay using a Credit Card (via the PayPal website). **No PayPal account is needed.** After you complete the credit card payment, you can choose to setup a PayPal account (optional).
- Once you get back, you can print or email the registration information