# DEMOSPHERE GUIDE FOR PARENTS

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## How to create a Demosphere account

NOTE

You should only create a new account if you have never used the Demosphere registration system before.
If you used Demosphere in the past for TFA, or any other club, you should continue to use your same username and password. Each club has its own link to register/login.

1. Go to **Registration:** https://nedosportsacademy.demosphere-secure.com/_registration

2. Click on “Create New User Account”.

3. Enter your email address and click “Send Instructions”. An email will be sent to you with a link to continue setting up your account.

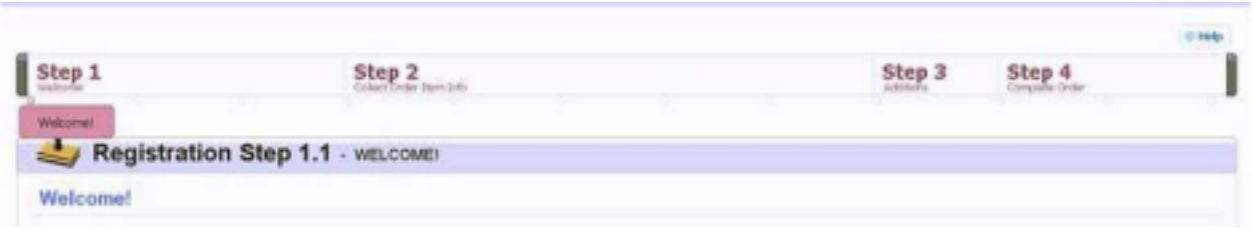
4. Open the email from Demosphere and click on the link to set your password.

5. Enter a new Password. Click “Confirm Account”.

# How to register for Programs

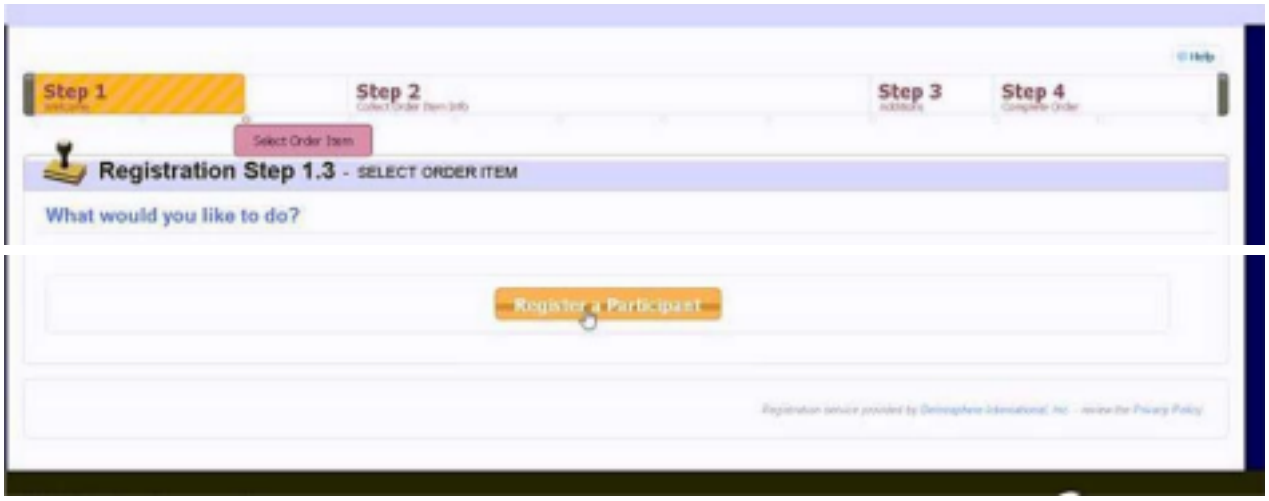
1. Go to https://nedosportsacademy.demosphere-secure.com/_registration

