



2024 LISA Referee Development Day
PowerUp Registration Guide

Version 1.0



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Introduction

Lower Island Soccer Association (LISA) is proud to announce the 2024 Referee Development Day (RDD). The RDD is intended to provide learning and development opportunities to all registered officials within LISA ahead of the 2024/25 season.

There is no cost to register for the 2024 LISA RDD.

Event Details:

Date: Sunday, August 25th, 2024

Time: 9am - 3:30pm

Location: Gorge Clubhouse - 258 Hampton Rd, Victoria, BC V8Z 1H1

Registration Platform: LISA is using PowerUp for participant registration.

Registration Platform Link: <https://lisa.powerupsports.com/>

The following document is a PowerUp Guide for the 2024 LISA RDD. This document includes information on PowerUp Account Login or Account Creation and details on How to Register.



PowerUp Account Login or Account Creation

Please Note: Cowichan Valley, Saanich Fusion, and Westcastle do not use PowerUp at the club level. Therefore, you will be required to create a PowerUp account directly on the LISA PowerUp site.

PowerUp Account Login

I already have a PowerUp account with my member club association.

Visit the [LISA PowerUp Website](#) and log in with your existing member club association credentials. Use the email address and password used with your member club association's PowerUp account.

The screenshot displays the LISA PowerUp Member Zone interface. On the left is a navigation menu with options like 'Log In', 'Today's Events', 'Schedules', 'Standings', 'Results', 'Facilities', 'Support', 'Mobile Apps', 'How To Register', and 'FAQ'. The main content area is titled 'Welcome to the LISA Member Zone!' and includes sections for 'New Member?' (with a 'Sign Up' button), 'Existing Member?' (with a 'Log In' button), and a 'Registration Centre' (stating no current registrations are available). On the right, there are two login forms: one for standard login with 'Log In' and 'Sign Up' buttons, and another for password reset with a 'Reset Password' button. A large arrow points from the main site interface to the detailed login form on the right.



PowerUp Account Creation

I do not have a PowerUp account.

If you do not have a PowerUp account, you can sign up on the [LISA PowerUp Website](#).

Note: If you are 18 years old or younger, your parent or guardian will need to create an account and add you as a family member. PowerUp will prompt them to add family members during the account creation process.

The screenshot displays the LISA Member Zone interface. The main content area includes a 'Welcome to the LISA Member Zone!' message with instructions for new members, a 'Log In' button, and a 'Sign Up' button. A 'Registration Centre' section indicates no current registrations are available. A 'Club Information' section provides the association's address. To the right, a detailed view of the 'Sign Up' form is shown, including fields for Email Address, Password, and Confirm Password, along with a 'Continue' button.



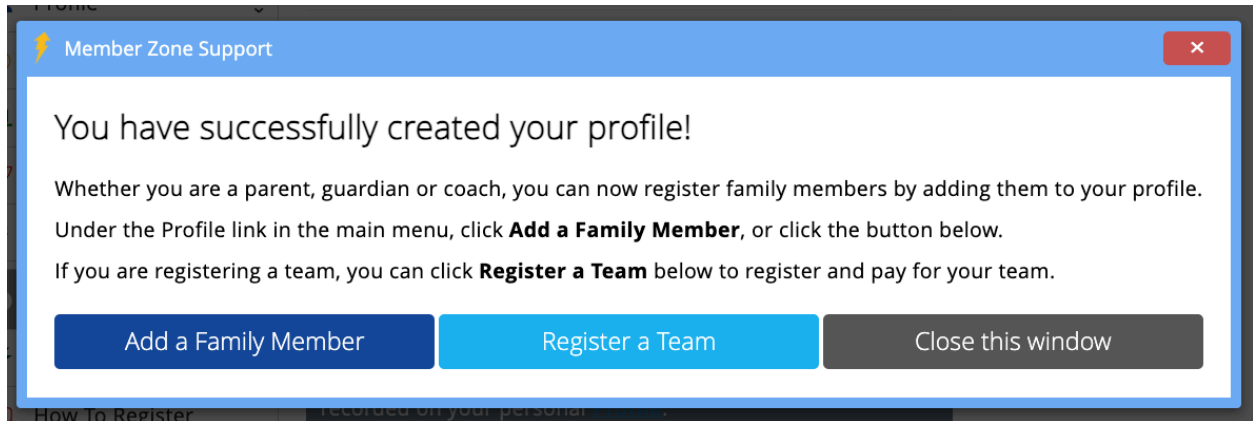
Below is the landing page that appears during the PowerUp account creation process.

