

POWERED BY  
**PACIFIC FOOTBALL CLUB**

REGISTRATION TUTORIAL



POWERED BY  
**PACIFIC FOOTBALL CLUB**

[poweredbypacificfc.ca](http://poweredbypacificfc.ca)



[@PoweredbyPFC](https://twitter.com/PoweredbyPFC)



[@poweredbypacificfc](https://www.instagram.com/poweredbypacificfc)

POWERED BY  
**PACIFIC FOOTBALL CLUB**

1. Click on this link to start your registration -  
<https://go.teamsnap.com/forms/328767>

2. The following page will pop up in your browser.



 **Van Isle Wave Program**

Registration Season 2021-2022

 **Welcome to TeamSnap's Club & League Registration**

This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.

Don't Have a TeamSnap Account? [Sign Up](#)

Log in With TeamSnap

Email

Password

[Forgot Password?](#)

3. If you already have a Teamsnap account, please login with your credentials. If not, you must create an account by clicking at Sign Up.

POWERED BY  
**PACIFIC FOOTBALL CLUB**

POWERED BY  
**PACIFIC FOOTBALL CLUB**

4. Player Info Section. The red asterisk means mandatory fields. The question mark by the fields provides extra information.

Step 1: Enter Participant Info

**Participant 1 Info** close

---

\* First Name

\* Zip/Postal Code

\* Last Name

\* Birthdate

\* Address

\* Gender

Note: if you have siblings registering at the same time, please click “Add Another Participant” to fill out their information.

5. Additional Participant Info section - please carefully pay attention to the instructions below.

Additional Participant Info

Upper Island Player [?](#)

Multi Child Discount [?](#)

Medical Information [?](#)

\* Any specifics about the player that the club should be aware of?

\* Season Ticket Email Address [?](#)

- Upper Island Player field: If you live north of Ladysmith or in Salt Spring Island, please choose “Yes” to the “Upper Island Player” field. That entitles you with a 10% off (\$335.47). If that’s not your case, select “No”.

POWERED BY  
**PACIFIC FOOTBALL CLUB**

POWERED BY  
**PACIFIC FOOTBALL CLUB**

Exception: if you are an Upper Island Player and have 1 or 2 siblings registering at the same time for the program, the Upper Island Athlete discount does not apply. Instead, you must choose between the sibling discount options that apply to your case.

- Multi-Child Discount field:
  - ★ If a total of 2 siblings are registering at the same time, please select “2 siblings”. That will entitle each participant to a 10% off discount (\$335.47 per player). If that’s not your case, select “No”.  
Attention: you must repeat the same steps and choices for the second participant being registered, exactly the way you did for the first one.
  - ★ If a total of 3 siblings are registering at the same time, please select “3 siblings”. That will entitle each participant to a 20% off discount (\$670.94 per player). If that’s not your case, select “No”.  
Attention: you must repeat the same steps and choices for the other participants being registered, exactly the way you did for the first one.

The remainder of questions in this section are related to the player’s medical information (allergies, medication, etc) and any other specific information if you think we should know about the player. if you have nothing to add, just type None. Also, please add the email address you wish to link your 2023 PFC Season Pass with.

After that, fill out the parents info section. Make sure you add the parent’s personal email address as means of communication. We don’t suggest work email addresses to be used.

POWERED BY  
**PACIFIC FOOTBALL CLUB**

6. Waiver Section. All waivers must be downloaded, carefully read and signed - for that, you must type your name as it appears on each white box, then click "Sign Waiver". Repeat the process for all waivers until they all show a green icon. Then, click on the "Save & Continue" button at the bottom of the page.



### Documents & Waivers

Please review and acknowledge the documents and waivers below.

#### Registration Documents & Waivers

**\* ATHLETE CODE OF CONDUCT**

---

Download and carefully read the doc and sign it as instructed below.