2. Registration Step 1.1 - Welcome. Click “Continue”.

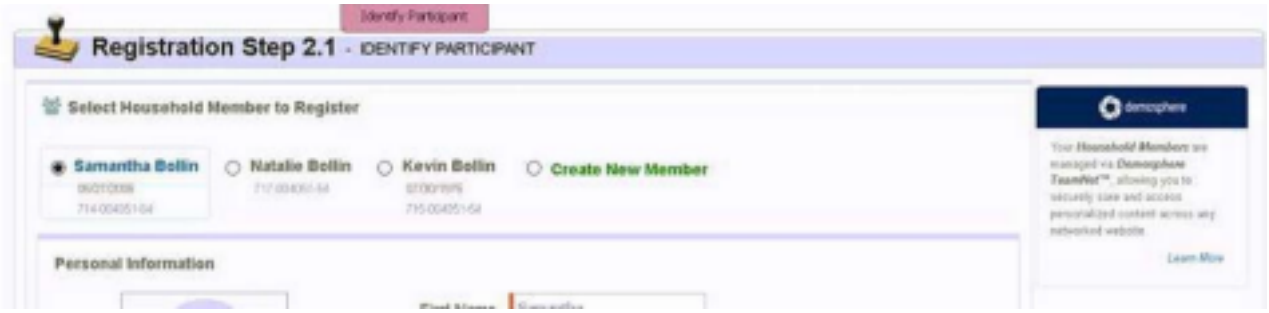


3. Registration Step 1.2 – Household Information. Make any changes if necessary and then click "Save and Continue".

4. Registration Step 1.3 – Select Order Item. Click "Register a Participant".




5. Registration Step 2.1 – Identify a Participant. Select the member you want to register. (If you need to update any information, we will explain later how to do that.) Or, select to Create a New Member. You can upload a photo if you would like, but it is not required for the tryout registration. Click "Save and Continue".






6. Registration Step 2.2 – Select Season. Select the season/program you are registering for. For example, select " Fall 2023".

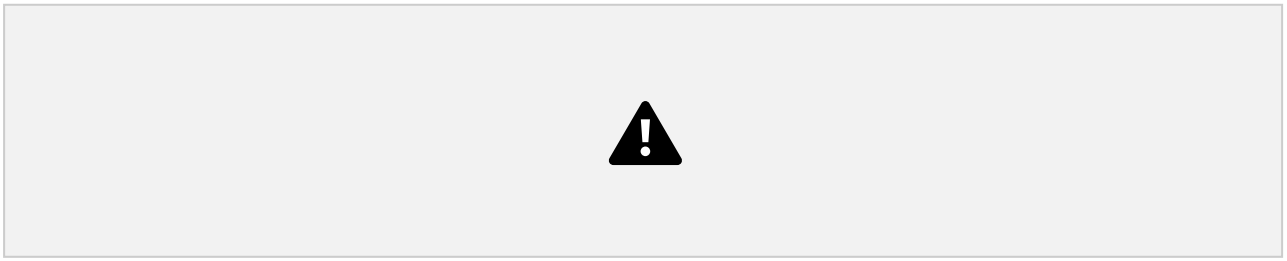
7. Registration Step 2.3 – Additional Information. Enter parent information. You can either select an existing member, or create a new member. Any parent selected here will automatically be able to log into your Demosphere account using their email address. Click "Save and Continue".

8. Registration Step 2.4 – Registration Form. Answer the registration questions. Fields with a red line are required. Click “Save and Continue”.

9. Registration Step 2.5 – Review Registration. If everything is correct, click “Continue”.

10. Registration Step 3.1 – Register Another. Either click to “Register a Participant” if you have another child to register. Or, click “No, Proceed to Next Step”.

11. Registration Step 4.1 – Review Order. Click “Proceed to Checkout”.



12. Registration Step 4.2 – Make Payment. Enter payment information. (No payment is due for tryouts.) Click "Submit Order".

13. Registration Step 4.3 – Order Confirmation. Review the order information. This same information will be sent to you in an email. You have the option to print if you would like. Or, click "Finish and Return to Dashboard" if you are finished.