The screenshot shows the PowerUp registration interface. At the top, there's a navigation bar with the "POWER UP" logo and mobile app icons. Below that, the "Lower Island Soccer Association Member Zone" header is visible. A weather widget for Victoria shows 18°C. The main content area is titled "Customer / Guardian Profile". A "Member Zone Support" pop-up window is overlaid, titled "Register in Three Easy Steps". It lists three steps: 1. Enter your information as a parent or guardian, 2. Enter the players from your family (with a blue highlight and text: "You can skip this step if you are an adult player or the only player in the profile"), and 3. Register for available playing events. Below this, it offers instructions for registering a team. A "Get Started" button is at the bottom of the pop-up. The background registration form includes fields for First Name, Middle Name, Last Name, Chosen Name, Email Address (mhood720@g...), Home Phone, Business Phone, Mobile Phone, Street # and Street Name, Address2, City/Town, and Province (a dropdown menu).

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Once your parent or guardian creates an account, they will be able to select “Add a Family Member” and create a profile for you (applies to youth 18 years or younger).



Member Zone Support

You have successfully created your profile!

Whether you are a parent, guardian or coach, you can now register family members by adding them to your profile. Under the Profile link in the main menu, click **Add a Family Member**, or click the button below.

If you are registering a team, you can click **Register a Team** below to register and pay for your team.

[Add a Family Member](#) [Register a Team](#) [Close this window](#)



How to Register

Step 1: Home > Registration Centre > Player Registrations

Once you have logged into your account or created an account, select the 'Home; tab. Then click on 'Player Registrations' under the Registration Centre.

The screenshot displays the PowerUp website interface. At the top, there is a black navigation bar with the 'POWER UP' logo, mobile app icons for Apple and Android, a user profile dropdown labeled 'Your Name Here', and a help icon. Below this is a white header for the 'Lower Island Soccer Association Member Zone'. The main content area has a blue top bar with 'Victoria 18° Clear 14°/27°', a Facebook icon, and a shopping cart icon. A left sidebar menu is visible, with the 'Home' option circled in red. The main content area is titled 'Registration Centre' and features a yellow 'Register Now!' button. A 'Player Registrations' button, also circled in red, is located in the center. On the right, a 'Players' section shows a profile for 'Michael Hood' with the status 'Not registered for upcoming season'.



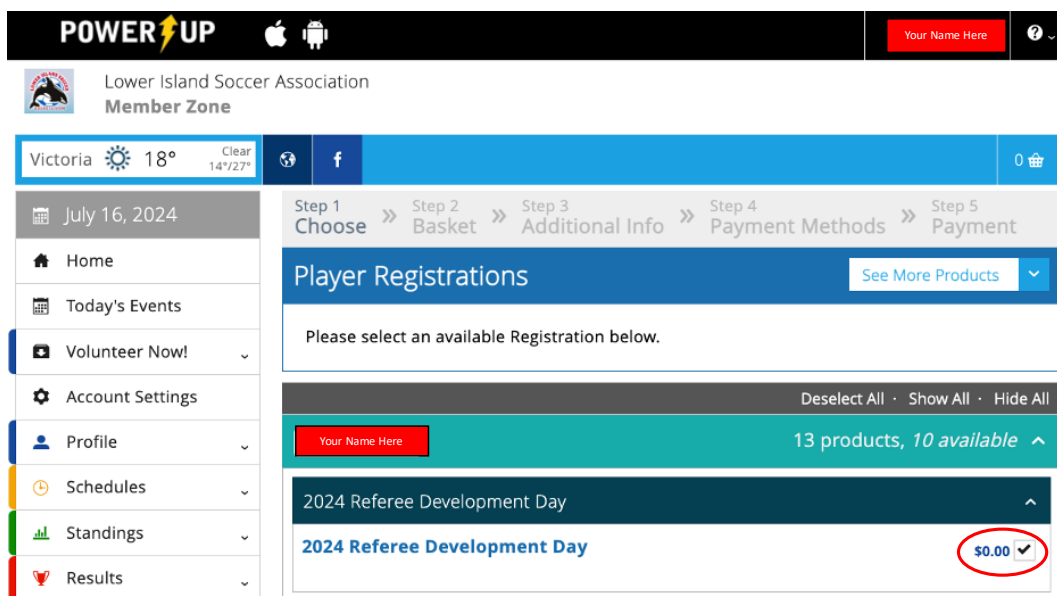
Step 2: Player Registrations > 2024 Referee Development Day