[Download 2. ATHLETE CODE OF CONDUCT.docx](#)

By entering my name in this box I agree to the terms of the waiver.

sign here



#### Registration Documents & Waivers

✓ ATHLETE CODE OF CONDUCT Acknowledged	<a href="#">edit</a>
✓ PARENTS CODE OF CONDUCT Acknowledged	<a href="#">edit</a>
✓ YOUTH TRAVEL POLICY Acknowledged	<a href="#">edit</a>
✓ COMMUNICATION AND SOCIAL MEDIA POLICY Acknowledged	<a href="#">edit</a>

POWERED BY  
**PACIFIC FOOTBALL CLUB**

POWERED BY  
**PACIFIC FOOTBALL CLUB**

7. Participant Fees section. Make sure you select the correct team you are registering for, plus select the GST fees. Then, click on the “Save & Continue” button.

Giuliano Caseiro's Participant Fees

---

**2022-2023 Program Fees \*** (Required)

---

2010 Boys | \$3195.00

2009 Boys | \$3195.00

2008 Boys | \$3195.00

2007 Boys | \$3195.00

2006 Boys | \$3195.00

2005 Boys | \$3195.00

---

**GST \*** (Required)

---

GST | \$159.75

8. Checkout section. Here you will be able to review your registration before confirming your payment. Make sure the name under the “Participant Fees” is the player’s name and not the parent’s name. You can edit it by clicking on the pencil icon by the name.

Below you will find examples of registrations that might be like yours.

POWERED BY  
**PACIFIC FOOTBALL CLUB**

POWERED BY  
**PACIFIC FOOTBALL CLUB**

8.1) For a **single-player registration**, your cart should look like this

Registration Season 2022-2023 Fees		
<b>Participant Fees</b>		
 Giuliano Caseiro	2010 Boys	\$3,195.00
	GST	\$159.75
<a href="#">Add Another Participant</a>		
<b>Total Fees</b>		
Participant Fees		\$3,354.75
Form Fees		\$0.00
<b>Total</b>		<b>\$3,354.75</b>

	<b>Split payment into installments*</b> \$347.87 due today + 9 payments <a href="#">View Payment Details</a>	<input type="checkbox"/> off
<small>* Payments are processed automatically with your submitted credit/debit card. A processing fee will apply to each payment.</small>		
<b>Order Summary</b>		
Registration Fees		\$3,354.75
Processing Fee		\$110.53
<b>Checkout Total</b>		<b>\$3,465.28</b>

POWERED BY  
**PACIFIC FOOTBALL CLUB**

POWERED BY  
**PACIFIC FOOTBALL CLUB**

8.2) For an **Upper Island Player**, your cart should look like this.

Registration Season 2022-2023 Fees

Participant Fees

 Giuliano Caseiro	2010 Boys	\$3,195.00
	GST	\$159.75
	Upper Island Player Adjustment	\$-335.47

[Add Another Participant](#)

Total Fees

Participant Fees	\$3,019.28
Form Fees	\$0.00
<b>Total</b>	<b>\$3,019.28</b>

 Split payment into installments\*  
\$313.23 due today + 9 payments  off  
[View Payment Details](#)

\* Payments are processed automatically with your submitted credit/debit card. A processing fee will apply to each payment.

Order Summary

Registration Fees	\$3,019.28
Processing Fee	\$99.63
<b>Checkout Total</b>	<b>\$3,118.91</b>

POWERED BY  
**PACIFIC FOOTBALL CLUB**

POWERED BY  
**PACIFIC FOOTBALL CLUB**

8.3) For a 2-sibling registration, your cart should look like this.

