

# West Orange United FC / Online NEW USER Registration Instructions

We have detailed every step of registration below. Most parents are able to complete initial registration AND child registration in 5-10 minutes. The system will retain the historical information and subsequent registrations should take less than 5 minutes.

Go to: [www.mountaintopleague.com](http://www.mountaintopleague.com)

**NEW USERS** (never registered on the system)

Click on REGISTER  
Follow Step 1-5

**CURRENT USERS** (already registered)

Click on LOGIN  
GO TO STEP 6 (account Management)

The screenshot shows the Mountain Top League website interface. At the top, the logo reads "Mountain Top League" with the tagline "Serving Youth Sports in West Orange since 1959". Below the logo is a navigation bar with links for HOME, BASEBALL, BASKETBALL, IN HOUSE SOCCER, and WEST ORANGE UNITED TRAVEL SOCCER. On the left side, there is a "MEMBER CENTER" sidebar with a "Login | Register" button. A red arrow points from the "NEW USERS" instructions to the "Register" link. The main content area features a "WOUFC FUTSAL Program now open!" announcement, a "2011-2012 Basketball Schedules are posted" announcement with a basketball graphic, and a "Join Our Mailing List" section. A blue arrow points from the "CURRENT USERS" instructions to the "Login" link in the Member Center. The browser's address bar shows "www.westrangesoccer.com".

## 1. NEW USER

- **Create a user ID and Password.** We recommend using your email address as your user ID. User ID and Password will be emailed to you by our website provider OASYS, in separate emails (for security). Check your junk mail.
- **Hit SUBMIT**

WESTORANGESOCCER.COM - Mozilla Firefox  
WESTORANGESOCCER.COM

Mountain Top League  
Serving Youth Sports in West Orange since 1959

HOME BASEBALL BASKETBALL IN HOUSE SOCCER WEST ORANGE UNITED TRAVEL SOCCER

MEMBER CENTER  
Login Register

About Us  
Ready to Register?  
MTL Volunteer Board  
Sponsor a Team  
Events  
News & Press  
Volunteer Info  
Contact Us  
Photo Gallery  
Files & Forms

**Login**  
**Registered User**  
If you have already registered, please enter your User Name and Password.  
User Name  
Password [Forgot User Name and/or Password?](#)  
Login

**New User**  
Welcome! Create a User Name and Password to register for our site. Signing up for the site will allow you to register for programs and to view account information.  
User Name  
test@mtl.com  
Password  
\*\*\*\*\*  
Re-type Password  
\*\*\*\*\*  
Email Address  
test@mtl.com  
Submit

Password requirements  
• Minimum length 8, maximum length 20  
• Must contain at least one (1) numeric character  
• Must contain at least one (1) alphabetic character

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## 2. Fill in **YOUR** information. This is **NOT** the player's information yet.

WESTORANGESOCCER.COM - Mozilla Firefox  
WESTORANGESOCCER.COM

HOME BASEBALL BASKETBALL IN HOUSE SOCCER WEST ORANGE UNITED TRAVEL SOCCER

1 Your Information 2 3 4 5 6 7 8

Fill out the following information for the **Primary Account Holder**. You will have opportunity to enter player information on the next screen after you click "Register Player" at the end of this page.

