

# Arbiter Registration - How to Register for the First Time

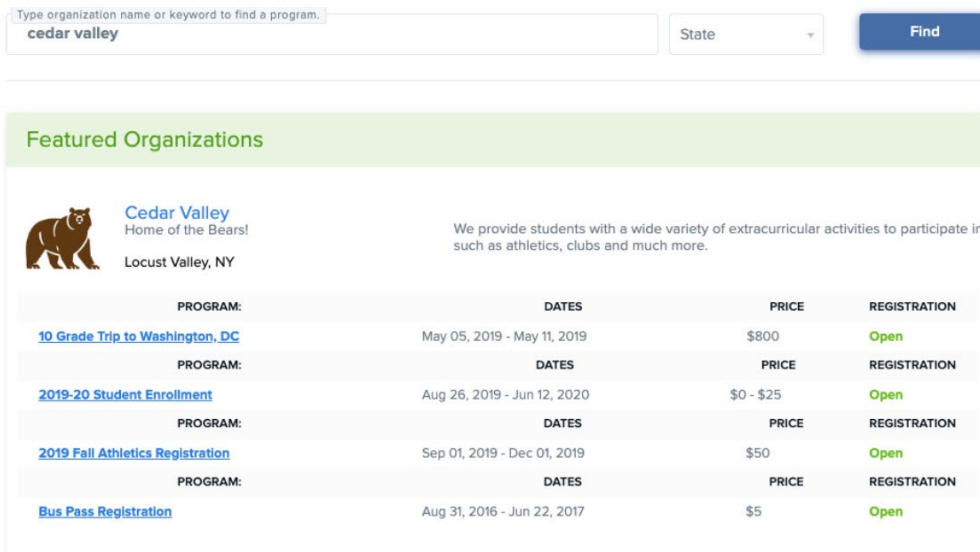
To Register on Arbiter Registration (formerly FamilyID) For The First Time:

1. After creating an Arbiter Registration account and following the emailed verification link, you will be brought to your **Dashboard**. Please type the name of the organization you are looking to register for in the search box that reads **Type organization name or keyword to find a program**.



The screenshot shows the top navigation bar with 'Dashboard', 'Find Programs', and 'Registrations' links. The user is logged in as 'King Family Account'. Below the navigation, the dashboard header says 'Hello, Nicholas King' and 'Last login: Jun 14, 2019'. A search prompt reads 'I want to register for a program at:'. Below this is a search box with the placeholder text 'Type organization name or keyword to find a program.', a 'State' dropdown menu, and a blue 'Find' button.

2. *Find* the **program** you are interested in and *click* the blue link with the **program's title** to head to the registration page.



The screenshot shows the search results for 'cedar valley'. The search box contains 'cedar valley' and the 'Find' button is highlighted. Below the search results, there is a section titled 'Featured Organizations' with a green header. It features the Cedar Valley logo and a description: 'We provide students with a wide variety of extracurricular activities to participate in such as athletics, clubs and much more.' Below this is a table of programs.

PROGRAM:	DATES	PRICE	REGISTRATION
<a href="#">10 Grade Trip to Washington, DC</a>	May 05, 2019 - May 11, 2019	\$800	Open
PROGRAM:	DATES	PRICE	REGISTRATION
<a href="#">2019-20 Student Enrollment</a>	Aug 26, 2019 - Jun 12, 2020	\$0 - \$25	Open
PROGRAM:	DATES	PRICE	REGISTRATION
<a href="#">2019 Fall Athletics Registration</a>	Sep 01, 2019 - Dec 01, 2019	\$50	Open
PROGRAM:	DATES	PRICE	REGISTRATION
<a href="#">Bus Pass Registration</a>	Aug 31, 2016 - Jun 22, 2017	\$5	Open

**Note:** If no blue links are available or you see a message that states **No programs are available by your organization** this means your organization currently does not have any

open programs. You will need to reach out to them directly for more information on how or when you can register.

3. The program's landing page, or main page, will show a description of the program with a blue **Register Now** button located below. You can either select the **Register Now** button or just simply scroll down the page until you see the blue header that says **Sections** to kick off your registration process.

2019-20 Student Enrollment

Register Now

Organization

Cedar Valley  
Home of the Bears!

Read More About Us

Contact Us

John Smith  
High School Principal  
781-324-4567 x555

Send Us a Message

4. Select the **Section** of your choice.

Sections		
<input checked="" type="radio"/> Freshman	August 26, 2019 to June 12, 2020	No fee
<input type="radio"/> Sophomore	August 26, 2019 to June 12, 2020	No fee
<input type="radio"/> Junior	August 26, 2019 to June 12, 2020	No fee
<input type="radio"/> Senior	August 26, 2019 to June 12, 2020	No fee

5. Proceed to **Participant Information** and fill in all required fields on the form (anything with a red asterisk is required). The participant is the person who is registering for the program.

## Participant Information

Welcome back! You have information previously saved in your account.

