

Step By Step Youth Registration Process

- 1.) Go to redbirdrookies.org
- 2.) Click "Find a league near you!"
- 3.) Select "Sign Up" under your league name
- 4.) Click on the banner that says "Athlete Registration" on your league page
- 5.) Create a Log In or Sign In
- 6.) Click "Create an Account" at the bottom of the page (This will be the case if you have never had a SportsEngine account, if you do then choose "Sign In" using the account that already exists)
- 7.) Once in your account, you will select "A New Player" or "Pre-existing Player"
- 8.) Enter your child's first and last name
- 9.) Click "Continue"
- 10.) Enter in all the required information needed for your child to play in our league
- 11.) Click "Continue"
- 12.) Read Player Waiver; Sign and Date
- 13.) Read University City Waiver
- 14.) Enter in all the required information; Sign and Date
- 15.) Click "Review"
- 16.) Ensure all information entered is correct
- 17.) Click "Complete Registration" or "Register Another Person" (if you have multiple children to register)
- 18.) If "Register Another Person" is selected complete steps 7-17 as many times as needed
- 19.) If "Complete Registration" is selected you will receive a confirmation email with the details of your registration
- 20.) Done

Step By Step Adult Volunteer Process

- 1.) Go to redbirdrookies.org
- 2.) Click "Find a league near you!"
- 3.) Select "Sign Up" under your league name
- 4.) Click on the banner that says "Volunteer Registration" on your league page
- 5.) Create a Log In or Sign In
- 6.) Click "Create an Account" at the bottom of the page (*This will be the case if you have never had a SportsEngine account, if you do then choose "Sign In" using the account that already exists*)
- 7.) Once in your account select the name of the person wanting to volunteer
- 8.) Click "Continue"
- 9.) Enter the required information
- 10.) Read, Sign and Date Volunteer Waiver
- 11.) Click "Continue"
- 12.) Read University City Waiver
- 13.) Enter in all the required information; Sign and Date
- 14.) Read Electronic Communication Consent and Disclosure
- 15.) Check the box
- 16.) Click "Continue"
- 17.) Read FCRA Acknowledgement
- 18.) Check the box
- 19.) Click "Continue"
- 20.) Read Disclosure
- 21.) Check the box
- 22.) Click "Continue"
- 23.) Background Screening – Enter required information
- 24.) Check "I Agree"
 - a. Optional – check "Send Copy"
- 25.) Review your registration information
- 26.) If all information is correct Click "Complete Registration"
- 27.) Once registration is completed you will receive a confirmation email
 - a. **Note – Submission of this form does not guarantee you a position. Once the background check has cleared (5-7 days) you will be sent ONE FINAL EMAIL to complete the registration process. If your background check was not cleared or flagged you will be contacted.**
- 28.) Done