\* Indicates required field

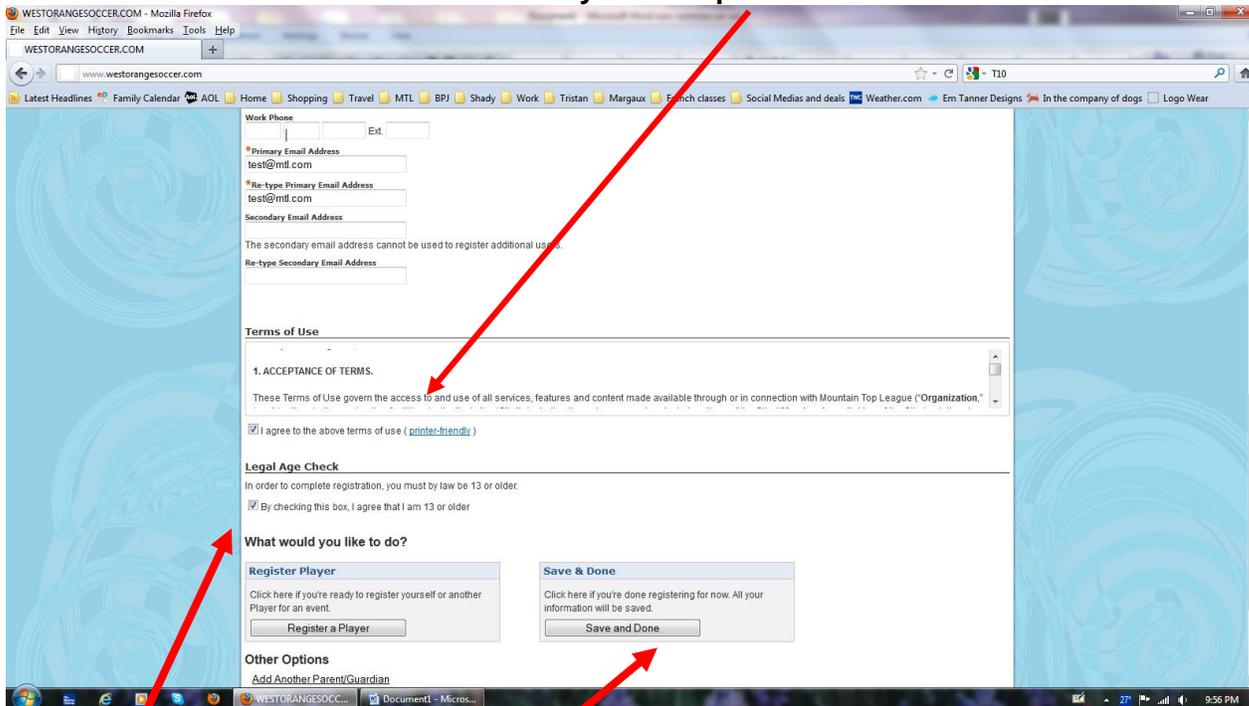
**Your Name**  
Prefix/Title  
First Name  
Last Name

**Your Address**  
Address  
Suite/Apt./Unit  
City  
State  
Select...  
ZIP Code

**Your Contact Info**  
Home Phone  
Mobile Phone

If you have a secondary email address (for example work), add it on this page. You can add another parent or guardian's information at a later time.