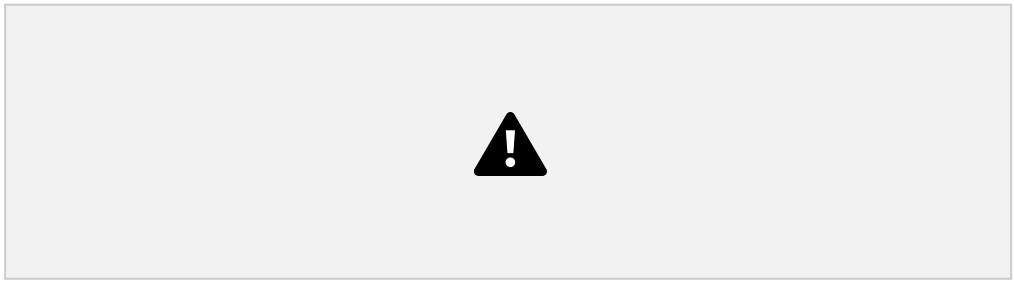


## How to Update Email Address for Login

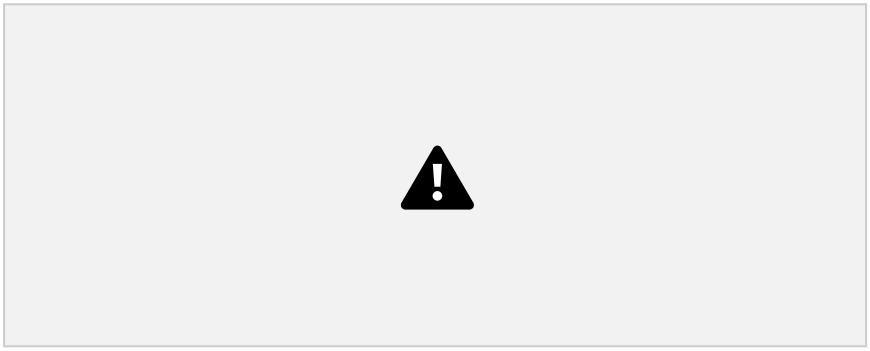
1. Go to https://nedosportsacademy.demosphere-secure.com/_dashboard to login to your Demosphere account.

2. Under My Account Information, in the My Profile Information tab, click on “Manage Profile”.

3. Click on “Manage My User Profile Via TeamNet”.

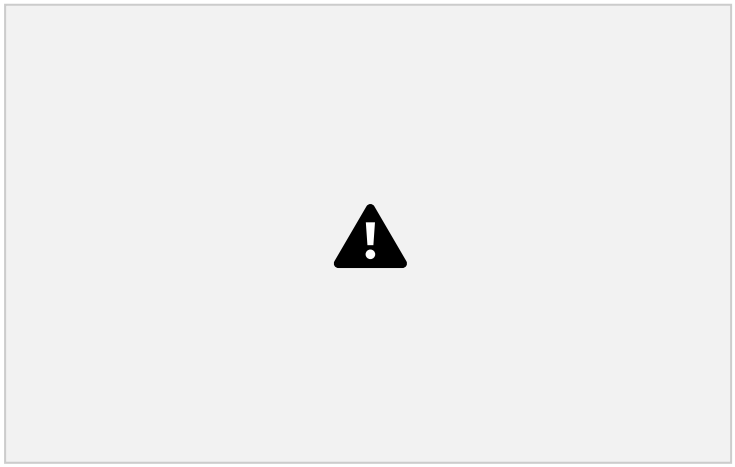


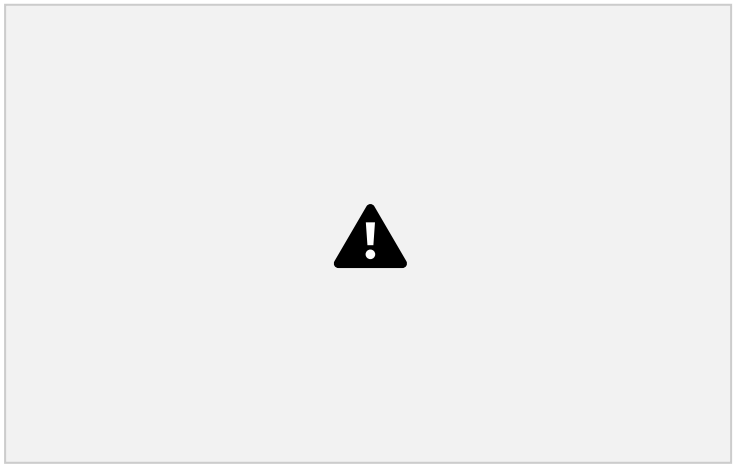
4. Click on “Edit” in the upper right hand corner.





