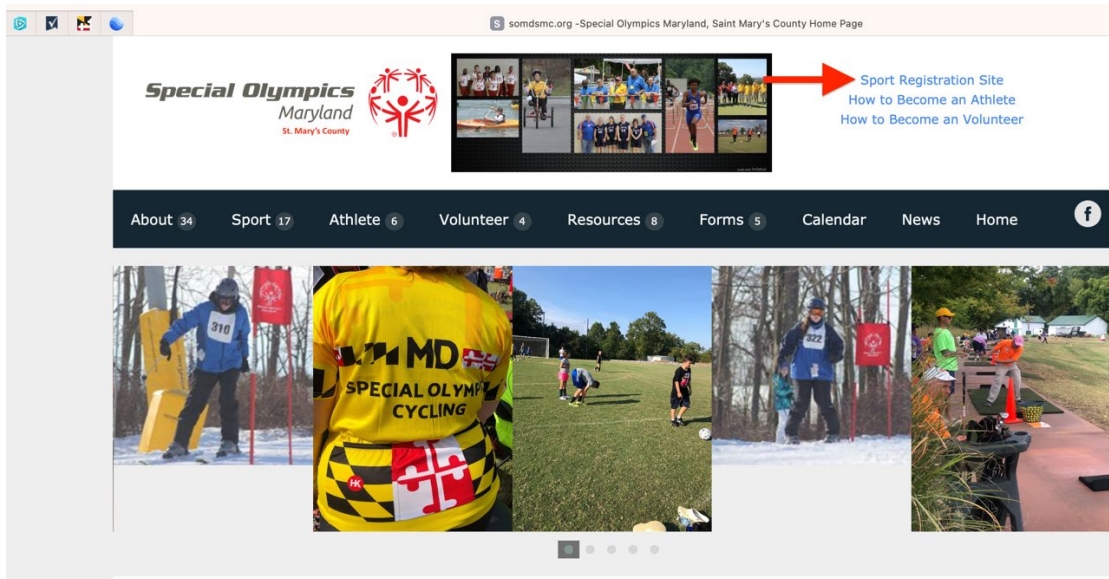


# ATHLETE REGISTRATION PROCESS GUIDE

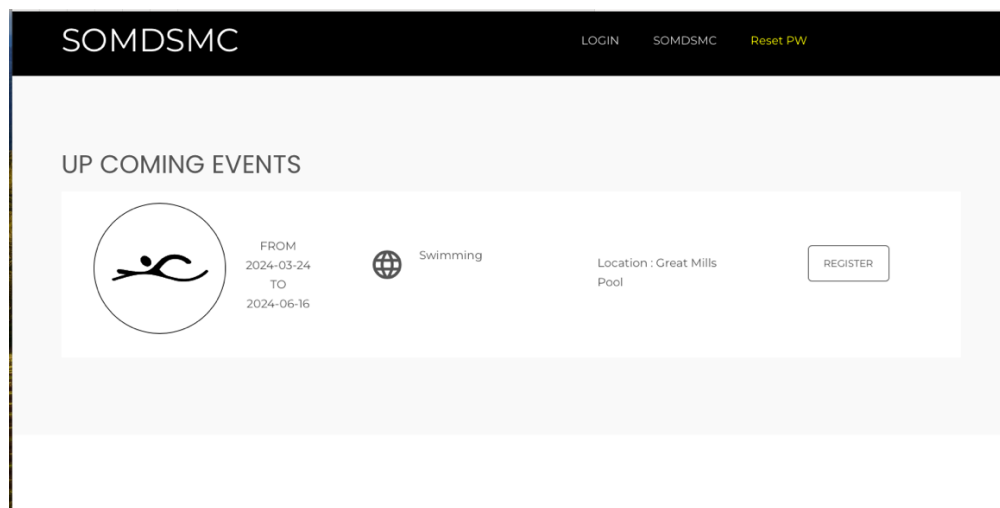
This guide will provide step by step instructions to help an athlete, provider guardian or family member register an athlete or Unified partner or Mentor for a sport.

Step 1: Go to <https://www.somdsmc.org>

Step 2: Select "Sport Registration Site" on the menu bar as shown below.



