

## LeagueApps Parent User Guide

Welcome to the LeagueApps Parent User Guide! We have switched registration platforms for a couple main reasons:

- Easy online registration and payment collection
- Credit card storage - easily save your card for future use
- Mobile friendly - you can access schedules, standings, and team rosters via your mobile device or tablet!
- Automatic game reminders and announcements
- Player check-in capabilities

We're sure there will be some hurdles as we all learn the new system, so we appreciate your understanding during the transition. Below are some helpful links with screenshots to help you get accustomed to the new platform.

Please do share any feedback and let us know if any questions/issues come up. We're committed to making the transition as smooth as possible.

**How do you access LeagueApps Support?** Visit [support.leagueapps.com](https://support.leagueapps.com).

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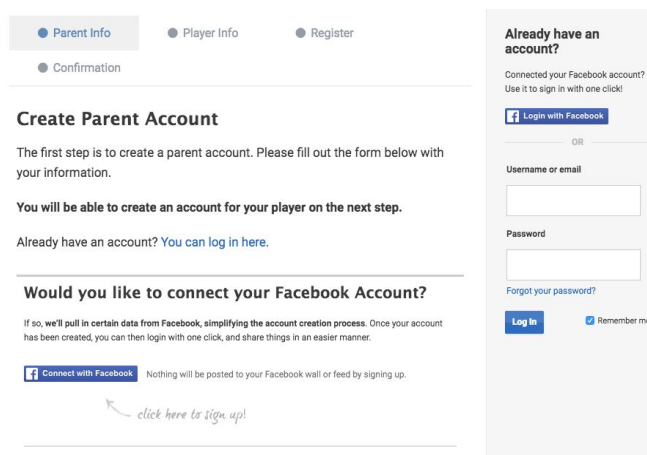
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# 1. How to register

You will be prompted to create an account during your first registration process.

## Step 1: Create a Parent Account or Login

- A. To Create a Parent Account:
  - a. Create a **Username** and **Password**
  - b. Enter the following parent details: **Parent First Name, Parent Last Name, Email, Gender, and Residential Address.**
  - c. Click **Create my account & go to next step**
- B. To Login every time you register in the future:
  - a. Enter your Username and Password on the sidebar below **Already have an account?**
  - b. Click **Log In**



The screenshot shows the 'Create Parent Account' form with the following sections:

- Parent Info** (selected), **Player Info**, **Register**
- Confirmation**
- Create Parent Account**
  - The first step is to create a parent account. Please fill out the form below with your information.
  - You will be able to create an account for your player on the next step.
  - Already have an account? [You can log in here.](#)
- Would you like to connect your Facebook Account?**
  - If so, we'll pull in certain data from Facebook, simplifying the account creation process. Once your account has been created, you can then login with one click, and share things in an easier manner.
  - [Connect with Facebook](#) Nothing will be posted to your Facebook wall or feed by signing up.
  - [click here to sign up!](#)

The sidebar on the right shows the 'Already have an account?' section with the following options:

- [Login with Facebook](#)
- OR
- Username or email:
- Password:
- [Forgot your password?](#)
- [Log In](#)
- ☒ Remember me

## Step 2: Create a Child Account or Select Child

- A. To Create a Child Account:
  - a. Click **Add a player now** and enter the following child details: First Name, Last Name, Gender, Birth Date, Email\*, and Address.
  - b. Click **Create**
  - c. Review the program selection under **Select a Program** and click **Register Child Name**
- B. To Select a Child every time you register in the future:
  - a. Click on the child's name you'd like to register below **Choose a player**
  - b. Review the program selection under **Select a Program** and click **Register Child Name**

*\*Child Emails may only be entered for players over the age of 13 due to COPPA compliance.*

### Select a Player & Register

This page is where you **register a player associated with this account**. If they don't appear here yet, click the **add new player button** first to add them now.

No player users have been added yet

[Add a player now](#)

### Select a Program

This page is where you confirm or select a new program for the member you are registering.

[Choose a different program](#)

### Program Name

Sport Gender

[Register Child Name](#)

[Back to member selection](#)

### Step 3: Select Registration Role

- A. Click on the **Role** you'd like to register as (ie. Player, Coach, etc.)

How would you like to register?



Cancel

### Step 4: Fill out Registration Terms & Waiver

- A. Select payment method under **Registration Terms** (if applicable)  
B. Enter all required registration questions under **Player Information**  
C. Check that you have read and agree to the **waiver(s)** (if applicable)  
D. Click **Register for Program Name**

## Event Registration Terms & Waiver

This page is where you need to **accept the event waiver**, the **custom event terms**, and specify any **miscellaneous extras** the event requires.

### Registration Terms


Registration is **free**.

### Player Information

Parent Mobile phone number \*

Numbers only, no dashes, spaces or special characters.

This field is required. If you'd like to receive text messages from us about upcoming games or cancellations, please enter your mobile phone number here. You'll receive a text message from us shortly asking you to respond with 'yes' to opt-in to receive messages from us.

▶  I have read and agree to the Program Name requirements.

Register for Program Name

### Step 5: Enter Payment Details

- A. If a deposit is allowed, click on the amount you want to pay (optional)  
B. Enter billing details  
C. Enter credit or debit card details  
D. Click **Pay securely for your registration**

## **2. How to login after registering**

Visit: <https://stlprospectsbaseball.leagueapps.com/login>

## **3. How to maneuver around your dashboard**

To visit your dashboard, [click here](#)  
(<https://stlprospectsbaseball.leagueapps.com/dashboard>)

### **A) How to add additional members to your family account**

To add additional members to your family account, (ie. additional parents, children, grandparents, guardians, etc.) visit “My Family Account” on your sidebar or [click here](#)  
(<https://stlprospectsbaseball.leagueapps.com/groupAccountDashboard>)

### **B) How to view your invoices**

To view your invoices, [click here](#)  
(<https://stlprospectsbaseball.leagueapps.com/invoices>) or select “Invoices” on your dashboard sidebar.

### **C) How to update your credit card on file**

To update your credit card on file, [click here](#)  
(<https://stlprospectsbaseball.leagueapps.com/invoices>) or select “Payment Settings” on your dashboard sidebar.

### **D) How to view your Schedule**

To view your player’s schedule of games and events, click on “My Schedule” on your dashboard sidebar or [click here](#)  
(<https://stlprospectsbaseball.leagueapps.com/schedule>)

## **4. How to access additional LeagueApps Support**

Visit [support.leagueapps.com](https://support.leagueapps.com)!