5. Edit the email address and click “Save”





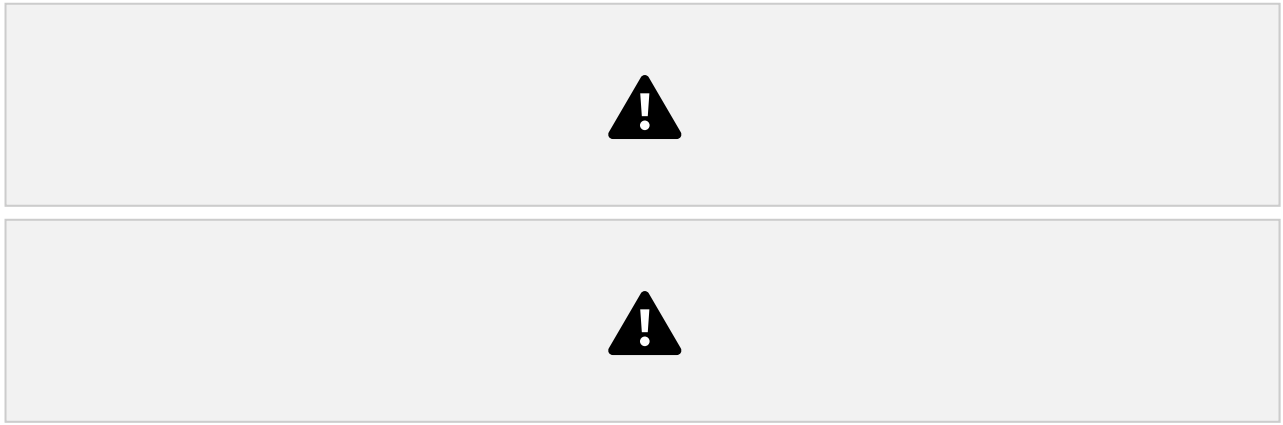


# How to View Registrations / View Upcoming Payments / Update Payment Information

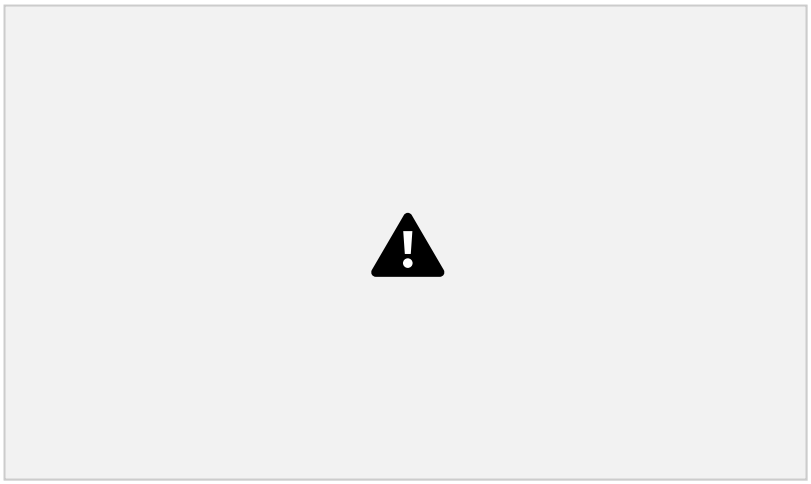
1. Go to https://nedosportsacademy.demosphere-secure.com/_login

2. Login to your Demosphere account

1. Under My Account, go to the “My Household Information” tab.  Click on “View Registration Order History” under My Site Registrations



3. In the Registration Order History tab, you can view previous orders, which includes upcoming payments.  To change the credit card being used, click on “Edit Payment Info”.



