



Register Online with the Queen City South United Soccer Club Quick and Easy Steps

1. Go to www.maxsolutionsonline.com/reginasoccer/ or click the link provided on the QC website.

If you have registered online before skip to step # 7. **Do not create a new account!!**

2. **Set up your Family Account:** Click "[Individual Account Setup](#)" on the left hand side of the screen.
3. Enter your **Parent/Guardian Information** (not player information) on the initial screen. If your name has a hyphen, please **eliminate the hyphen**.
4. Please note the mandatory fields. You must choose your own password. **Keep a record of your username and password in a secure place, for future use.**

Please keep username as your email address.

5. **Add Family Members:** Click the "[Add a Member](#)" to add additional family members. Please add alternate parents/guardians and players. Click "[Save](#)" after each entry.

You only need one family account, if doing multiple registrations!

6. Click the "[Submit](#)" button.

Please Note: You are able to edit your Family Profile at any time. If you have made an error, and/or at any time your address or information changes, your family profile should be updated.

7. You are now ready to register! If you are not already logged in, click "[Login](#)" on the left hand side. You must log in order to register.

If you have registered online previously and have forgotten your password or login, please click "[Forgot your password?](#)". Please **do not** create a new account.

If you are still having password troubles, please email n.knecht@reginasoccer.com and your password will be reset.

8. Once you are logged in successfully, click "[Registration](#)" on the left hand side.
9. On the Registration Screen, choose the "[Activity Type](#)" - select "[Queen City United](#)" from the drop-down list.

10. Now **choose the desired age group** for the player you are registering (for example: QC Online - U12 Boys).

Ensure you register in the appropriate age group:

Age Group	Year of Birth
Under 6	2005/06
Under 8	2003/04
Under 10	2001/02
Under 12	1999/00
Under 14	1997/98
Under 16	1995/96
Under 18	1993/94

11. Read the information by scrolling down and click "[Register](#)" on the bottom right.
12. Scroll down to find the registration form. **Select the correct family member** to be registered from the drop-down list provided and **enter all required information**.
13. Read the RSA and QC Waivers and click the check box beside "[I accept the terms of the waiver](#)".
14. Click "[Add to Cart](#)".
15. If registering another player, click "[Continue Shopping](#)" and repeat steps 9 to 14.
16. Once you are ready to pay, ensure the items in your cart are correct and click "[Check Out](#)".
17. Enter all required credit card information and click "[Continue](#)".
18. **Ensure all payment information is correct and click "Place Order". Only click once and wait.** If you click pay more than once you risk having multiple charges to your credit card. A receipt for registration(s) will be sent to your email address.
19. When complete click "[Logout](#)" on the left hand side of the screen.
If you have questions regarding online registration please contact Cheryl, the QC Registrar, at dukeotten@accesscomm.ca. Please include your name and telephone number.

***Thank you for registering with the
Queen City South United Soccer Club and Regina Soccer Association!***