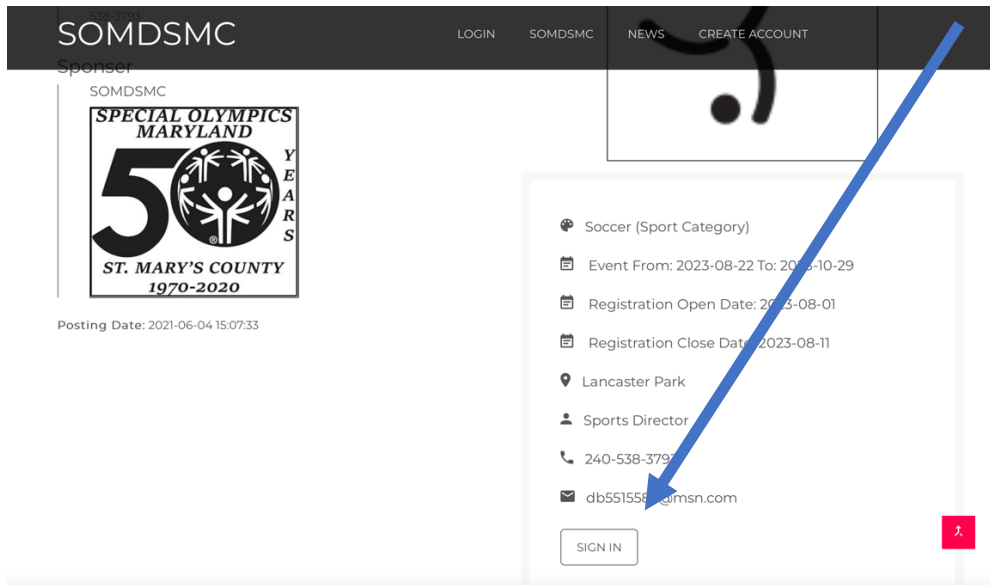
Step 3: Select "Event Registration Site" to enter the registration.



Click the “Register” for the sport you wish to register to participate in.

This page will provide you with the details of the sport you are registering to participate in such as the dates, times, location, etc.

**Step 4:** Select “SIGN IN” on this screen and it will take you to the login screen.



You should already have an account already and password. If not contact the webmaster at [russ@vertical-shift.com](mailto:russ@vertical-shift.com) or Jeff Hagen at [director@somdsmc.org](mailto:director@somdsmc.org).

The username and password has been provided to you already.

The standard first-time login password is Somdsmc1. Once you log into the profile verify all information is still accurate.

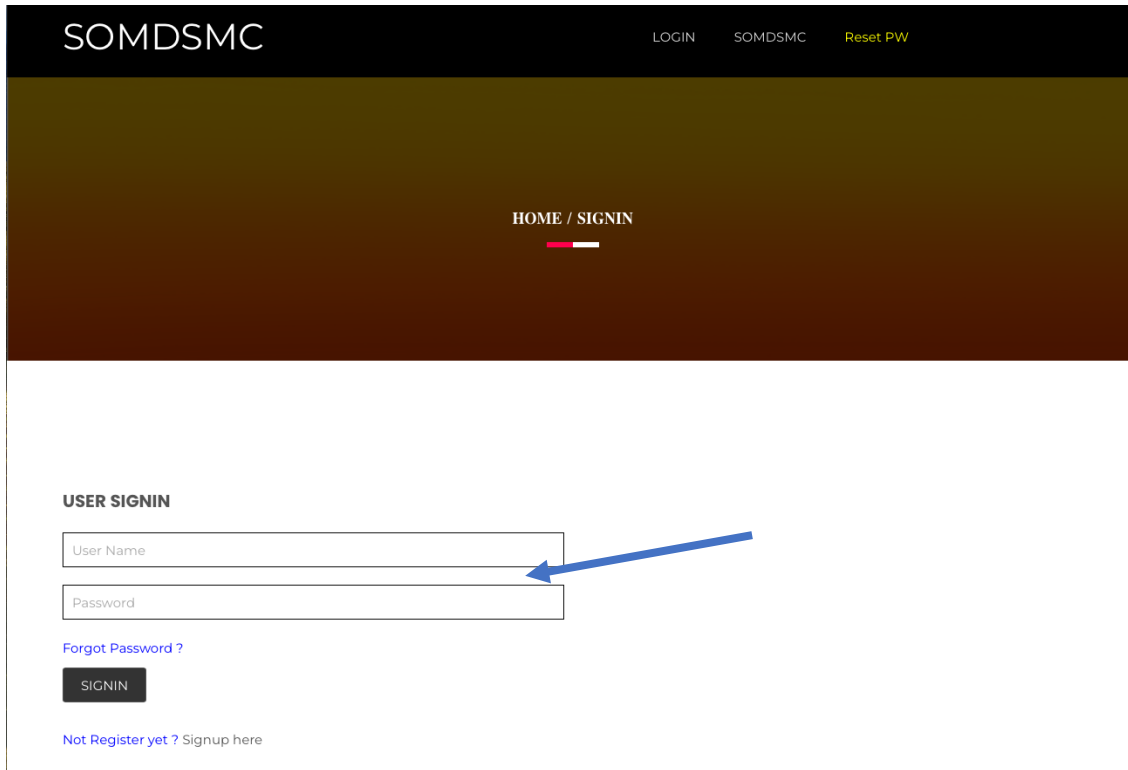
If you can't remember your username or password, contact Russ at [russ@vertical-shift.com](mailto:russ@vertical-shift.com) or Jeff at [director@somdsmc.org](mailto:director@somdsmc.org).

