



Chico Senior Softball

Edit Some Registration Info After Registered

If you have already registered for the Chico Senior Softball season but need to update some of your registration information, then please follow these steps.

Note #1: The images shown here were taken from a Windows computer using the Firefox browser. If your using a different device or system, you'll need to determine how to perform each step on your device and/or browser.

Note #2: This example shows how to update your "Playing Time Restrictions", but these steps can be used to update other fields also.

1. Login:

- Go to the [Chico Senior Softball](#) homepage and select the "Login" link in the upper right as shown here in Figure 1 below.



Figure 1: CSS Homepage

- Log into your CSS Player account via the Login dialog box shown in Figure 2.
- Use the "Forgot Password?" link in the lower right if you have forgotten your password.

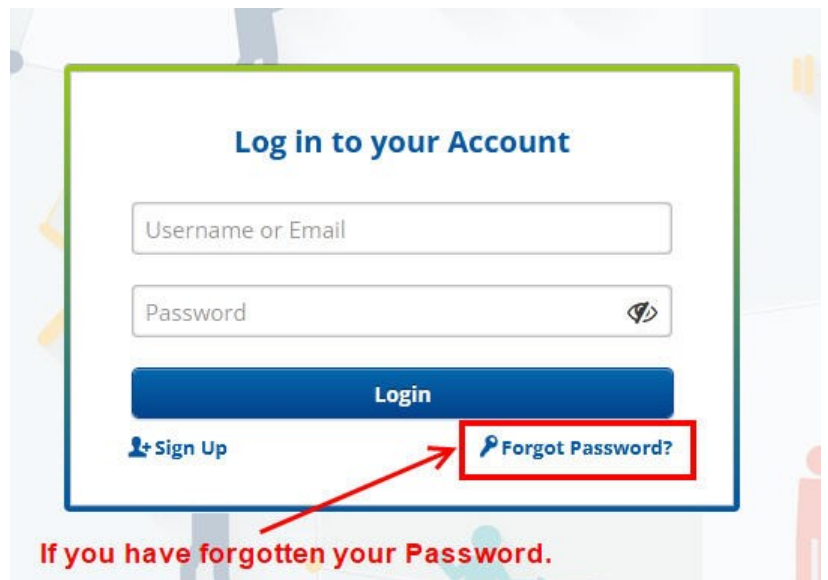


Figure 2: Login Dialog Box



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2. Select Registration:

- Once in your Player Account select the “**Registrations**” option in the left menu as shown in Figure 3.

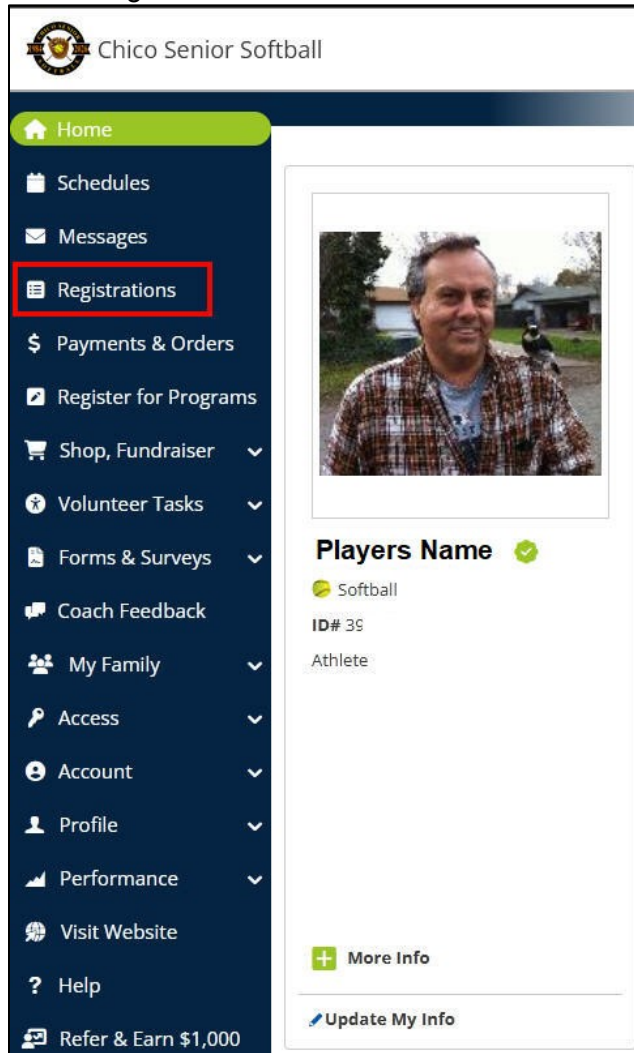


Figure 3: Registrations

You will then be taken to your “**My Registrations**” page, example shown in Figure 4.

