Registration Instructions for 2023 BBOP Membership on TeamSnap

The following link takes you to online BBOP registration for the 2023 season managed by our TeamSnap website: [BBOP 2023 Registration](#)

There are 4 main sections to complete for the BBOP TeamSnap registration process:
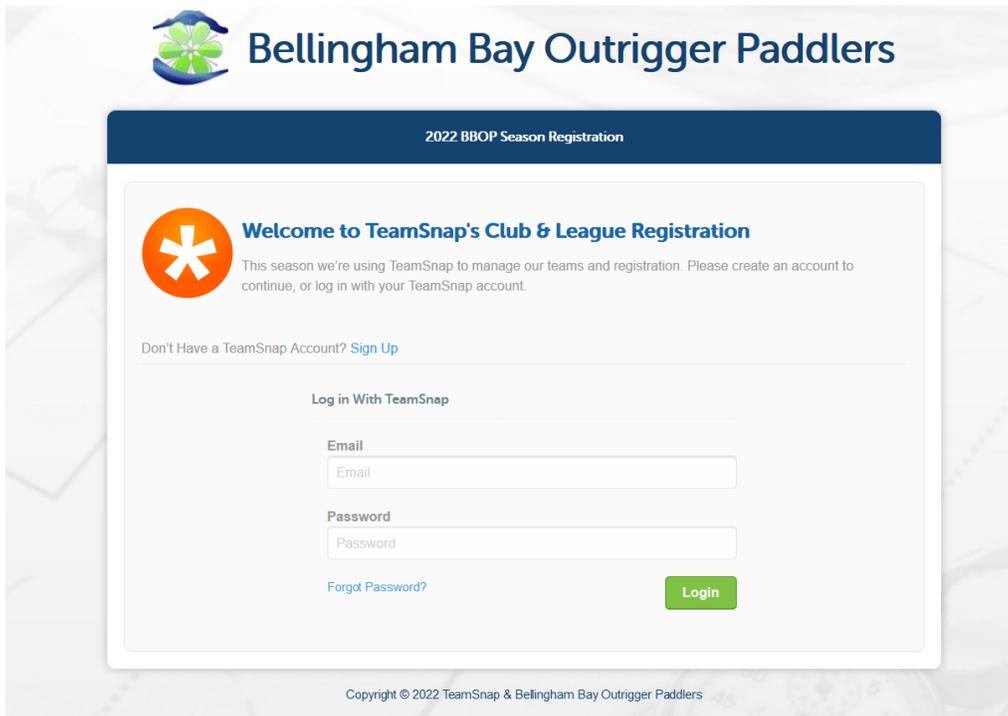
Info
Documents & Waivers
Registration Fees
Checkout

Instruction 1- New to TeamSnap

* (if not new to TeamSnap skip to Instruction 2)

If you are completely new to TeamSnap or are not recognized from the computer/browser you are using, you will probably see this first:

If you do actually have a TeamSnap login then go ahead with that and skip down to **Instruction 2** in these instructions, otherwise click on "Signup"

A new dialog will appear that you need to fill out with your name, email address, birthday, and a new password of your choosing. You also will have to check the box saying you agree to TeamSnap terms of service and policies.After filling everything out, click on "Create Your Account". If you successfully create a new account, you should see the 1st registration dialog next - Continue to **Instruction 3A** of these instructions.

Instruction 2 - You Have Logged Into TeamSnap

If TeamSnap recognizes you, you probably will first see this unless you started an unfinished registration:

Click on "New Signup".
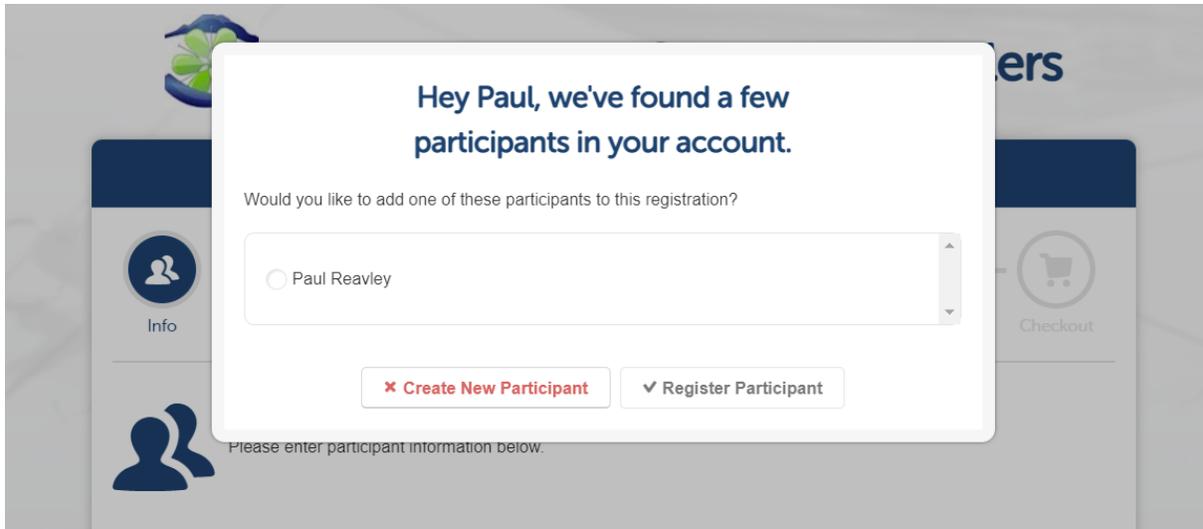
When you start on the registration page, if you are recognized there will be a pop up dialog that allows you to fill much of the initial registration form with information that TeamSnap already knows about you.. You can avoid having to do extra data entry here if you click on the circle next to your name, then click on the **Register Participant** button. If the popup dialog does not offer your name as an option, or there is no popup dialog then you need to proceed as a New Participant and fill out all of the required registration form information. You should see the 1st registration dialog next - Continue to **Instruction 3A** of these instructions. If you are registering more than one person you still need to read **Instruction 3A**.

