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## LeagueApps Parent User Guide

Welcome to the LeagueApps Parent User Guide! We have switched registration platforms for a couple main reasons:

- Easy online registration and payment collection
- Credit card storage - easily save your card for future use
- Mobile friendly - you can access schedules, standings, and team rosters via your mobile device or tablet!
- Automatic game reminders and announcements
- Player check-in capabilities

We're sure there will be some hurdles as we all learn the new system, so we appreciate your understanding during the transition. Below are some helpful links with screenshots to help you get accustomed to the new platform.

Please do share any feedback and let us know if any questions/issues come up. We're committed to making the transition as smooth as possible.

**How do you access LeagueApps Support?** Visit [support.leagueapps.com](http://support.leagueapps.com).

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## 1. How to login

Visit: <https://paafalcons.leagueapps.com/login>

## 2. How to create an account

You will be prompted to create an account during the registration process. Click on one of the following links:

Baseball: <https://paafalcons.leagueapps.com/leagues/baseball/543666-2018-spring-baseball>

Softball: <https://paafalcons.leagueapps.com/leagues/softball/543879-2018-spring-softball> Then click REGISTER for the appropriate age. The first step is to create your account.

### Enter your Account Details

Username \*

Username cannot be an email address. It can contain only letters, digits, dashes and underscores.

Password \*

Password can be anything you want – the more complicated, the more secure, but it's up to you.

Confirm Password \*

### Enter your Personal Information

First Name \*

Last Name \*

Gender \*  Male  Female

Birth Date

Please choose your birth month, enter your birth day and then choose your birth year.

Email \*

Address \*

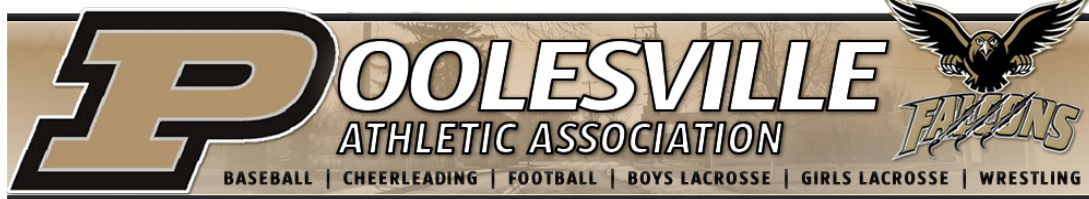
City \*

State/Province \*

Postal Code \*

You will then be prompted to add a child. Input your child's information accordingly and click Edit Member.

To register, simply click Register {child's first name}, click Free Agent, then proceed to answer the requested questions, agree to your waivers, and proceed to payment. You will receive a confirmation email once your payment and registration have been successfully completed.



### **3. How to maneuver around your dashboard**

To visit your dashboard, visit: [click here \(https://paafalcons.leagueapps.com/dashboard\)](https://paafalcons.leagueapps.com/dashboard)

#### **A) How to edit the registration questions you entered**

To edit the registration questions you entered in the registration process and/or print your waivers, click on “Edit Registration Settings” under “Actions” below “My Child’s Activities”

#### **B) How to add additional members to your family account**

To add additional members to your family account (ie. additional parents, children, grandparents, guardians, etc.) visit “My Family Account” on your sidebar or [click here \(https://paafalcons.leagueapps.com/groupAccountDashboard\)](https://paafalcons.leagueapps.com/groupAccountDashboard)

#### **C) How to view your invoices**

To view your invoices, [click here \(https://paafalcons.leagueapps.com/invoices\)](https://paafalcons.leagueapps.com/invoices) or select “Invoices” on your dashboard sidebar.

#### **D) How to view your Schedule**

To view your player’s schedule of games and events, click on “My Schedule” on your dashboard sidebar or [click here \(https://paafalcons.leagueapps.com/schedule\)](https://paafalcons.leagueapps.com/schedule)

### **4. How to access additional LeagueApps Support**

Visit [support.leagueapps.com!](https://support.leagueapps.com)