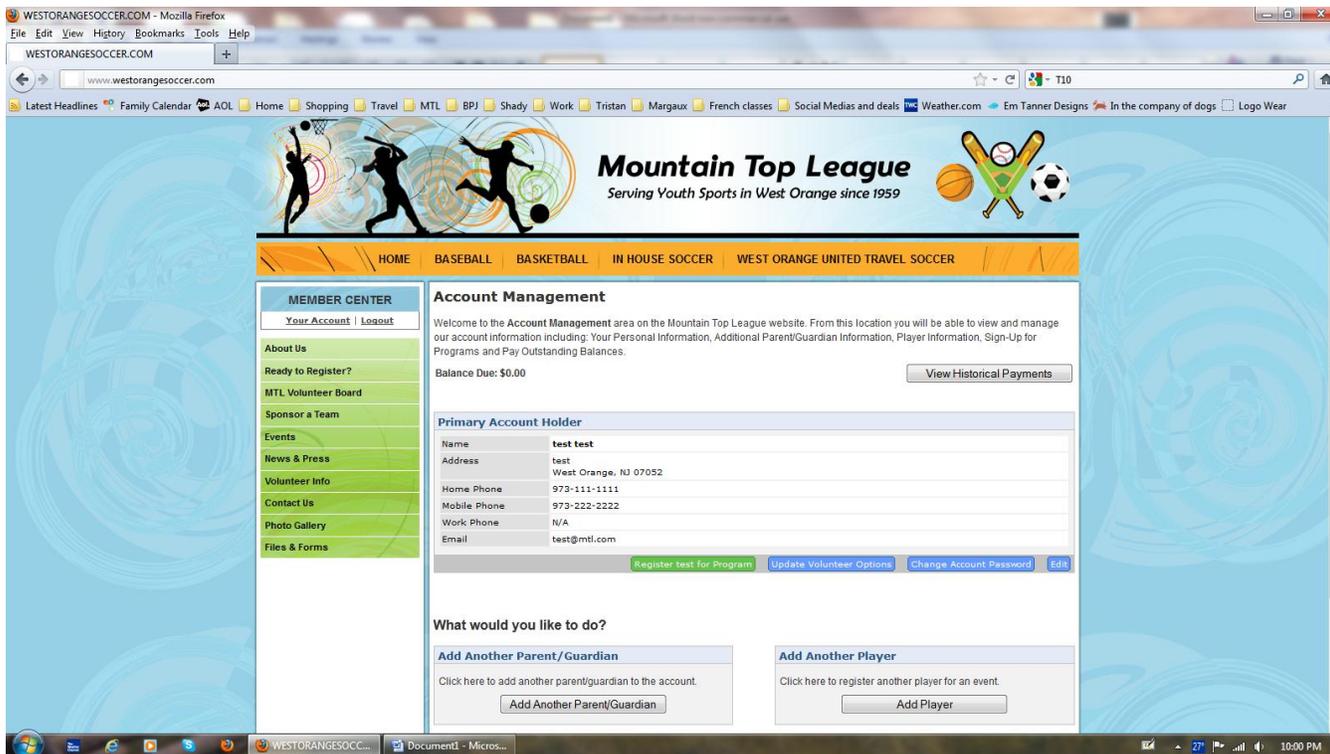
3. Read and Click the box to indicate your acceptance of the terms of use.