Instruction 3A - Registering for BBOP 2203 Season - 1 Participant

Step 1 Enter Participant Info

The first section is called "**Step 1 Enter Participant Info**". Notice the red asterisk by many of these fields - each of these has to be completed before you can continue with registration.Notice some items such as the photo upload do not have red asterisks - that means you do **not** have to fill/complete those. (You can edit your account anytime and add such information if you wish to later). "Additional Participant Info" is just more BBOP-specific questions that we have added.

Some entry fields have a caret/down facing arrow to the right of them, which means that you should click on the caret to see and choose from some options. Move your mouse to your preferred choice and click on it. Notice also that next to some fields there are small question

marks. If you station your mouse cursor over these question marks you will see additional information that may help explain your choice and/or the reason for collecting this information.

Example:

Once you have filled out all of your information in the section of this dialog labeled "**Step 1**" - **AND** you are only registering yourself, look at the bottom of the dialog where **Step 2** and **Step 3** are.

Step 2: Enter Parent Info

Only should be filled out if you are the parent or legal guardian of a minor whose information you were just filling out above.

Step 3: Show or Hide Info

Click on this check box if you wish to hide your contact information from other team members.

If you are only registering yourself you are now ready to click on "**Save and Continue**". If there is something you have missed you will not go on to the next dialog. TeamSnap should show some red text and scroll you to the part of this first dialog that still needs to be completed. Occasionally our experience is that the red text may be missing, but if the first dialog is still showing after you click on "**Save and Continue**" you can be assured that there is still some required item that has not been completed.

Instruction 3B - Registering for BBOP 2203 Season - Multiple Participants

** All of the instructions for registering single participants apply to registering multiple participants so please read all of the instructions in Instruction 3A above first if you haven't already.Then return to these instructions **.
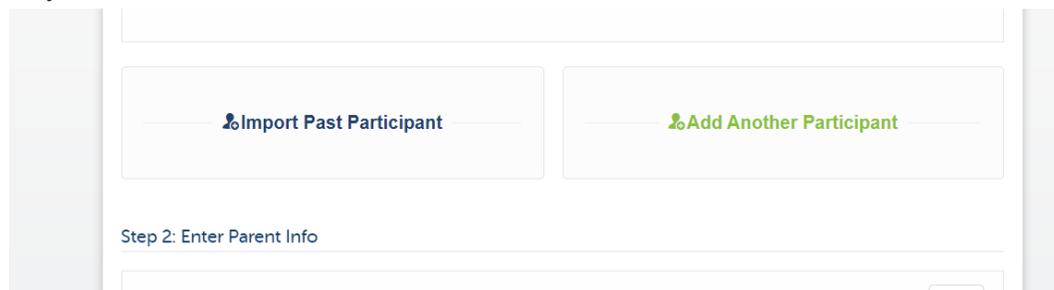
After you have filled out the information for your first participant pay attention to the following option(s):

You should notice (just above Step 2 on the first dialog) either this button for adding another participant:

Or you will see this:

If the next participant you want to add has already been a BBOP member in the last couple of years that we have been using TeamSnap then their info will probably be in the TeamSnap database so choose "**Import Past Participant**". If you find the person you are looking for then you can choose them and have most of their information imported into the dialog for an added participant. If you do not find them then return and choose "**Add Another Participant**" and fill out their information just as you did for your first participant. All of the instructions above in **Instruction 3A** once again apply for this participant as well. When you have finished the information for all of the participants you are registering, click on "**Save and Continue**" and proceed to the second dialog in the registration process.

Instruction 4 - Documents and Waivers

There is just one waiver plus the BBOP code of conduct to complete this year.

If you are registering as an individual, you will see the Waiver and the Code of Conduct, each with a signature box underneath. Read the text for each and sign your full name in the signature boxes.

If you are registering as a family or registering any minors, you will see instructions for the BBOP Family and Youth Waiver that will show you an external link to a Google Form (which you need to paste into your browser) where you will fill out and sign a waiver for each person you are registering. If you are completing a waiver for a minor, fill out the parent/guardian information in each waiver, otherwise you can ignore those sections of each waiver. When you are done with the Google Form, come back to TeamSnap and click the Done button. Ignore the Upload File button to the left.

Below the waiver link is the BBOP code of conduct. Read this, then sign at the bottom to acknowledge that you will endeavor to abide by these conduct guidelines. For family memberships, the code of conduct will only be signed by the primary person logging in and filling out registration.. That person takes responsibility for adherence to the code of conduct for members of the household. For couples with a family membership, they take responsibility for spouse/partner. For parents with keiki, their minor kids.

After you have finished waivers and signed the Code of Conduct signature box (it is not really a waiver), you can click on **Save & Continue**.

Instruction 5 - Registration Fees

In the Registration Fee dialog you are given a number of membership options to choose from. Each is described and you will need to select the one that is appropriate for you. At the bottom of the dialog there is an opportunity provided to make an optional donation to BBOP. If you wish to earmark your donation there are instructions in the dialog for doing that.

After you have chosen the membership you want and made a donation if you wished or left the donation section blank, you will click on **Save & Continue.**

Instruction 5 - Checkout

Payment for membership(s). This page should be basically self-explanatory. There are 3 payment options:

Pay online via ACH transfer from your bank (adds a small fee)

Pay online using a credit card (adds a small fee)

Pay offline - you will be provided with a printable payment voucher and given instructions concerning where you can either hand deliver your payment or mail a check.

Congratulations, you are done!