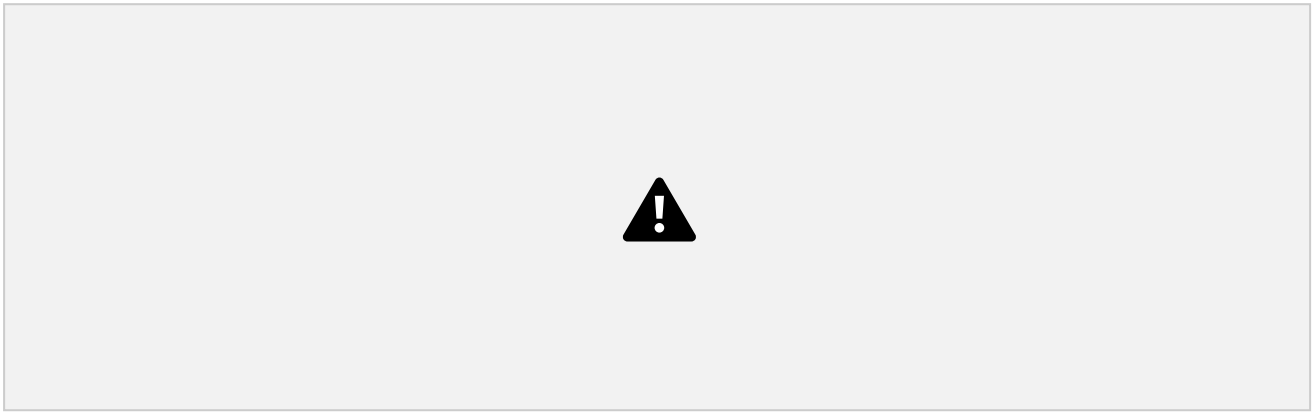


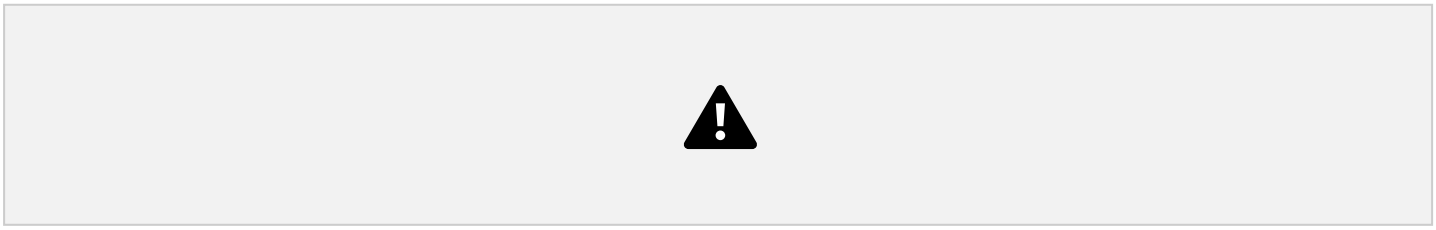
# How to Update Credit Card and Pay Past Due Fees After Installment  Due Dates are Over

