

# **How to register?**

## **Register yourself**

1. Follow the registration link above
2. Enter your Email under the "New Customer Registration" section and click "SignUp"
3. Enter your information and your child's information (if applicable). To add your child's information you must click "Add Child" below the "Adult Information" section.
4. Once that is completed you will receive a confirmation email to YOUR email that you used during registration. Follow the link from the confirmation email and sign in to your MySAM account.
5. At this point you will be asked to accept the waiver form. Once you have read it, click accept. (This eliminates the need for any paperwork submissions in the future)
6. Finally, you will be directed to your MySAM account homepage which is your portal to register for Soccer City or events, teams or Lil kickers clinics, camps, and classes.

## **Register a Team as a Team Manager**

1. Log in to your account and click register at the top. Click "Register Team"
2. Select your season, league, and Tournament. Enter your team name in the following prompts.
3. Once this is done click home at the top & you will notice your team on your homepage.
4. Click Invite and then enter the emails of all players/parents. You can also add a message if you want such as how much each person owes towards the total team invoice. (Depending on the league/Tournament)
5. Finally, Click Send Invitation and all of the players/parents will receive the invite.
6. Once they receive their invite they will be prompted to create an account. After they log in they will need to confirm the waiver form and accept the invite to your team. It all shows up on their home page and is pretty self explanatory.

## [Register for a Class, Camp, or Clinic](#)

1. To register for your class you must click on Register on the left side of the screen.
2. Click on Class, Camps and Clinics and then select the person you want to register.
3. Select the correct season you want to register for and click Search.  
A list of all classes you / your child are eligible for will appear at the bottom of the screen
4. Click register next to the class you are signing up for.
5. Please answer any of the questions that follow and then click Add to Cart.  
You will see your total appear in your Shopping Cart. Now you are able to Checkout.
6. Finally, you can make your credit card payment at this time and will receive a confirmation e-mail shortly after.

## [Make Payments](#)

1. In order to make payments you simply need to go to your MySAM account homepage and click "Make Payment" next to your team.
2. Enter the amount you are paying and continue on to check out.
3. Enter your credit card information and check out.
4. Wait for the success message after payment. You will also receive email Confirmation for your payment.

## **Registration forms and documents**

[Soccer City Waiver form PDF](#)

All checks made payable to Soccer City LLC  
Soccer City LLC  
545 S. Consumers Ave.  
Palatine, IL 60074

[Questions or Comments](#)  
[info@soccercitypalatine.com](mailto:info@soccercitypalatine.com)  
847-394-9860

