



## Jr. Pioneers Hockey Online Registration Guide

1. Visit <https://signup.recreation.du.edu>.
2. Log in to your online account. If you do not know how to access your online account, please contact the Joy Burns Arena front desk (303-871-3904) for assistance.
  - a. Please do not create a new online account as it will not have your child's tryout registration linked and you will not be able to complete your child's Jr. Pioneers Hockey registration.

ACCOUNT LOG IN

Username

Password

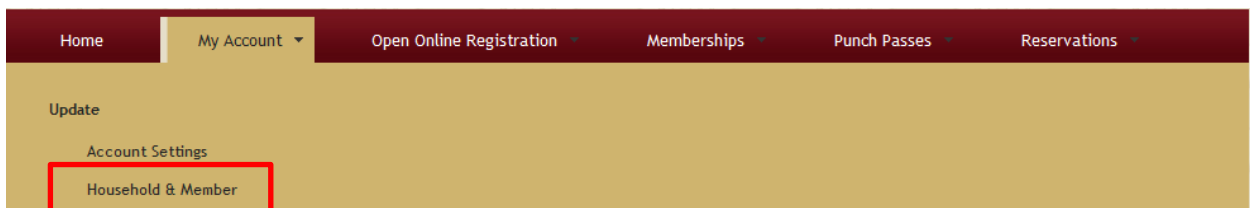
Log In

Forgot Password

Create an Account

3. If you have a DU affiliation (Faculty/Staff, Student, Alumni), please view My Account > Household & Member > Category from the top menu to ensure your affiliation is correctly tagged in our system. If it is not, please contact us at [recreation@du.edu](mailto:recreation@du.edu) so that we may update your household category before you complete your registration. *If you do not have an affiliation with DU, the category will be tagged as "No DU Affiliation."*

If your child attends the Ricks Center and you are selecting monthly billing, please contact [recreation@du.edu](mailto:recreation@du.edu) or call 303-871-3396 after completing your registration and we will apply the Ricks Center discount to your monthly bills. Please note the Ricks Center discount does not combine with other monthly billing affiliation-based discounts.



Household Primary Person Information

Category	DU Alumni	First Name *	Test	Last Name *	ZZZAlumniHousehold
Address Line 1 *	2201 E. Asbury Ave.	Address Line 2		City *	Denver
State *	CO	Zip Code *	80208	Phone Number 1	(303)871-3845
Extension 1	0	Phone 1 Type	Work Phone	Email Address 1 *	recreation@du.edu
Gender	Male	Birthday	01/01/1980		

4. Select Memberships > Jr. Pioneers Hockey 2017-18 Team Registration from the top navigation.

Ritchie Center  
**Online Registration**  
 Welcome, Guest | Login | Shopping Cart (0)

Home   Open Online Registration   **Memberships**   Punch Passes   Reservations

Coors Fitness Center Gold Level Annual Gold Membership Monthly Gold Membership	Coors Fitness Center Crimson Level Annual Crimson Membership Monthly Crimson Membership	Hilltoppers Swimming 2017-18 TOPS Membership	<b>Jr. Pioneers Hockey</b> 2017-18 Team Registration
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5. Select the green + sign next to the Jr. Pioneers Hockey group in which your child has been assigned.

JPH U16 A (Midget Minor) - JPHU16A

	Pass Code	Description	Valid For	Ages	Price					
<input checked="" type="checkbox"/>	JPHU16A	JPH U16 A (Midget Minor)	09/04/2017 - 03/31/2018		\$2,384.00					

6. Select the correct family member for the Jr. Pioneers Hockey registration by checking the box under their name and selecting *Continue*.

- a. Please note - the system will only show family members who are eligible to purchase the selected Jr. Pioneers Hockey membership. Players must have been enrolled in the corresponding age group tryout activity to be eligible to purchase their Jr. Pioneers Hockey membership.

Child1 ZZZPublicHousehold


JPH U16 A (Midget Minor)

**Continue**   Cancel

7. If your child is continuing in the same level/team as the 2016-2017 season, you will get a message asking if you would like to renew the pass. Please select Yes.
8. Select your Billing preference. Options include Pay in Full, Monthly Billing-Credit Card or Monthly Billing-Savings/Checking Account.

**Billing Option**

Copy Billing Information

Pay in Full 

9. You will then need to agree to the Acknowledgement of Risk form. If you do not click the “I agree with the above” at the bottom of the screen, you will not be able to complete your registration.

