# JARVIS REGISTRATION INSTRUCTIONS

1

## LOGIN/CREATE ACCOUNT

Create an account or login. Visit www.bullochrec.com and select Register Now in upper right corner.

2

## PARTICIPANTS

On the Dashboard, in the Participants section, click "ADD NEW", add your information. Repeat for each coach you intend to register.

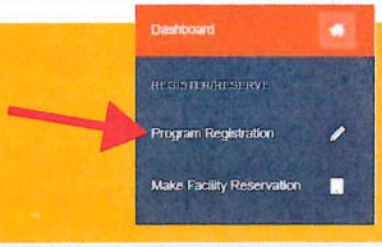
3

## PROGRAM REGISTRATION

On the left side of the screen under REGISTER/RESERVE click on Program Registration.

Under Participant please use the dropdown menu. Under the Program please use the dropdown menu. **You want to select: 2026 - Fall Travel Team Field Rental Registration**

Under the League please use the dropdown menu. **You want to select: Travel Team 26-27**



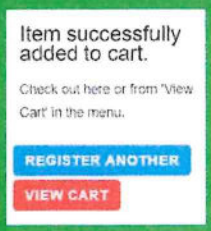
4

Now complete all required fields, answer required questions.

5

Now please read and agree with our Terms & Conditions. There are checkboxes throught you must check to move forward.

Select add to cart. You can either add a new participant or go to your cart.




6

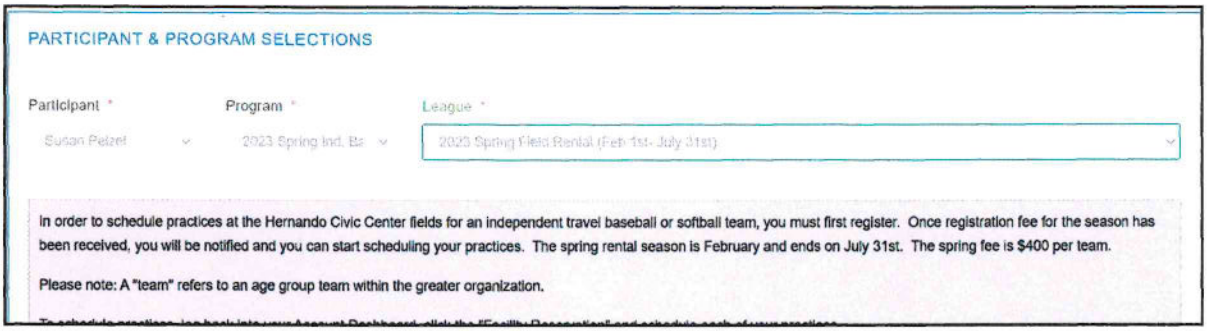
## CHECK OUT

Once you have all the participants added please check out. This cart, if not completed until paid in full. A notification will be sent to the adults athletics supervisor, once all your documents and registration is approved you will be able to schedule practices.

**If you have any questions or need assistance with registration please contact 912-764-5637 or email: mail@bullochrec.com**

# COACH RESERVATION PROCESS

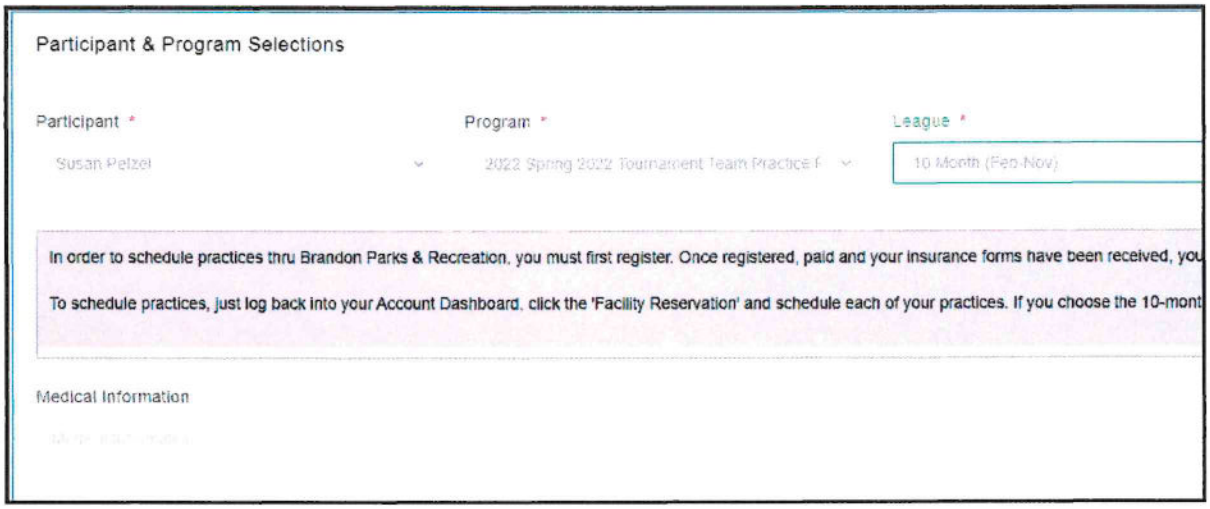
1. Coach wanting to reserve the fields would first have to register, indicate what type of reservations they intend to make and make any necessary payment.




