

# **Christ the King Registration Process**

**Step 1:** Click on link below

<https://paysubsonline.com/Registration/2EF67062729AC6C8436756816B9609F1.htm>

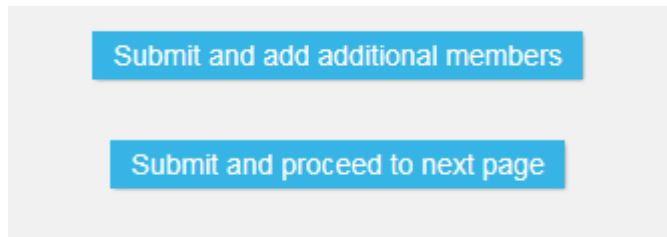
**Step 2** Select CTK Junior Membership 2016-17 from drop down list for Player Registration and for Coach Member ship select Junior Coaches

**Step 3:** Please fill in all mandatory information – Please note that all this information will only be visible to administrators and Coaches of that team.

Notes

- Membership Info is the Player Info
- Medical details are mandatory
- Parent / Guardian info is that of the person who would pay the subs
- Alternative emergency info can be of other parent or guardian
- Subscription payment info is needed to collate info on this year's subscriptions.
- Make sure team is selected that player currently plays for.

**Step 4:** At bottom of page please click to proceed if only adding one player but if you have several then please click submit and add additional members.



**Step 5:** You will then be directed to payment page, please ignore and press confirm. This will be used for the following season for collecting subscriptions.

**Step 6:** Parent will then receive email as below

*Dear Joe*

*Thanks for registering with Christ the King Football Club. Your application for membership will be reviewed and an official will be in touch shortly.*

*Kind Regards*

*Christ the King Football Club*

The club will then process this member if details all OK and then they will get approval email and no further action is needed.

