

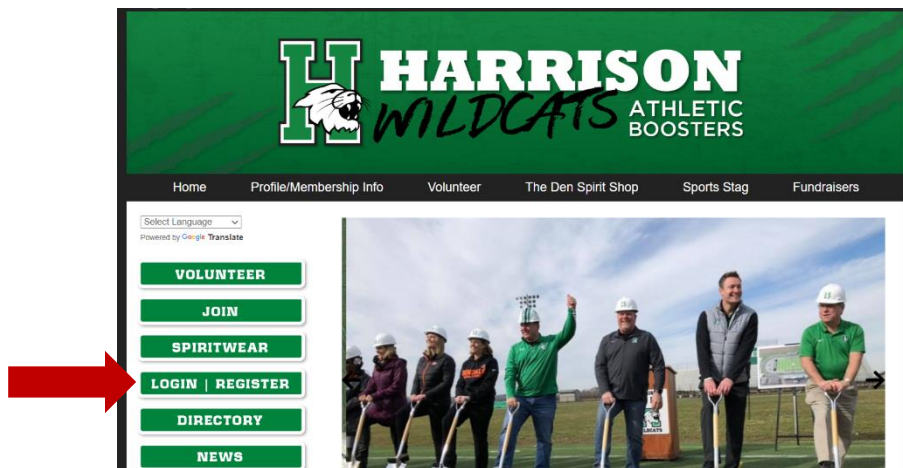


Step by Step Guide to Set Up an Account at the Harrison Athletic Booster Website

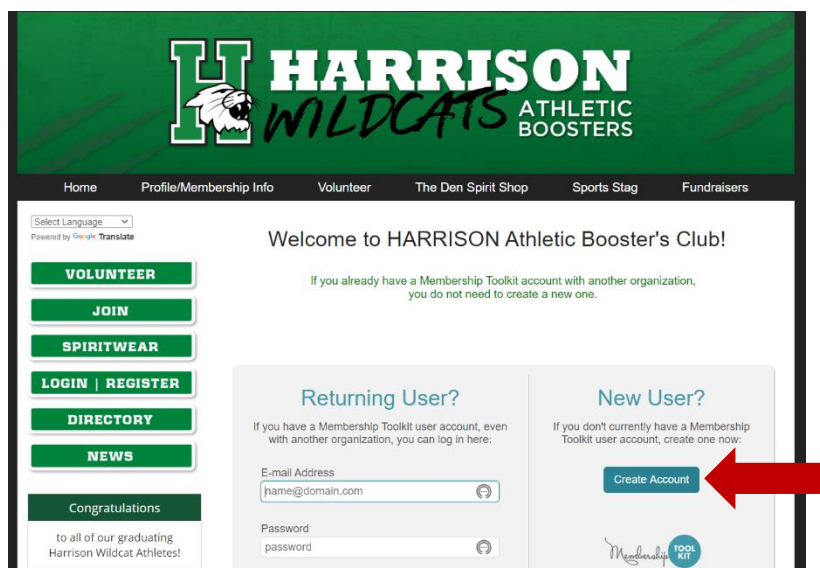
It's important that you create your free account and fill in your contact information as well as information on any of your athletes. It's how we stay in contact with you and also how you are able to access sign up forms for volunteer hours, sports camps, and more. The website is www.harrisonathleticboosters.com.

To Create an Account

- Click the Login/Register Button.



- Click on "Create Account" in the New User panel.



- Fill in the name and email sections and set a password, then click on “Verify my email.”

Create Account

1 — Complete this form
2 — We will send you an email
3 — Click the link in the email message to verify your email address and complete the process

The link expires in 2 hours.
If you do not receive the email in the next few minutes, check the spam or junk folders in your email software.

First name
First

Last name
Last

Email address
name@domain.com
Your account will be your email address. You must have access to this account to complete this process.

Password

Retype password

Verify my email

cancel

Membership TOOL KIT

- Check your email account and hit the “Verify my email” button in the message. This link is only live for two hours.