Under 'Player Registrations' select '2024 Referee Development Day'.



Step 3: Select '2024 Referee Development Day'

Once you select '2024 Referee Development Day' click the checkbox beside "\$0.00."



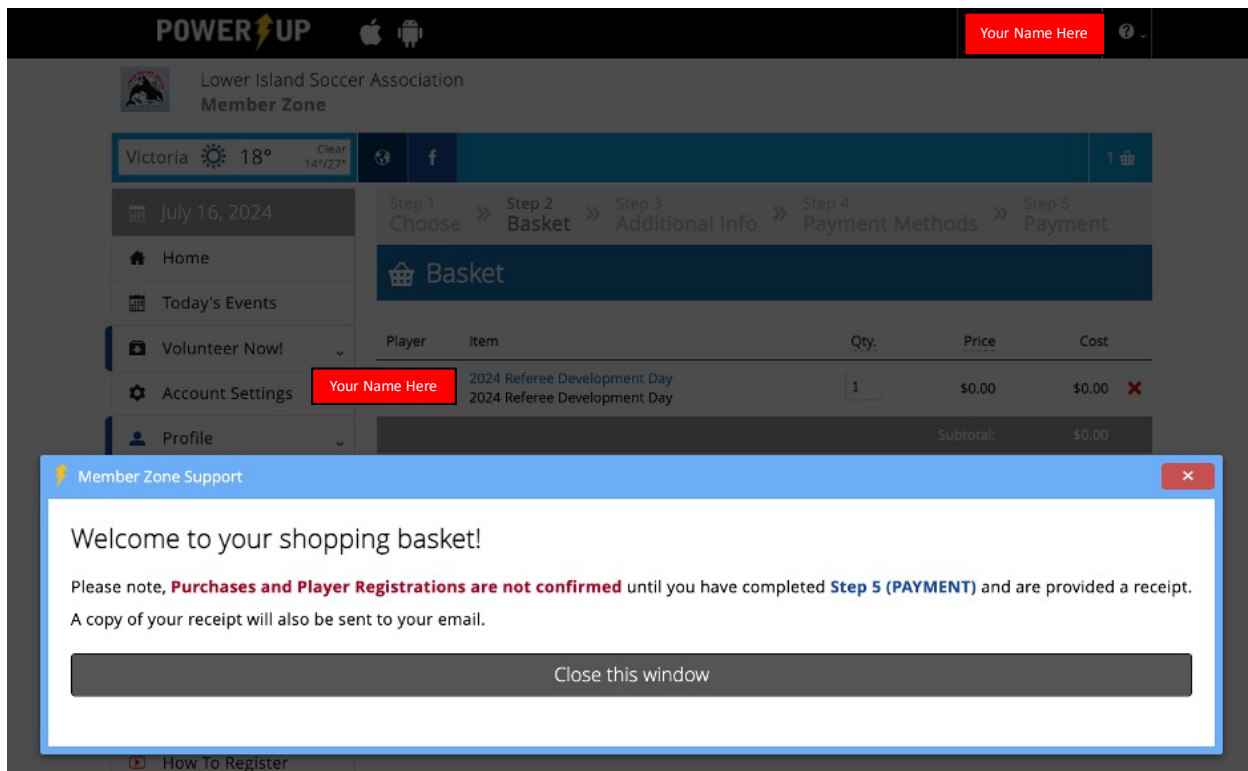


Step 4: Select 'Add to Basket'

Scroll to the bottom of the PowerUp page and select 'Add to Basket.'



