



Meet PSA's New Friend Sam!

Sports Authority Management

PSA's New Online Registration Program Includes

- Family Profiles
- Game Reminders
- Past Invoices
- Reliable and Secure Registration
- Online Team Registration

Log On And Enter Your Family Today!

Coaches: How to Register your Team

If you don't have a log on, follow these steps first:

1	Go to the MY Sam link at www.psaplano.org (https://secure.sports-it.com/mysam/?cid=psa)
2	Since everyone is new to MySam, go to item #2 under new Customer Registration
3	Enter in an email address you want associated with your family account
4	Click Sign Up
5	You will be taken to the Customer Account Page- If you have any trouble registering, give us a call at PSA. 972.208.kids (5437)
6	Fill out form completely. Add ALL of your children at this time, even if they will not be registering for a sport at this time.
7	You will receive a confirmation
8	Click the link within the email
9	You are all finished and ready for registration!

Once you have a log on:

1	Click Registration button on your MySAM account.
2	Select YOUR NAME to registration.
3	Click Season to register your team.
4	A pop up box will probably tell you that you're too old to play. Ignore this warning since you are the coach.
5	Select REGISTER NEW TEAM.
6	Enter the name of your team and your last name. Example: Spikers-Johnson
7	Enter the amount you are paying. This could be \$0 or up to the entire balance.
8	Select Invite Players to register with your team. These are the players that are going to play on your team.
9	In the body of your email, state they are invited to play and can click on the link provided in the email to register directly on the team. The email can include any information necessary. An example might be, each player pays \$xxx or which practice day would be good etc.
11	Refer your parents to click the link in the email they receive to register for the team. They will receive instructions how to set up their MYSAM account at that time. If your parents have any questions they may click on the www.psaplano.org or certainly call PSA at 972.208.5437



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