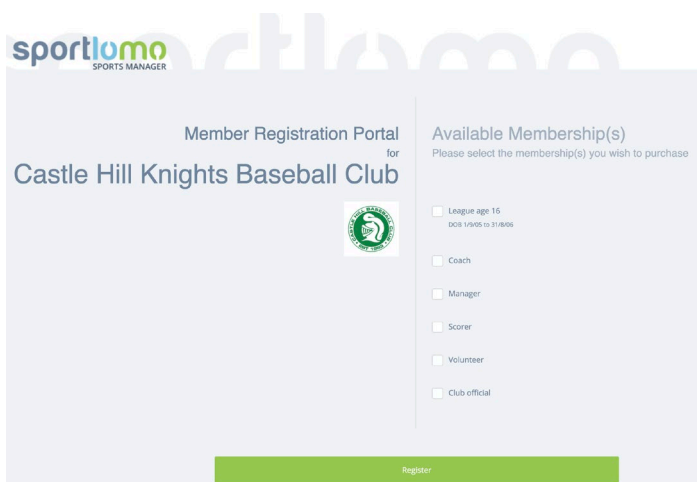To register your child for baseball, please follow the following steps:

1. If you have an Active Kids Voucher (AKV) that you would like to apply to your child's registration, make sure you have it ready to enter BEFORE you start registering your child. According to the rules of the AKV programme set out by Service NSW, the AKVs can only be redeemed at the time of registration to reduce the fees being paid. The AKV programme rules do not allow clubs to charge members full fees then later refund the value of the AKV. If the club is found to be refunding members outside of the registration process, we risk being disallowed from accepting AKVs in the future.

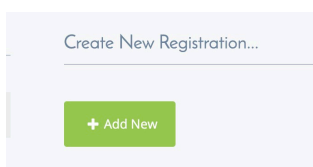2. Use this link to take you to the registration system:

   https://reg.sportlomo.com/club/baseballaustralia/babnsw/baseballnsw/bnswhjba/castlehillknightsbaseballclub

3. Select the correct league age based on your child's date of birth (DOB) for each child that you are registering. You can register more than one child at once.

4. Click the 'Register' button:

5. If you have previously used the SportLomo system to register your child to play baseball, login using the email address you would have used last season. If you haven't used SportLomo before (or have too many email addresses to remember which one you used), create a new account.

6. Go to Create new registration and click "+ Add New"

7. Click "Add/Renew"

8. Check that the "Num. of members" is correct for each league age registration that you are completing then click "Continue".

9. Next to each league age you previously selected, use the drop-down menu to either select the name of the child you are registering in that league age or select "Add new member" if it is a new registration.

10. To renew a membership, review and update the pre entered details as needed, answer the questions as appropriate then click "Register".

11. To create a new membership, enter the requested details, answer the questions as appropriate then click "Register".

    NOTE: In the interests of the sanity of our Club Registrar who downloads the data that is entered into the registration system to create team lists (and more) please DO NOT USE BLOCK LETTERS to fill in the required details (except for "NSW"). If you are also one of those people who does not like seeing a list of names where some are in lower case and some are in block letters and some don't use capitals for names, you will understand!

12. If you have an AKV to redeem for you child, enter the details as follows:

    a. Enter the PIN number in the first box. The PIN number is your child's day and month that they were born written as DDMM format as four numbers ie if they were born on 7 January 2009, you need to enter the PIN as:

       0701

       Please don't enter it as 070109, 0107, 7 Jan, 7 January or anything other than four numbers in DDMM format as the system won't accept it but it will decide that you have already redeemed the voucher previously and then won't let you redeem it now! Nope, it doesn't make sense but that's what it does!

    b. Enter the 16-digit voucher number WITHOUT SPACES (so if you have copy/pasted the number from your AKV email, you need to delete the spaces).

    c. Click on the black tick in the lower right-hand corner of the box.

    d. Click the "Apply" button in the lower left corner of the box.

    If you are entering AKVs for more than one child, process them one at a time. If you try to be efficient and enter the all the AKV details for multiple children then tick the

ticks and click the "Apply" buttons, the system won't let you process them. Again, it doesn't make sense but that's what it does!

13. If you entered an AKV for any of your children, review the "Payment Breakdown" data on the bottom left side of the screen to make sure the AKV voucher has been applied for the relevant child/children. If it hasn't, check that you have entered the details correctly. If it still isn't working, email our Juniors' Club Registrar juniorsregistrar@castlehillbaseball.com.au

14. You do not need to enter anything in the "Discount Code" box unless you have been given a Knights Under Lights (KUL) refund discount code. If you have been given a KUL refund discount code, use the instructions you were sent to use the code now.

15. At this point, your child's details are now in the registration system. You can now proceed to payment by entering your credit card details and selecting "Continue" or you can log out and pay later.

16. To pay later, login again and there will be a green "Pay now" button the left side of the page to take you to the Purchase Summary page. From here, you enter your credit card details and select "Continue".

If at any stage you get stuck or the registration system is "doing something weird", please contact our Juniors Club Registrar, Elizabeth Doyle Ahmed, at juniorsregistrar@castlehillbaseball.com.au

Good luck!