Below is the landing page that will appear once you select 'Add to Basket.'





Step 5: Select 'Check Out'

Close the pop-up window and select 'Check Out'.'

The screenshot shows the PowerUp mobile app interface. At the top, there is a navigation bar with the 'POWER UP' logo, Apple and Android icons, and a user profile dropdown labeled 'Your Name Here'. Below this is a 'Member Zone' header with the association logo and name. A weather widget for Victoria shows 18°C. A progress bar indicates the current step is 'Basket'. A sidebar menu on the left lists various app features. The main content area displays a shopping basket with one item: '2024 Referee Development Day' for \$0.00. Summary items like 'Subtotal: \$0.00' and 'Total (CAD): \$0.00' are shown. At the bottom of the basket, there are three buttons: 'Empty Basket', 'Update Basket', and 'Check Out'. The 'Check Out' button is circled in red. Below the basket, there is a search bar with the text 'Looking For Something Else?' and a 'Player Registrations' button.



Step 6: Payment Screen

Once you have selected 'Check Out' a payment screen will appear. Select 'Submit.'

Reminder: There is no cost to register for the 2024 LISA Referee Development Day!

The screenshot shows the 'Payment' screen in the PowerUp app. The navigation menu on the left includes: Home, Today's Events, Volunteer Now!, Account Settings, Profile (with a red box around 'Your Name Here'), Schedules, Standings, Results, Facilities, Support, Mobile Apps, How To Register, and FAQ. The main content area shows a progress bar with steps: Step 1 Choose, Step 2 Basket, Step 3 Additional Info, Step 4 Payment Methods, and Step 5 Payment. Below the progress bar, a green banner states 'No Payment is required.' with a checkmark. A table lists the items in the cart:

Player	Item	DOB	Qty.	Price	Cost
	2024 Referee Development Day	1988/01/01	1	\$0.00	\$0.00
	2024 Referee Development Day				
				Subtotal:	\$0.00
				Discount:	\$0.00
				Total (CAD):	\$0.00

Below the table, a teal-bordered box contains the following text: 'Upon successful completion of this Transaction, you will be presented with a **Confirmation** page where you can view the order details and print a copy of your receipt. If a period of 2 minutes has passed and you are not presented with the Confirmation page, your Transaction most likely has been cancelled because of a network delay.' At the bottom of the screen, there are 'Back' and 'Submit' buttons. The 'Submit' button is circled in red.



Step 6: Registration Confirmation

Once you select 'Submit', you will receive a registration confirmation.

The screenshot shows the PowerUp mobile app interface. At the top, there is a navigation bar with the 'POWERUP' logo, Apple and Android icons, and a user profile dropdown labeled 'Your Name Here'. Below this is a 'Member Zone' header with the Lower Island Soccer Association logo and name. The main content area is divided into three sections: a left sidebar menu, a central 'Confirmation' panel, and a right 'Players' panel. The sidebar menu includes options like Home, Today's Events, Volunteer Now!, Payments/Receipts, Account Settings, Profile, Schedules, Standings, Results, Facilities, Support, Mobile Apps, How To Register, and FAQ. The central 'Confirmation' panel displays a 'Thank You!' message, stating that the order transaction was successful and will be processed during regular office hours. It shows the user's 'ORDER NUMBER' as 'Your Order # Here' and provides instructions to click the order number to view details and print a copy. It also mentions that an email with order information has been sent to the user's email account on file, with the email address 'postmaster@powerupsports.com' added to their Safe List. The right 'Players' panel shows a user profile for 'Your Name Here' and a note that the user is 'Not registered for upcoming season'.

Step 7: Registration Complete > What to expect next?

Further event details will be sent to participants closer to the event date.

We can't wait to host you!



Troubleshooting

If you have any questions, comments, or concerns regarding the 2024 LISA Referee Development Day (RDD) registration process, please direct inquiries to:

Al Moir

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Louise Reid

Consultant (working on behalf of the Lower Island Soccer Association)

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