



National Junior Basketball

West San Jose NJB
PO Box 1194
Santa Clara, CA 95052-1194
westsanjosenjib.com

Online Registration Help

These instructions walk thru the process of registering players for West San Jose NJB using the online registration system.

Note: These screenshots were taken from 2009 season registration. For 2010, there are some slight differences, but the instructions remain the same.

1. Start

Start at the registration website: <https://sanjosewestnjb.d4sportsreg.com>

2. Login

The first screen you'll see is the login screen. For players that played last year, choose the Existing Members option. Otherwise, choose New Member. **For 2010-11 season, we erased all previous data, so please choose New Member.**

Returning parents can login below as "Existing Member".

Existing Members

If you have previously registered, you may log in here:

Email Address

Password

If you have forgotten your password, enter your email address above, then [click here](#)

New Registration

If you have not registered before, click New Member:

For existing members, continue with the next step. For new members, jump ahead to step 4.

3. Existing Members

For returning members, after login you will see a screen similar to the following. You should see your children from previous year(s) listed under Players in your account. Click the Register Now link on the right-hand side to proceed.

The screenshot shows the West San Jose NJB Registration Site. At the top, there are navigation tabs: Home, Make Payment, Payment History, and Password. The main heading is "Welcome to the West San Jose NJB Registration Site". Below this, a message states: "Registration for this upcoming season is now open. Do not mail in payments. These will be handled along with other paperwork at the 'in person' registration sessions." A link for questions is provided: registration@westsanjosenjb.com.

Under the "You" section, there is a "None" status and a note: "None - Register for one in the Available Programs Box to the right." Below this is a "Players in your account" section with three entries: [Caitlin A. Carlson](#), [Megan A. Carlson](#), and [Susan A. Carlson](#). A link "Add a new player >>" is at the bottom left.

The "Program Registration" section on the right has the heading "Online Registration for the 2009-10 Winter Session is now open." Below this is a box with the text "Select a program to register for." and a list item: "WSJ NJB Winter League 2009" with links for "View Info" and "Register Now". A red circle highlights the "Register Now" link, and a red arrow points to a "click here" button.


On the next screen, simply click on the player name on the left to register them for this year.


The screenshot shows a registration screen with the following text: "Please select the Member below to register for Club programs. If you need to add a new Member click the 'Add New Member' button below." Below this is a dropdown menu labeled "Choose a Member Below to Register" with a downward arrow. The dropdown menu is open, showing three members: [Caitlin A. Carlson](#), [Megan A. Carlson](#), and [Susan A. Carlson](#). To the right of the dropdown is a button with a green plus sign and the text "Add New Player".

Existing members should skip to step 7.

4. New Registration

For new registration, fill out the required fields for the parent:

 **Parent / Guardian Contact Information**
(Junior player registration)

10% complete 

* required fields

Parent First Name*

Parent Last Name*

Middle Initial

Address*

City*

State*

Postal Code*

Phone #* (000 000-0000)

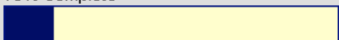
Gender Male Female

5. Parent Account

Next, create a login account for the parent (make sure to spell your email address correctly):

Account Information

* required fields

15% complete 

Your account login ID will be your email address. Please enter your email address and a password.

Email *

Email Again *

Password *

If you have forgotten your password, enter your email address above, then [click here](#) .

6. Player Account

Next you'll fill out information for the player:

New Child Profile

* required fields

20% complete

First Name*

Last Name*

Middle Initial

Birthdate* (mm/dd/yyyy)

Gender Male Female

Relationship To You*

7. Payment Option

Next you'll be on the payment option screen. For the first child, choose the "First Child + Volunteer Deposit" option. For any siblings, choose the "Additional Child" option. Click Add for the appropriate fee, and then click Next.

Player: John Cantoni

40% complete

For the first child you are registering, please add the "First Child + Volunteer Deposit" to your cart. For any siblings, add "Additional Child (Sibling)" to your cart.

Payment will be collected at the in-person registration on September 10th or 17th. Please choose the "Checkout and Pay Later" option after registering all your children.

Your Cart

Click "Add" to select one or more member options below:

Description	Fee	
Additional Child (Sibling)	\$325.00	<input type="button" value="Add"/>
First Child + Volunteer Deposit	\$425.00	<input type="button" value="Add"/>

Click "Next" to continue

8. Player Profile, Parent/Guardian, Emergency Contact


Next you'll fill out the player profile, parent contact info, and emergency contacts.

Member Additional Information:	
50% complete	
<div style="width: 100px; height: 15px; background-color: #000080; border: 1px solid black;"></div>	
* required fields	
Player Profile	
Returning Player: <input type="text" value="Select one..."/>	Height (inches (i.e. 72)): <input type="text"/>
Jersey Size: <input type="text" value="Select one..."/>	School Name: <input type="text"/>
Grade: <input type="text" value="Select one..."/>	
Player Parent/Guardian	
Parent/Guardian 1	Parent/Guardian 2
*First Name: <input type="text" value="Brian"/>	First Name: <input type="text"/>
*Last Name: <input type="text" value="Cantoni"/>	Last Name: <input type="text"/>
*Home Phone: <input type="text" value="(408) 373-8771"/>	Home Phone: <input type="text" value="(408) 373-8771"/>
*Work Phone: <input type="text"/>	Work Phone: <input type="text"/>
*Cell Phone: <input type="text"/>	Cell Phone: <input type="text"/>
Gender (M or F): <input type="text" value="M"/>	Gender (M or F): <input type="text" value="F"/>
*Email: <input type="text" value="brian@cantoni.org"/>	Email: <input type="text"/>
Emergency Contact	
*Emergency Contact: <input type="text"/>	
*Emergency Phone: <input type="text"/>	
*Relationship: <input type="text"/>	
*Physician: <input type="text"/>	
*Physician Phone: <input type="text"/>	
*Insurance Company: <input type="text"/>	
*Policy Number: <input type="text"/>	
*Medical Concerns: <input type="text"/>	

9. Volunteer Positions

Next you'll be on the optional volunteer page. If there are specific key volunteer positions you are interested in, select them here before continuing. (Note: there are other volunteer opportunities throughout the season. Watch for emails from NJB for updates.)