You can automatically populate your form with your saved information or add new information by clicking below

CREATE NEW participant

### PRIMARY

\* First name

\* Last name

\* Birth date

Month  Day  2000

\* Gender

### ADDITIONAL

Most Recent Physical

Please upload your most recent copy.

Choose File

\* Membership/Student ID

Create new Membership/Student ID

Enter Membership/Student ID

6. When you have completed the form, click the blue **Continue** button.

Cancel

Save and Finish Later


Continue

Do not double-click  
You must complete all required fields with a red \* to continue.

**Note:** If you have not completed all fields with a red asterisk the form will not allow you to continue and will bring you back up to the field you have missed. If you can not locate what is missing, please save your registration and contact us.

7. A summary of the registration will be displayed. In order to complete your registration, you will have the option to either select a blue **Pay & Submit** button (this option involves

payment) or **Submit** button and complete your registration.


 **REGISTRATION IS NOT YET SUBMITTED.**  
Click 'SUBMIT' or 'PAY & SUBMIT' button to continue.

Summary		Print Registration		Print Summary	
<b>REGISTRATION STATUS : NOT SUBMITTED</b>		<b>PAYMENT STATUS : NONE</b>			
Participant	Millicent Mccants				
Account owner email	<a href="mailto:nking@familyid.com">nking@familyid.com</a>				
Registration date	07/03/2019 12:35 pm				
Organization	<a href="#">Cedar Valley</a>				
Program	<a href="#">2019-20 Student Enrollment</a>				
Sections	Freshman	August 26, 2019 to June 12, 2020	\$25.00		
Total			\$25.00		
Amount paid			\$0.00		
Balance due			\$25.00		

### Payment details


Balance Due \$25.00

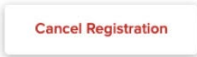
PAYMENT METHOD  
PayPal, Credit or Debit Card



PAYMENT METHOD  
Cash or Check

Please bring cash or check to the front office  
THIS PAYMENT METHOD IS SEPARATE FROM FAMILYID. PAYMENTS WILL NOT BE REFLECTED IN REGISTRATION BALANCE





The blue **Pay & Submit** and **Submit** buttons are in an area that contains instructions on how to complete payment for your program if your organization is collecting fees. **Payment methods are created and managed by the organization, not by Arbiter Registration. Please be sure to read the instructions near the blue buttons carefully.**

### **A Note on Payments**

To complete the payment via a PayPal account, Credit or Debit card, select the blue 'Pay & Submit' button to proceed to payment and complete your registration.


If you are not presented with a blue 'Pay & Submit' button, but instead see only a blue 'Submit' button that may mean your organization is choosing to collect fees by cash, check money order, or another online system outside of the Arbiter

## Registration platform.

### Payment details

Balance Due \$25.00

PAYMENT METHOD  
**PayPal, Credit or Debit Card**

 **PAY & SUBMIT**

PAYMENT METHOD  
**Cash or Check**

Please bring cash or check to the front office  
THIS PAYMENT METHOD IS SEPARATE FROM  
FAMILYID. PAYMENTS WILL NOT BE  
REFLECTED IN REGISTRATION BALANCE

**SUBMIT**

**Cancel Registration**

8. When you have successfully submitted your registration, you will see a summary page of your registration that states '**REGISTRATION STATUS: COMPLETED**'. You will also receive a confirmation email to the email address associated with your Arbiter Registration account. Your information will now be saved in the system for future use.

### Summary

Resend Receipt
Print Registration
Print Summary

**REGISTRATION STATUS :**  
COMPLETED

**PAYMENT STATUS :**  
NONE

Participant	Millicent Mccants		
Account owner email	<a href="mailto:nking@familyid.com">nking@familyid.com</a>		
Registration date	07/05/2019 03:29 pm		
Organization	<a href="#">Cedar Valley</a>		
Program	<a href="#">2019-20 Student Enrollment</a>		
Sections	Freshman	August 26, 2019 to June 12, 2020	\$25.00
	<b>Total</b>		<b>\$25.00</b>
	<b>Amount paid</b>		<b>\$0.00</b>
	<b>Balance due</b>		<b>\$25.00</b>

### Payment details

**Balance Due** \$25.00

You have completed your registration and elected to pay offline. Your payment will not be reflected in the balance above.

If you have not yet made an offline payment and would prefer to pay online, please select the PAY ONLINE button below.

**PAYMENT METHOD**  
**PayPal, Credit or Debit Card**

**Pay Online**

**Payment instructions**  
Please bring cash or check to the front office

THIS PAYMENT METHOD IS SEPARATE FROM FAMILYID. PAYMENTS WILL NOT BE REFLECTED IN REGISTRATION BALANCE

YOUR REGISTRATION IS COMPLETE

**Important:** While your registration has been completed Arbiter Registration, the organization you have signed up with will need to review the form. They will reach out to you directly if they have any questions.