Password needs to follow the criteria shown below the entry. Remember this entry because no one can see this once you have completed the profile. It becomes a long set of scrambled characters and will look similar to this password shown below.

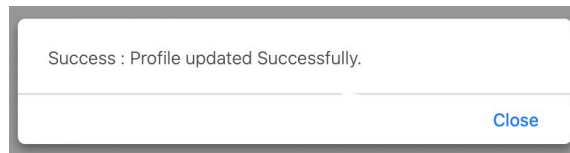
**Password**

57c58b65b246bad4fcbd07f240b0f662

Once you have done your first login you will be at your profile page and will then be able to change your password and register for any available sports.

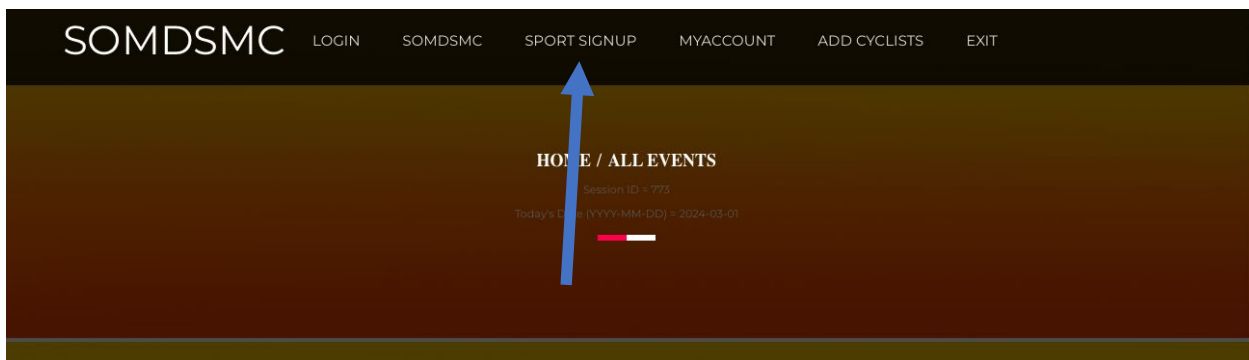


Once logged in, review your profile and make any necessary changes if needed and select “Update” at the bottom of the page. When you click “Update” a block will appear showing that you were successful in updating your profile



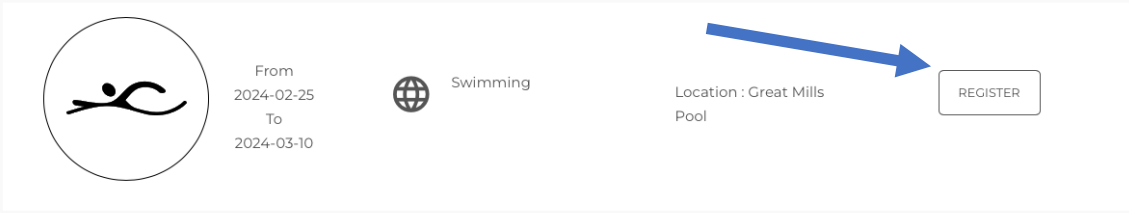
**Step 6:** Click “Close” to proceed!

**Step 7:** Next you need to click on the “**Sport Signup**” link in the header to see available event for registration.



**Step 8:** Once you click on the “Sport Signup” link, you will see the available sporting events. When you are ready to register, click on the “Register” button next to the event. For this example, we will use the “Swimming” program. See Below!