4. Confirm that you are over 13 by clicking on the box

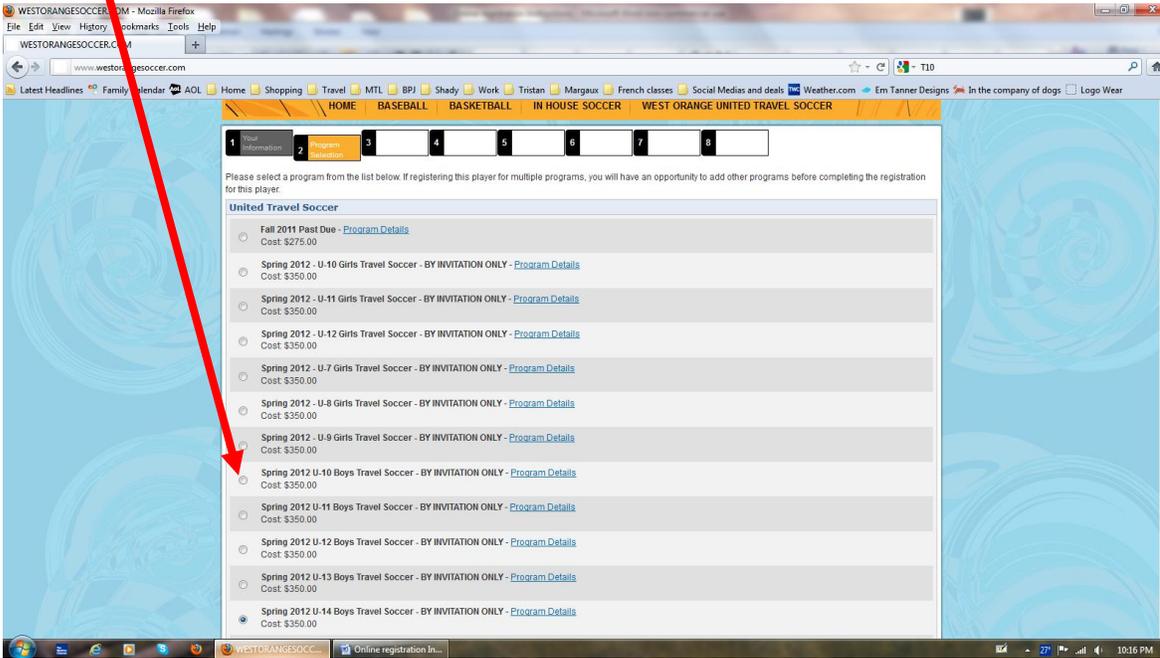
5. Click **SAVE and DONE**

6. **YOUR MAIN ACCOUNT MANAGEMENT SCREEN IS DISPLAYED.**



7. Click on **ADD PLAYER** if you have never registered your child into the system (if you see your child's name on this screen, click "register for program" next to his/her name)

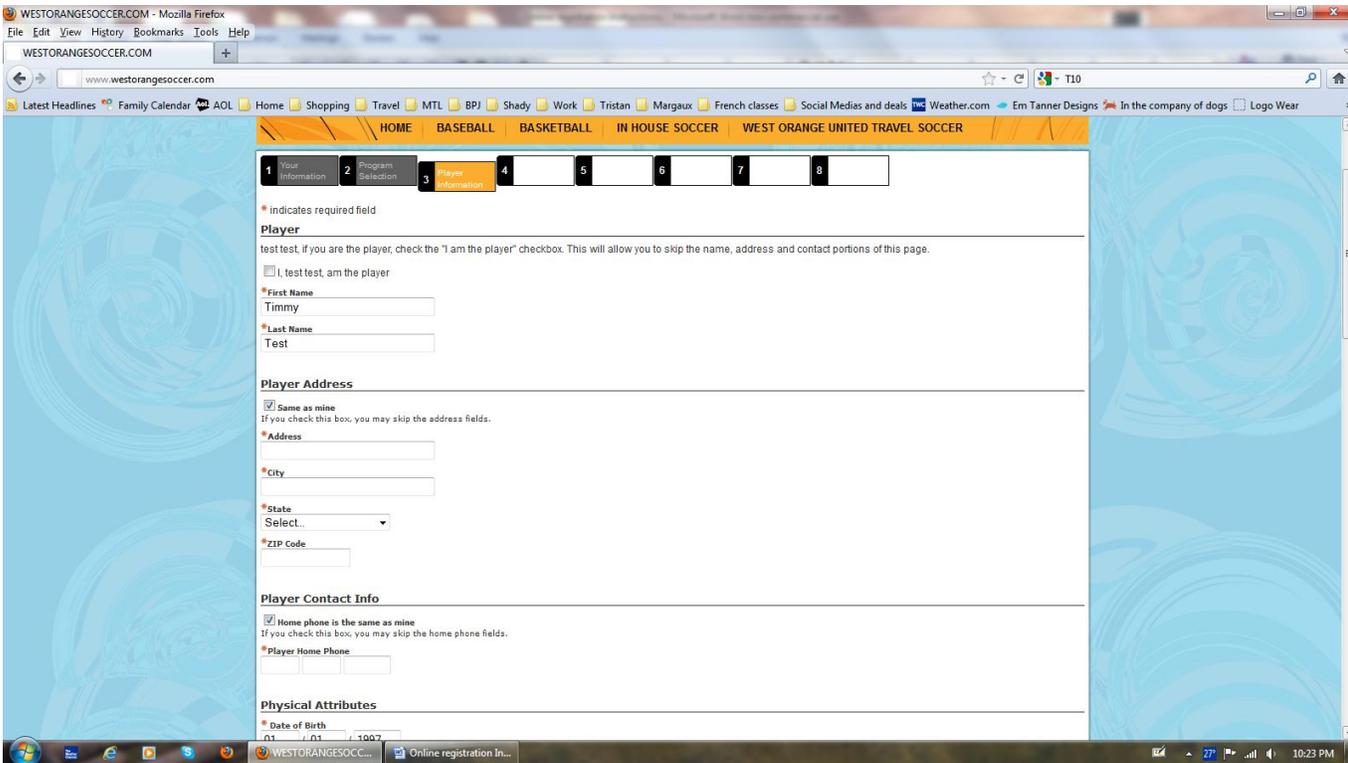
8. Click on the program you want to register for (in our example U14B), then click **ADD PROGRAM**



9. Enter the **PLAYER'S** INFORMATION

Do not check the "I, [parent's name] am the player" box. Then keep on filling the information. Fields marked with a red check mark are compulsory.