WA William Harrison HS Athletic... 3:48 PM
To: Shara Clark >

Email verification for William Harrison HS Athletic Booster

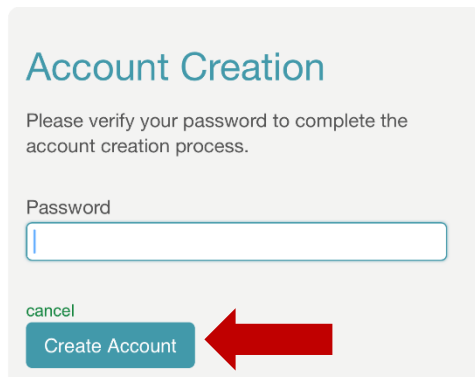
New Account Email Verification

Thank you for requesting a Membership Toolkit account from [William Harrison HS Athletic Booster](#). Please click the button below to verify your email address:

Verify my email

This link expires in 2 hours

- It will then take you back to the website to finish your Account Creation. Type in your password and hit the “Create Account” button.



Account Creation

Please verify your password to complete the account creation process.

Password

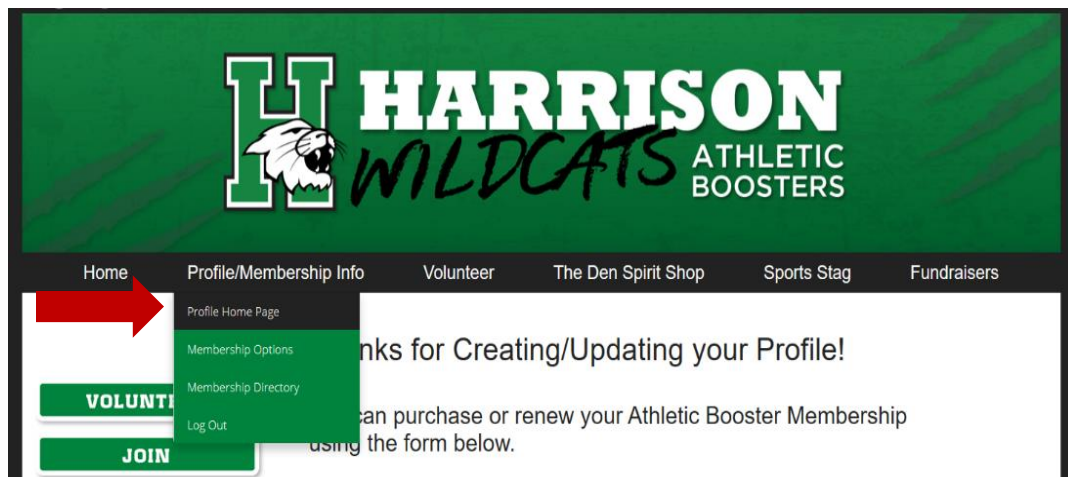
cancel

Create Account

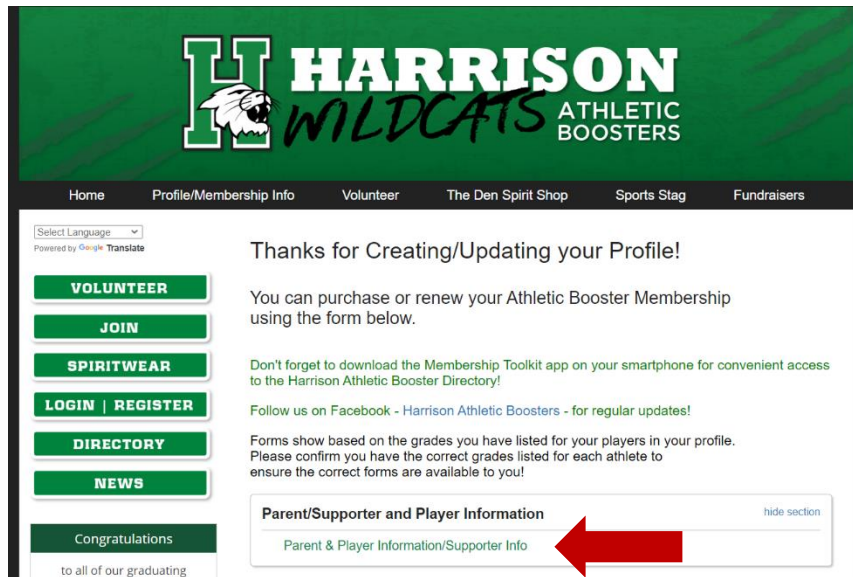
A red arrow points to the "Create Account" button.