1. Go to https://nedosportsacademy.demosphere-secure.com/_login

2. Login to your Demosphere account

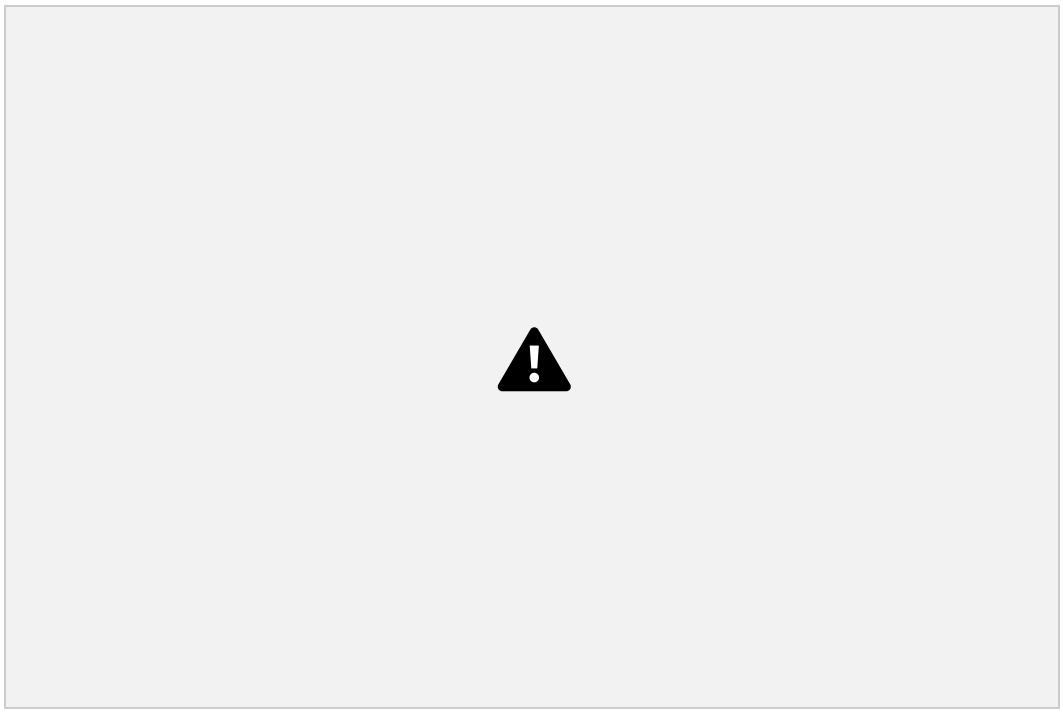
2. Under My Account, go to the “My Household Information” tab.  Click on “View Registration Order History” under My Site Registrations







6. Enter updated credit card information and click “Submit Payment”.



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# How to Manage Household Information

1. Go to [My Profile Dashboard (demosphere-secure.com)]

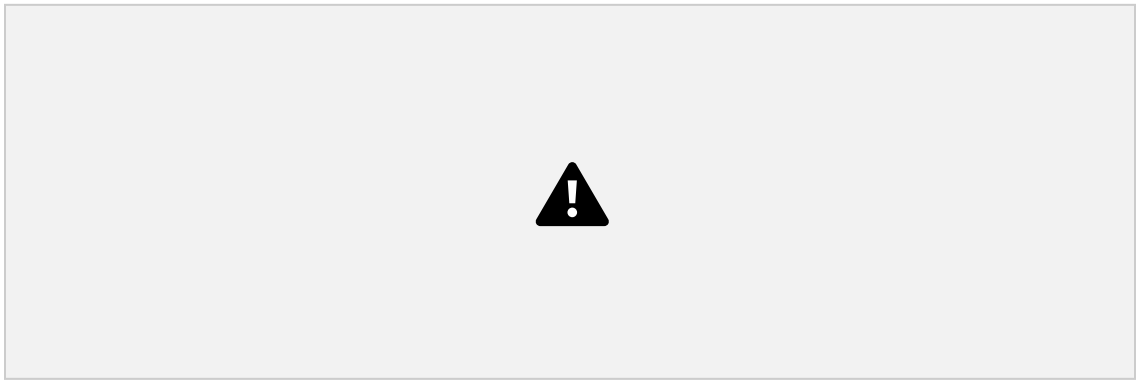
2. Login to your Demosphere account.

3. Under My Account, go to the “My Household Information” tab.

Click on “Manage Household”.

4. Click on “Manage My Household via TeamNet”.
You will be directed to a different website in a  new browser window.

TeamNet is where you will go to update profile information and view registration history. Once placed on a team, this is also where you will go to view your team's calendar, members, roster and team communications. Click here for more information on TeamNet.



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5. Go to the "Information" or "Members" tabs and click "Edit" to make changes.

6. Once finished updating, click on "Logout" at the top right of the screen. This will take you back to Demosphere.

7. If you later need to register another player for tryouts, or register for a different program, go back to My Dashboard and click on "Register" at the top-right.

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# Demosphere Support


support@demosphere.com

-or-

1-800-949-9440, Option 2