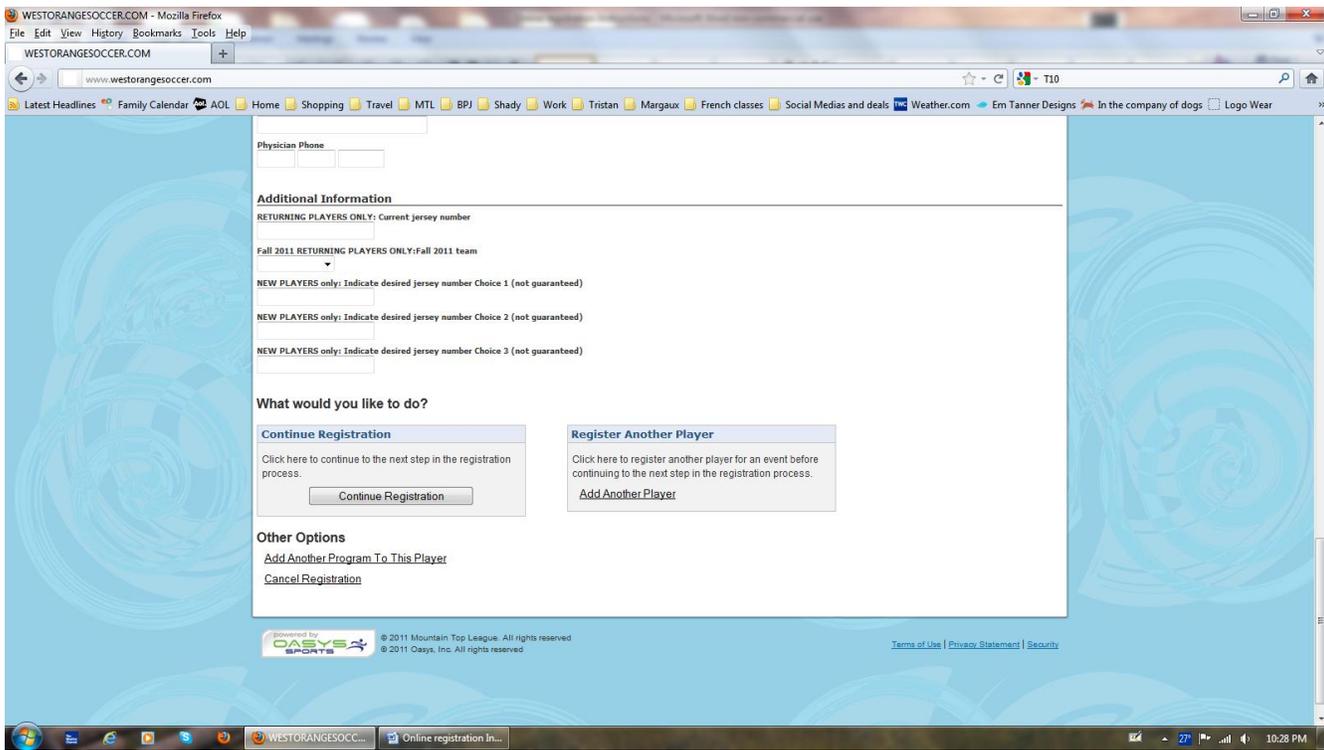
*Unless you specifically want your child's phone number disclosed, please check the "Home Phone is the same as mine" field. This phone number will be the primary contact info.*