Member Profile: John Cantoni

70% complete 

Volunteers

Volunteers are critical to keeping this league running smoothly during the season. Below you see open volunteer positions that parents can choose from. As part of registration, each family will need to write a **separate check for \$100** to cover the volunteer "buy out". At the end of the season, if the parent has volunteered (and has their volunteer form signed off), the \$100 check will be returned.

Note that coaching positions will be subject to availability. If you're interested in coaching, please indicate that here and you'll be contacted by the player agents.

Volunteer #1

Name: Email: Phone:

As my first choice, Volunteer #1 would like to volunteer for:

As my second choice, Volunteer #1 would like to volunteer for:

- Gym Manager
- Team Parent
- Assistant Coach
- Head Coach
- Equipment Coordinator
- Facilities Coordinator
- Schedule Coordinator
- Fundraising Coordinator
- Volunteer Coordinator

Volunteer #2

Name: Email: Phone:

As the first choice, Volunteer #2 would like to volunteer for:


As my second choice, Volunteer #2 would like to volunteer for:

- Gym Manager
- Team Parent
- Assistant Coach
- Head Coach
- Equipment Coordinator
- Facilities Coordinator
- Schedule Coordinator
- Fundraising Coordinator
- Volunteer Coordinator

10. Confirmation Page

Next you'll have a confirmation page where you should confirm all data entered is correct. If anything needs correction, click the Back button to fix it. Otherwise, "sign" with your initials in the requested place, then click Next.

Member Summary Information: John Cantoni

80% complete 

* required fields

Parent/Guardian Information

Guardian 1		Guardian 2	
First Name:	[REDACTED]	First Name:	[REDACTED]
Last Name:	[REDACTED]	Last Name:	[REDACTED]
Home Phone:	[REDACTED]	Home Phone:	[REDACTED]
Work Phone:	[REDACTED]	Work Phone:	[REDACTED]
Cell Phone:	[REDACTED]	Cell Phone:	[REDACTED]
Gender:	[REDACTED]	Gender:	[REDACTED]
Email:	[REDACTED]	Email:	[REDACTED]

Emergency Contact Information

Emergency Contact: [REDACTED]
Emergency Phone: [REDACTED]
Relationship: [REDACTED]
Physician Name: [REDACTED]
Physician Phone: [REDACTED]
Insurance Company: [REDACTED]
Policy Number: [REDACTED]
Medical Concerns: [REDACTED]

Member Profile Information

Returning Player : yes Height: [REDACTED]
Jersey Size: [REDACTED]
School Name: [REDACTED]

Cart Summary

Name	Description	Amount
John Cantoni	WSJ NJB Winter League 2009 - First Child + Volunteer Deposit	\$425.00
Total:		\$425.00

11. Finish Page

On the next screen, if you have additional players (siblings) to register, click the Register Another Player icon. Otherwise, click the Register & Pay Later icon.

90% complete

Cart Contents

	Name	Description	Amount
Remove	John Cantoni	WSJ NJB Winter League 2009 - First Child + Volunteer Deposit	\$425.00
Total:			\$425.00

Complete Registration:

Online Payment is currently not available. Please contact your Admin (info@westsanjosenjb.com) or [D4Sports](#) for help.

Register & Pay Later

Add More Options:

Register another Player



12. Registration Complete

On the next screen, you will be finished with registration. Make sure to click the "Registration Form" link, and print that document. You'll need a signed copy of that document at registration night in order to complete the process.

Registration Completed.
100% complete

Registration is complete.

You Have Completed Online Registration. Please Do Not Mail In the Payment sessions. At that time you will be able to pay your registration fees by check, a certificate, and copy of your utility bill. Please visit our website to find out where <http://westsanjosenjb.com>

Thanks for joining West San Jose NJB!

Click this link to view the registration form (for each player); print, sign, and bring with payment to reg nite.

Registration Forms

Print these forms to complete registration:
[Registration Form](#)

Print these receipts for your reference:
[John Cantoni](#)

Review payment information:

Transaction ID:	610782
Transaction Date:	8/17/2009 12:28:50 AM
Payment Method:	Mail-in/Deferred Payment

Mail to Address:

West San Jose NJB
PO Box 633
Santa Clara, CA 95052-0633

Be sure to visit your account page
You'll always be able to get your forms, see what you've signed up for, and register for more.
[Visit account >>](#)

Name	Description	Amount
John Cantoni	WVSJ NJB Winter League 2009 - First Child + Volunteer Deposit	\$425.00
	Total	\$425.00

13. Return to Website

Now that online registration is complete, please return to our Registration page for Step 2: <http://westsanjosenjb.com/registration/>.