

2022 REGISTRATION PROCESS FOR RETURNING 2021 PLAYERS

The **2022 registration process for parents of returning players** who either played Rep, Select or House League in 2021 is as follows:

Parents, please:

1. Click on the registration link at www.vaughanvikings.com and either sign in to TeamSnap if you have an account OR create a TeamSnap account.
 2. Complete the registration process to the last step which is **CHECKOUT** but **DO NOT MAKE AN ONLINE PAYMENT. PLEASE STOP THERE!**
 3. Email the office at info@vaughanvikings.com to let us know that you are at 'Checkout', providing us with the player's full name and 2022 team in your email.
 4. The CVBSA Administration will go into the player's registration and apply the registration credit of the 2021 registration fee paid.
 5. Once the credit has been applied, the Administration will email you back to let you know that the **revised** registration amount will now appear.
 6. Go back in to TeamSnap and process your credit card payment, after which you will receive an email confirming the registration.
- ❖ *Note that you do not have to keep the registration open while we apply the credit; as long as you are at the 'Checkout' step, we can apply the credit from the back end even if you are not in TeamSnap when we enter the credit.*

New players that did not play for Vaughan last season either in a Rep, Select or House League capacity can go ahead and complete the registration right to the end and pay the online registration fee.

Please let the office know if you have any questions!

CVBSA Administration