10. You now have the option to  
Finishing registering your child

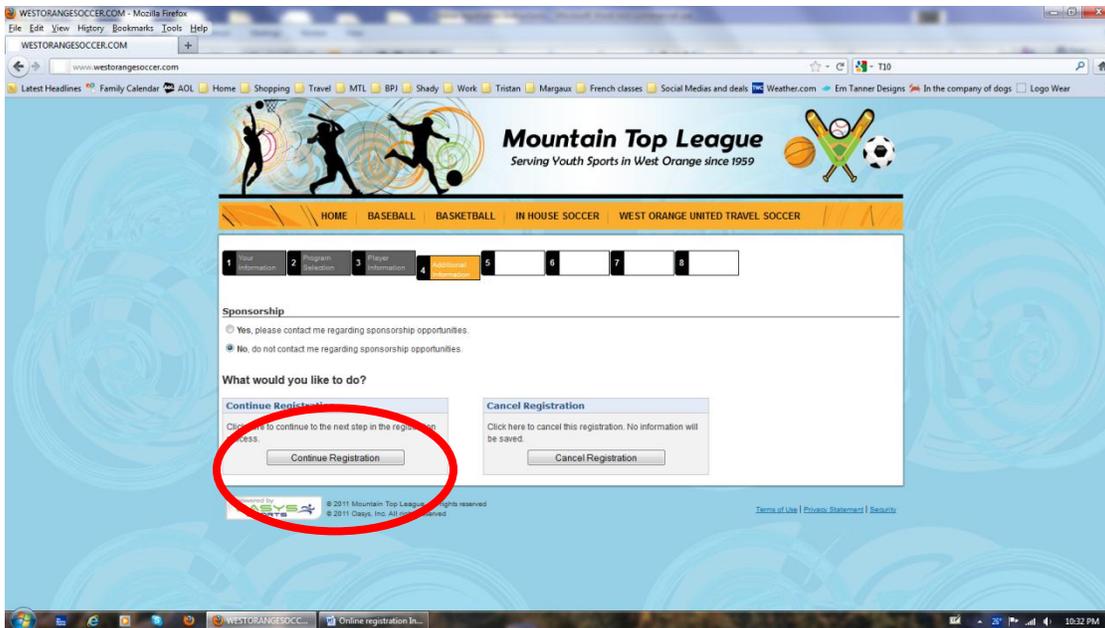
Add another program for your child (example: Futsal)

Add a sibling



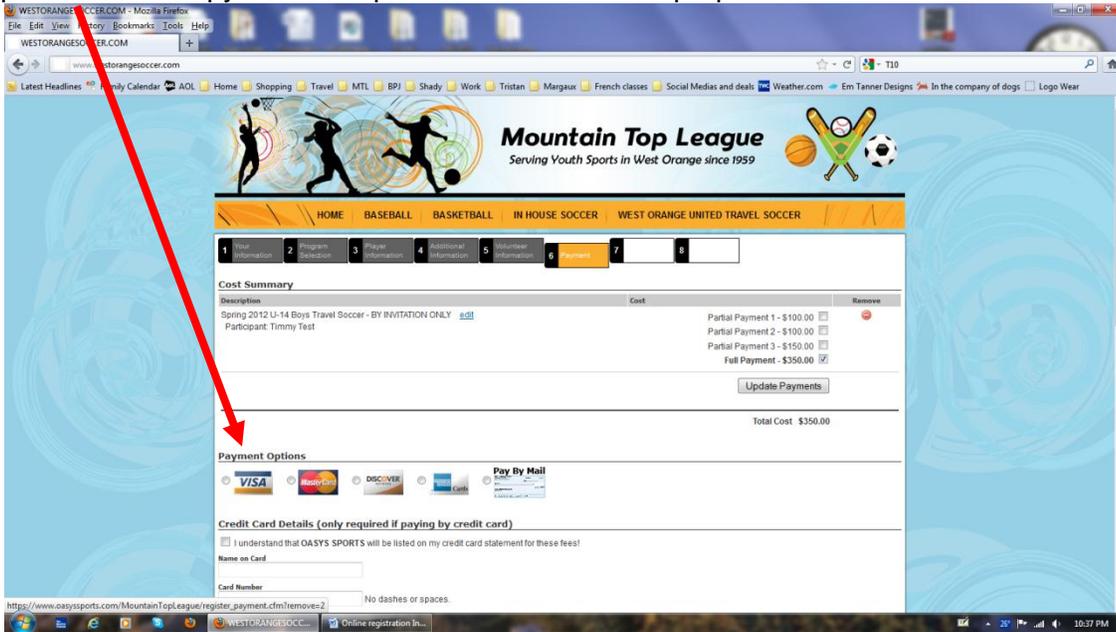
11. Mountain Top is supported by numerous local sponsors who help us keep our costs low. If you would like to get more information, or would like to suggest programs/sponsors, click on “Yes, contact me regarding sponsorship opportunities” Otherwise, click “No, do not contact me...”