Registration Season 2022-2023 Fees

**Participant Fees**

Giuliano Caseiro	2010 Boys	\$3,195.00
	GST	\$159.75
	Multi Child Discount Adjustment	-\$335.47
John Doe	2009 Girls	\$3,195.00
	GST	\$159.75
	Multi Child Discount Adjustment	-\$335.47

[Add Another Participant](#)

**Total Fees**

Participant Fees	\$6,038.56
Form Fees	\$0.00
<b>Total</b>	<b>\$6,038.56</b>

 **Split payment into installments\***  
 \$624.98 due today + 9 payments  
[View Payment Details](#)  off

\* Payments are processed automatically with your submitted credit/debit card. A processing fee will apply to each payment.

**Order Summary**

Registration Fees	\$6,038.56
Processing Fee	\$197.75
<b>Checkout Total</b>	<b>\$6,236.31</b>

[Confirm Payment](#)

POWERED BY  
**PACIFIC FOOTBALL CLUB**

POWERED BY  
**PACIFIC FOOTBALL CLUB**

8.4) For a **3-sibling registration**, your cart should look like this.

Participant Fees		
Giuliano Caseiro	2010 Boys	\$3,195.00
	GST	\$159.75
	Multi Child Discount Adjustment	-\$670.94
John A	2010 Girls	\$3,195.00
	GST	\$159.75
	Multi Child Discount Adjustment	-\$670.94
John A	2010 Girls	\$3,195.00
	GST	\$159.75
	Multi Child Discount Adjustment	-\$670.94
<a href="#">Add Another Participant</a>		
Total Fees		
Participant Fees		\$8,051.43
Form Fees		\$0.00
<b>Total</b>		<b>\$8,051.43</b>

	<b>Split payment into installments*</b> \$832.81 due today + 9 payments <a href="#">View Payment Details</a>	<input type="checkbox"/> off
	<small>* Payments are processed automatically with your submitted credit/debit card. A processing fee will apply to each payment.</small>	
Order Summary		
Registration Fees		\$8,051.43
Processing Fee		\$263.17
<b>Checkout Total</b>		<b>\$8,314.60</b>

POWERED BY  
**PACIFIC FOOTBALL CLUB**

POWERED BY  
**PACIFIC FOOTBALL CLUB**

9. Method of Payment

a. **Credit Card - families can opt between:**

- i. **one upfront full fee payment (due at registration)**
- ii. **10 monthly payments (due at the checkout + 9 installments every 15th - September to May)**

The registration system (Teamsnap) charges the following fees for payment processing: the credit card processing rate (3.25% of total fees) and credit card processing fees (\$1.50 per transaction).

- iii. If you wish to pay through the installments option, make sure you toggle the option as it shows below.



**Split payment into installments\***

\$347.87 due today + 9 payments

[View Payment Details](#)

on

\* Payments are processed automatically with your submitted credit/debit card. A processing fee will apply to each payment.

b. **Cheque - one upfront full fee payment (due August 15th)**

- i. Cheques must be dropped off in person at 3024 Glen Lake Road (care of the Manager of Youth Operations - Giuliano Caseiro)
- ii. Cheques are not to be mailed to the address above.
- iii. Cheques received by mail will not be accepted as payment of program fees.
- iv. If the cheque is not received by the due date (August 15th), the family will be contacted through email by the Manager of Youth Operations and the player(s) will not be authorized to train or play games until the cheque is received.
- v. Monthly payments through cheques are not accepted.

POWERED BY  
**PACIFIC FOOTBALL CLUB**

**c. E-transfer: one upfront full fee payment (due August 15th)**

- i. Email to e-transfer: [dfriend@pacificfc.ca](mailto:dfriend@pacificfc.ca)
- ii. Upon completing the e-transfer, the family must send an email to [wave@pacificfc.ca](mailto:wave@pacificfc.ca) to confirm the email address used to transfer the amount.
- iii. If the e-transfer is not received by the due date (August 15th), the family will be contacted through email by the Manager of Youth Operations and the player(s) will not be authorized to train or play games until the full payment is received.
- iv. Monthly payments through e-transfers are not accepted.

If you have any questions related to the registration process, please send an email to [wave@pacificfc.ca](mailto:wave@pacificfc.ca).