UP COMING EVENTS



From 2024-02-25 To 2024-03-10


Swimming

Location : Great Mills Pool

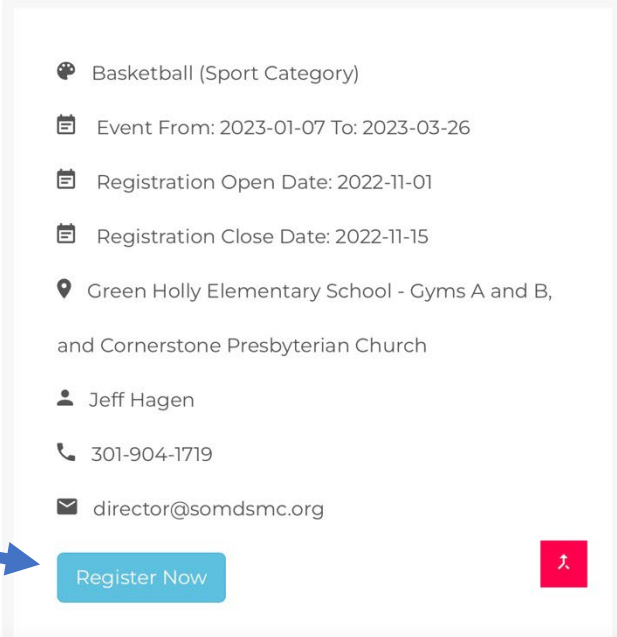
REGISTER

**Step 9:** The next page will show you the selected event details. When you scroll down the page, you will see a “Registration Now” button that you need to click if they wish to register for this event.

SOMDSMC



Posting Date: 2022-08-09 15:56:00



Basketball (Sport Category)

Event From: 2023-01-07 To: 2023-03-26

Registration Open Date: 2022-11-01

Registration Close Date: 2022-11-15

Green Holly Elementary School - Gyms A and B, and Cornerstone Presbyterian Church

Jeff Hagen

301-904-1719

director@somdsmc.org

Register Now

Once button is clicked, they will see a participation agreement that is asking your plans to attend competitions. It also identifies the transportation requirements.

**PLEASE READ THIS ENTIRE PAGE BEFORE MAKING ANY SELECTIONS!**

**Step 10:** Select either the “Yes” or “No” button to identify your intention to attend state competition (and all required qualifiers) and select the “SUBMIT” button to proceed to the next step.

Select to Yes or No: Participation Terms

The mission of SOMC-SMC is to provide year-round sports training and athletic competition with a goal to help bring all persons with intellectual disabilities into the larger society under conditions whereby they are accepted, respected and given the chance to increase their personal athletic potential. With that in mind it is expected each participant would want to attend competitions even to the state level and higher. Please let us know your desire by your selection below.

By selecting to participate in the competitions and depending on the circumstances you may be requested to pay any associated fees (such as hotel rooms at winter games, etc.) of the competition should you decide not to attend. **Transportation is provided for qualifiers and competition but not local practice!** You must provide your own transportation to the practice venues.

I will attend qualifiers and State Competition:

Yes  No

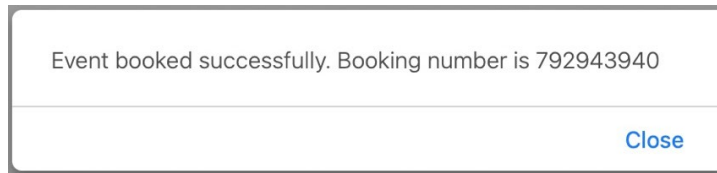
User remarks if any

One this is submitted, it will show on in your Account but will be PENDING until it is reviewed and approved.

You may cancel this registration prior to being approved by clicking on "MY ACCOUNT" in upper right of the page,

- click "My Registrations" on left navigation panel,
- click paper icon (below the "Action" header) next to event you want to cancel,
- a new window with your event will pop open,
- then click on the button that says Cancel this registration.

Once you select “SUBMIT” your next screen will let you know if you successfully submitted a registration request, and it should look like this:

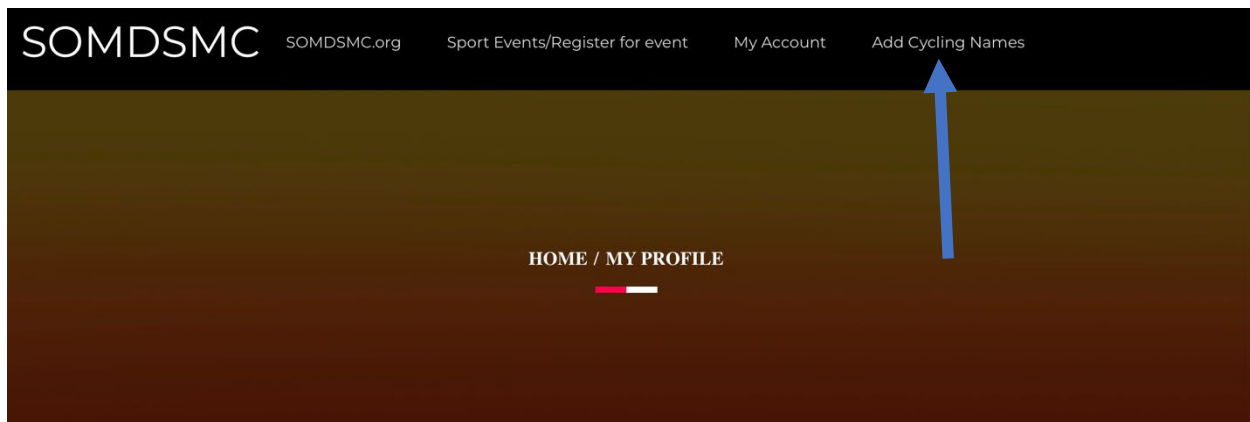


Step 11: Close this by selecting the "Close" button.

You have now completed the necessary steps to register for a sport. Your registration will be shown as "Not Confirmed Yet" pending action from a coach or a website admin to process this request. The results are either confirmed or cancelled. Either way you will be notified the results.

### NOTE FOR CYCLING REGISTRATION

Cycling practices are held at NAS Patuxent River, a military base. Please provide the full name (as listed on their driver's license) of anyone potentially bringing an athlete to practice. NAS Patuxent River will only allow entrance to a driver whose name is found on the authorized access list. Names can be submitted (**during cycling season registration only**) by selecting the "Add Cycling Names" button shown below.



The next screen is showing an example of what you will use to enter the names of the drivers that may bring you on base to cycling practice/competitions.

### Cycling Names: Add / Edit / Delete

Add

Show 10 entries Search:

First Name	Last Name	
Rock	Madison	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>
Peterson	Parker	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>
John	Smith	<span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>

Showing 1 to 3 of 3 entries

Previous
1
Next

Once this is in the system, the registration request from the athlete is awaiting review by the coach of the event. The coach may approve the request or cancel the request. Any action by the coach will be sent to the athlete and the coach of the event.

### Registration Request Cancellation

The athlete may cancel his/her own request but cancelling a request must be done by the athlete before the it is reviewed by the coach.

The athlete will be presented with a notice that the event registration booking was successful, and it is now awaiting review by the coach.

Once the **“Close”** button is clicked, the below screen will appear. This identifies al the sports you have submitted a registration request to participate in that is current.

**Step 1:** If the athlete decides they want to withdraw their booking, they simply click on the **“Action”** icon (looks like a piece of paper). This will be available if the **“Registration Status”** is in the **“Not confirmed yet”** status which means it has not yet been reviewed by the coach.

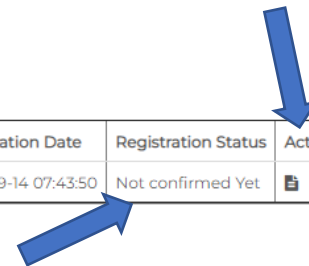


#### MY ACCOUNT

- My Profile
- Change Password
- My Registration(s)
- Logout

#### MY REGISTRATIONS

#	Registration Id	Event Name	Registration Date	Registration Status	Action
1	395015091	Cycling Program	2022-09-14 07:43:50	Not confirmed Yet	





**Step 2:** Once you click on the **“Action”** icon, you will be able to cancel your registration for this event by selectin **“Cancel this registration”** button.

## MY ACCOUNT

My Profile
Change Password
My Registration(s)
Logout

## CYCLING PROGRAM REGISTRATION DETAILS

Registration Number	742970209	Registration Date	2022-09-14 09:28:35
Participation Terms (Agree/Decline)	Agree	User Remark	testing
Registration Period	Cycling Program	Registration Period Date	2022-09-09 To 2022-10-28
Event Name	Cycling Program	Event Date	2023-08-05 To 2023-10-21
Event Location	NAS Patuxent River	Registration Status	Not confirmed Yet
 <a href="#">Cancel this Registration</a>			

If you do not cancel your registration, the coach will review your registration request and you will be notified if your registration request was approved.

**You will be listed as “Pending” until the coach reviews and confirms the registration. This could take days or longer.**