Click “Continue with Registration”



## 12. PAYMENT SCREEN

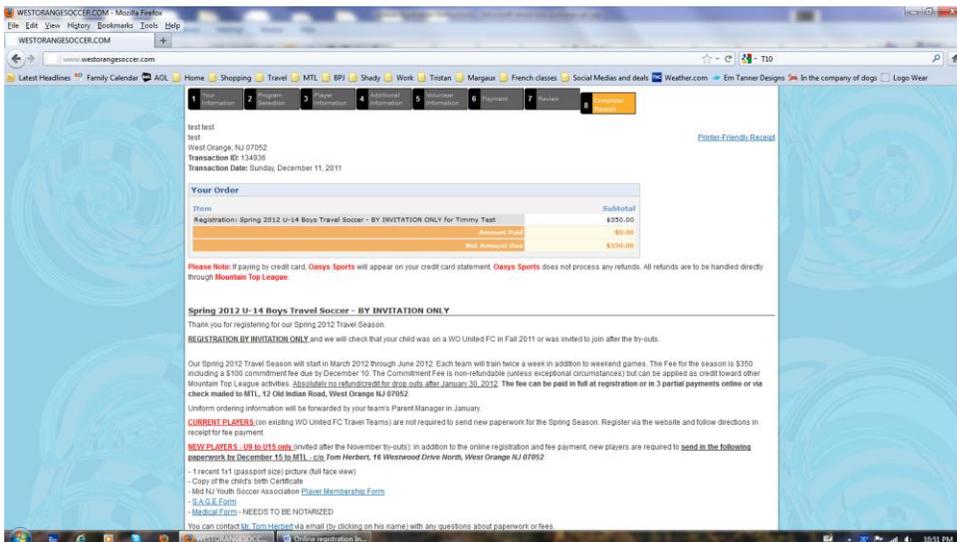
Review your registration. You have several options of payment. If sending a check (to 12 Old Indian Road) please add a copy of the receipt so we can credit the proper account.



### **CLICK CONTINUE REGISTRATION**

13. On the next screen, **Review the information submitted** and click **SUBMIT REGISTRATION**  
You can click EDIT to go back to the screen and modify information
14. Read and initial the signature AND the Electronic Waiver.
15. Click **SUBMIT REGISTRATION**
16. **RECEIPT SCREEN**  
You can print your receipt by clicking on "Printer Friendly Receipt" at the top of the screen

Follow instructions to submit paperwork if necessary. **FIRST TIME PLAYERS ARE REQUIRED TO SEND A COPY OF THEIR BIRTH CERTIFICATE AND PROOF OF WEST ORANGE RESIDENCY TO 12 OLD INDIAN ROAD, WEST ORANGE NJ 07052 with a copy of the receipt.**



When you come back to register your child for a future program, you will land on your account management screen after entering your login, and have direct access to the child's records. Registration is highly simplified from there on because the child's information is already in the system.

Any online/technical issues with the system please email [mountaintopleague@gmail.com](mailto:mountaintopleague@gmail.com)