**Waivers**

Participant: Child1 ZZZPublicHousehold  
Program: JPH U16 A (Midget Minor)  
Enrollment Date: 08/14/2017

Parental Permission Form/Acknowledgement and Assumption of Risk and Release

I agree with the above \*

10. If you selected *JPH Membership Billing – New Checking/Savings Account*, you will be prompted to the following screen to enter your bank account information.

**ePay Info Update - Banking Info**

Account Holder

AccountType

Check Number

Routing Number \*

Account Number \*

11. If you selected *JPH Membership Billing – New Credit Card*, you will be prompted to the following screen to enter your credit card information. This may take a few minutes. **You will not be charged anything when you enter your credit card information on this screen, it is authorizing your credit card for future billing.** Once your information is entered, click *Submit Payment*.
- a. If you select credit card billing and have previously opted into monthly billing for a prior membership, any authorized credit cards will appear in the drop down selection box. If you choose one of these options, you may be taken directly to the shopping cart screen as the credit card has already been authorized for monthly billing.
  - b. If you select monthly billing and are registering multiple children, your credit card should appear in the Billing Options selection box once you've completed the first authorization. If you wish to use the same credit card for multiple children, select the correct card and proceed.

## Payment Summary

Please review the following details for this transaction.

**Amount** \$ **0.00**

## Billing Information

Enter your payment details below.

### Cards Accepted



### Credit Card

Secure

Test ZZZPublicHousehold

\*Name

Card Number

\*Card Number

8

\*Exp Month

2017

\*Exp Year

Card CVV/CVC

\*Card CVV/CVC



### Billing Address

1900 S. High St.

\*Address

Address (Line 2)

Address (Line 2)

Denver

\*City

Colorado

\*State/Province

Province (Outside US/Canada)

Province (Outside US/Canada)

80208

\*Zip/Postal Code

UNITED STATES

Country

test@du.edu

\*E-mail Address

3038713005

Phone Number

Submit Payment

Cancel

You will receive the following message after selecting "Submit Payment." This process may take a few minutes.

### Your credit card is being processed.

To avoid Duplicate Credit Card charges,

Do **NOT** CLOSE or REFRESH your web browser or click the BACK button.

Please be patient and wait for your receipt / confirmation in order to complete your transaction.



You will be redirected momentarily.

Please Wait

12. You will then be prompted to the Shopping Cart where you can view your fees and complete your transaction.
  - a. You will automatically be taken to this page if you select the billing option *Pay in Full*.
  - b. If you are not registering any other children, click *Proceed to Checkout*.
  - c. If you are registering other children, select *Continue Shopping* and repeat the registration process (starting with step #4).
13. Select *Proceed to Checkout* once you have registered all children.

**Shopping Cart**

Showing 1 To 1 Total Results (1)

Description	Name	Total Fees		
<input type="checkbox"/> JPH U16 A (Midget Minor) (48792) (Future)	Child1	\$ 575.00		
Grand Total Fees Due		\$ 575.00		
Total Old Balances Not in Shopping Cart		\$ 0.00		

Apply Gift Certificate/Coupons/Rewards

Type:  Code:

A few notes regarding the Shopping Cart screen:

- If you do not select the "Pay in Full" option, your initial charge will only include the annual tournament fee and the player package fee. The tournament fee varies by team, and no discounts will be applied to either fee.
  - The "Pay in Full" option will be available through the following dates, after which monthly billing will be the only option.
    - U16 & U14 – September 30, 2017
    - U12, U10 & U8 – October 31, 2017
- If you are eligible for any monthly billing DU affiliation or multi-player discounts (applied to the second and future children), these discounts will be detailed in the fee details

(icon highlighted in yellow in the Shopping Cart image above - one discount for each monthly billing cycle will appear in the fee details). Please note: no additional discounts will be applied to full season, pay-in-full payments.

- If you are a Rick's Center parent and select monthly billing, please call 303-871-3396 or email [recreation@du.edu](mailto:recreation@du.edu) after completing your registration to have your affiliation discount applied. Please note the Ricks Center discount does not combine with other monthly billing affiliation-based discounts.
14. If you select monthly billing in the registration process, the first payment will be charged as outlined in the 2017-2018 Jr. Pioneers Hockey fee structure chart unless your registration is completed after the first bill date. Monthly billing occurs on the 3<sup>rd</sup> of each month.