Complete and/or Update Profile

- Make sure you are logged in and click on the “Profile Home Page” from the drop down under Profile/Membership Info.



- Click on “Parent & Player Information/Supporter Info” to add or update you and your athlete’s information.



- Fill in the Parent/Guardian Information. For Parent 2/Supporter 2, you can give them access to also help manage the account. Then click the “Next Step” button.

Step 1 - Name (Parent/Supporter)

Parent/Supporter

How are you connected to our school?

Parent 1 T-Shirt Size E-mail Address

Title First Name

Shara

Last Name

Clark

Address

City State Zip Code

Ohio

Home Phone Work Phone Mobile Phone

Hobbies Special Talents

Parent 2/Supporter2

Would you like to invite this person to manage this account with you?
 No

E-mail Address

Parent 2 T-Shirt Size Title First Name

Last Name

(click here if address is same as Parent/Supporter)
 Address

City State Zip Code

Home Phone Work Phone Mobile Phone

Hobbies of Parent 2 Special Talents of Parent 2



- Now you are ready to add your athlete's information. Click "Add Player."

Step 2 - Player Information

You currently have no Players.

Add Player ←

< Previous Step Save

- Fill in all the fields. Make sure you put the grade in for the noted school year. This is how the correct forms are included for you for sign ups!

Step 2 - Player Information

I have another Player

Active Players

Player #1

Remove Player

First Name Last Name Grade 2019-2020 ←

Email address Phone

School Player in Fall of this School Year

Name of School Player attends in Fall of this School Year if Checked "O" Size

PreK
Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade

- You can now add another player if you have multiple athletes. When all athletes have been added, click "Save."

Football
 Soccer - Boys
 Soccer - Girls
 Softball
 Swimming
 Tennis - Boys
 Tennis - Girls
 Track & Field
 Volleyball
 Wrestling

I have another Player ←

< Previous Step **Save** ←

- Now you have the option if you'd like to be included in the directory, and what information you'd like to have visible to others.

Athletic Directory Preferences

Directory Information

Do you want your information published in the directory?
If you select "Yes" you will be asked to specify exactly what information you wish to publish.

<p>Shara (Parent/Supporter)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> parent1tshirt: AM <input checked="" type="checkbox"/> Email: joe@gmail.com <input checked="" type="checkbox"/> Name: Joe Smith <input checked="" type="checkbox"/> Address: 123 Main Street, Harrison, OH 45030 <input checked="" type="checkbox"/> Home Phone: (513) 123-1234 <input checked="" type="checkbox"/> Work Phone: <input checked="" type="checkbox"/> Cell Phone: <input checked="" type="checkbox"/> hobbies: <input checked="" type="checkbox"/> special_talents:
<p>Test (Player 1)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name: Test Test <input checked="" type="checkbox"/> Grade 2019-2020: 6 <input checked="" type="checkbox"/> Email: <input checked="" type="checkbox"/> Phone:

Finding Current Forms

Once your profile is up to date, you can return to the Profile Home Page and scroll down to see the New Forms section. Any forms that are available to you for signups and orders will be there. This is where you'll find Booster memberships, fundraise or ticket purchases, sports camps, and more! Remember that forms show up based on the grades you have selected for players in your profile, so it's important to double check the grade!

Thanks for Creating/Updating your Profile!

You can purchase or renew your Athletic Booster Membership using the form below.

Don't forget to download the Membership Toolkit app on your smartphone for convenient access to the Harrison Athletic Booster Directory!

Follow us on Facebook - [Harrison Athletic Boosters](#) - for regular updates!

Forms show based on the grades you have listed for your players in your profile. Please confirm you have the correct grades listed for each athlete to ensure the correct forms are available to you!

Parent/Supporter and Player Information hide section

- ✔ Parent & Player Information/Supporter Info
- ✔ Athletic Directory Preferences

New Forms hide section

- Junior High Fall 2020 Sport Sign Up

Use this form to sign your incoming 7th or 8th grade student up for a fall sport.
- ORDER 2019-2020 ATHLETIC BOOSTER MEMBERSHIP or DONATE

Be part of SOMETHING GREAT!!!!