- Find the **registration/season** you want to make an update for and select the “**ID**” number to access that registration.

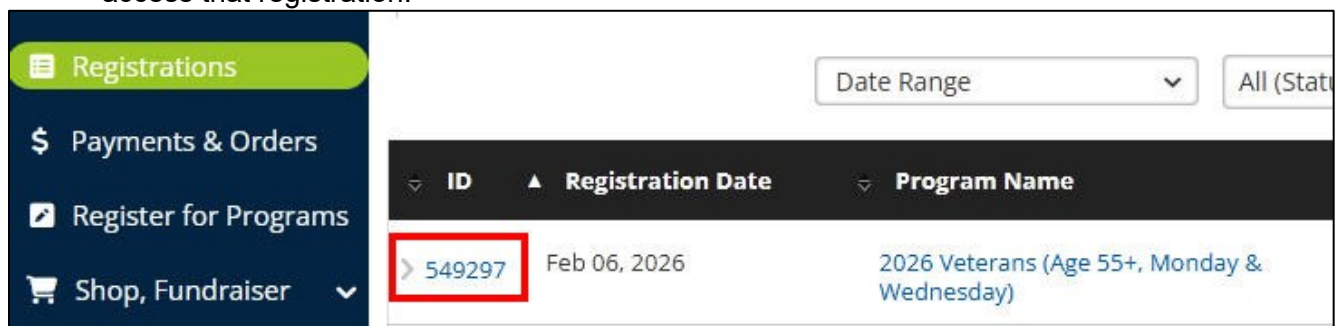


Figure 4: Player Registrations Page



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3. Update Your Info:

- Once in your **"Registration Area"** find the section you want to update and select the **"Edit Pencil"** next to the section title to enter into Edit mode, see Figure 5.

Home

Schedules

Messages

Registrations

Payments & Orders

Register for Programs

Shop, Fundraiser

Volunteer Tasks

Forms & Surveys

Coach Feedback

My Family

Access

Account

Profile

Performance

Visit Website

Help

Refer & Earn \$1,000

More Info

Preferred Player Positions

Jersey size

Emergency Contact: Email

Emergency Contact: Work Phone

Emergency Contact: Cell Phone

Emergency Contact: First Name

Emergency Contact: Last Name

Emergency Contact: Home Phone

Emergency Contact: Relation

Work phone

First Year Played with CSSC

Playing Time Restrictions

Retrict Test

Figure 5: Find Section to Update



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- Update your information as needed then select the **“Update”** button near the bottom when you are done making all your updates, see Figure 6.

The screenshot shows a web application interface for Chico Senior Softball. On the left is a dark sidebar with navigation links: Home, Schedules, Messages, Registrations, Payments & Orders, Register for Programs, Shop, Fundraiser, Volunteer Tasks, Forms & Surveys, Coach Feedback, My Family, Access, Account, Profile, Performance, Visit Website, Help, and Refer & Earn \$1,000. The main content area is titled 'Registration Payment Info'. A modal window titled 'Update Registration Details (Custom Fields)' is open, featuring a close button (X) in the top right. The modal contains the following fields: Preferred Player Positions (dropdown), Jersey size (dropdown), Emergency Contact: Email, Emergency Contact: Work Phone, Emergency Contact: Cell Phone, Emergency Contact: First Name, Emergency Contact: Last Name, Emergency Contact: Home Phone, Emergency Contact: Relation, Work phone, First Year Played with CSSC (with a question mark icon), and Playing Time Restrictions (with a question mark icon). The 'Playing Time Restrictions' field is highlighted with a red border and contains the text 'Update as needed.'. At the bottom of the modal are two buttons: 'Update' (with a checkmark icon) and 'Close' (with an X icon).

Figure 6: Update as Needed