



How to get your account set up, how to register your coaches and players, and how to submit your payment via: FHS7v7A Website

Steps for setting up your account: (initial set up should take no longer than 10 minutes)

- a) Go to the FHS7v7A website using the following web address:
www.FHS7v7A.com
- b) Click on “Register Your Team” which will be found at the top right of the web page.
- c) You will be asked to enter your information. You will also be set up with a user name (your email address) and a password for your account (you will select your own password during the process of entering your information).

*****This step simply sets up your account to allow you to enter coaches and players*****

Steps for registering a coach: (registering a coach should take no longer than 5-7 minutes per coach)

- a) Login to the FHS7v7A website using your username and password
- b) Click on “My Coach” located on the far left side of the screen
- c) Click on “Add New Coach” located under “My Coach”.
- d) You will automatically be directed to the screen that allows you to enter the coach’s information.

***** Please keep in mind that you will need to follow the “Add a Coach” process for each coach you add individually*****

Steps for registering your players: (registering a player should take no longer than 5-7 minutes per player)



- a) Click on “My Player” located on the far left side of the screen
- b) Click on “Add New Player” located under “My Player”
- c) You will automatically be directed to the screen that allows you to enter the player’s information.

***** Please keep in mind that you will need to follow the “Add a Player” process for each player you add individually*****

Steps for making your payment:

- a) Click on “Payments” located on the far left side of the screen
- b) Click on “Make Payment” located under “Payments”
- c) As you add coaches and players the payment amount will automatically be populated to reflect the total amount due.
- d) Enter credit card information
- e) Click “Submit Payment”
- f) If you are paying by check, you will not need to complete any additional actions on the website. You will simply need to send your check to the following address:

520 Battersea Dr.

St. Augustine, FL. 32095

****Make Checks payable to FHS7v7A. You can send one check for the total amount due, or each individual you register can write a check, you collect them, and send them all in at once, whichever is easier for you.**

Steps for tracking your payment:

- a) Click on “Payments” located on the far left side of the screen
- b) On the “Payments” screen you will then click on “View All Transactions”
- c) The “View All Transactions” option will allow you to view the following information:
 - Payment Amount



- Payment Date (Date payment received)
 - Payment Type (Credit Card/Check)
 - Reference Number (Payment Confirmation Number)
- d) If paying by check, the reference number will be updated once the check or checks have been received.

***** You can always view the status of payments by clicking the “View All Transactions” tab*****