



### To Register Online Via Blue Sombrero

1. Go to [sports.bluesombrero.com/Reynoldsburg](https://sports.bluesombrero.com/Reynoldsburg)
2. From the home page click on REGISTER located at the top of the page
3. Create your FAMILY account under New Customer Primary Contact. Primary parental information goes here.
4. After entering the primary parental information enter secondary parent information.
5. Add a New Participant: Player's (Participant's) information is recorded here.
6. Once the first player has been added you may update and add another player by scrolling down to the bottom of the page and clicking on update and add another participant.
7. Once you are done adding players, chose the program you wish to register for and click next. \*Note, if you have more than one player under each players name (in light blue) will be a list of programs that are available for that player to register for.
8. Preview the programs you selected and click next
9. Each program will have its own registration questions and each player will have their own registration questions. Please answer those in the additional participant information.
10. If you are interested in volunteering, please check the boxes in the volunteer selection section.
11. Check out. You may elect to pay online the program fee plus a nominal online convenience fee or you may finish the form and pay in person.
12. You will get a welcome email with your username and password as well as an order summary.