2. They would then wait until the organization has reviewed the registration, received any necessary documents and marked the reservation as 'approved' to make their practice reservations.
3. Once marked, the coach can then log in online to Jarvis and make their field reservations. They will have an option in their menu for 'Team Practice Reservation'. These reservations would follow any restrictions that have been setup for the field in the same way you set restrictions on other types of reservations.
4. The coach would make their reservations, one by one. If the field being reserved first needs to be approved by the organization, the coach would make the reservation and the 'Save – Pending Approval'. If the organization does not require approval for each reservation, the coach would 'Save' and make any payment that may be due.

## COACH REGISTRATION

At this point, the coaches could log in online and submit the registration.



## Team Information

Team Manager

Susan Pelzel

Manager Email Address *

susan@jarvisrec.com

City *

Brandon

Name of Team *

Rockets

**REQUIRED Questions**

What age group will you be scheduling? *

8U

I understand that I must supply 3 Certificate of Insurance documents BEFORE I can schedule any practices: Team, City of Brandon and Sports Facilities *

Yes

## TERMS & Conditions

You must agree to the terms and conditions below in order to register. Note that more than one set of terms may be shown.

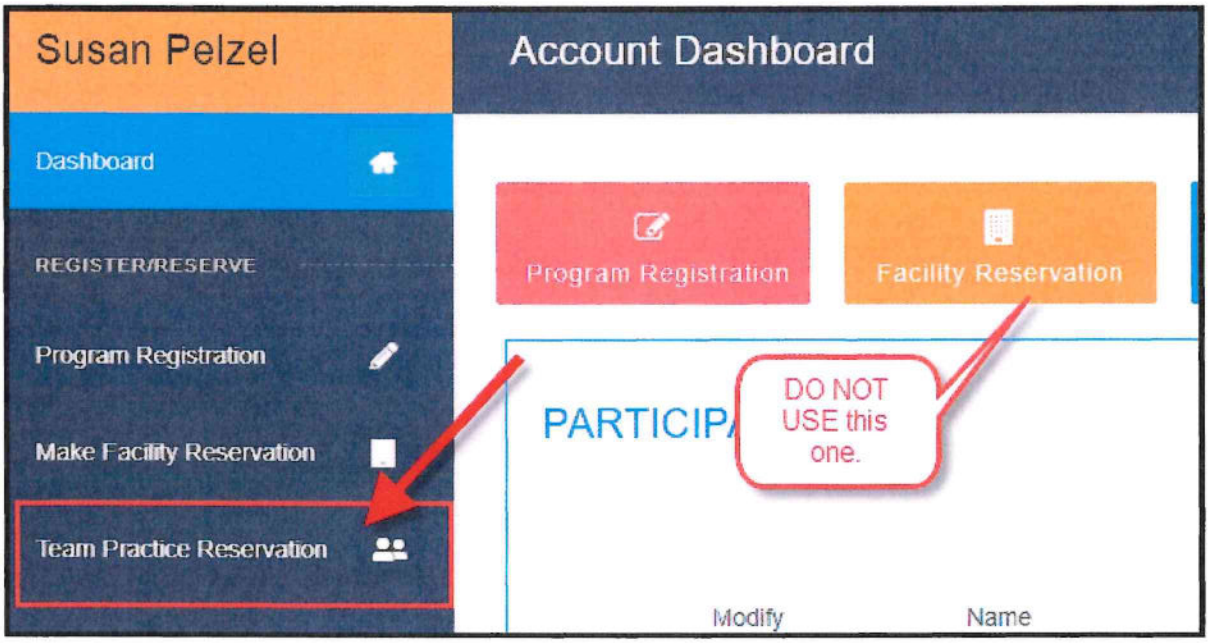
☑ Julie to supply Policies and Procedures

Add to Cart

## PRACTICE RESERVATIONS

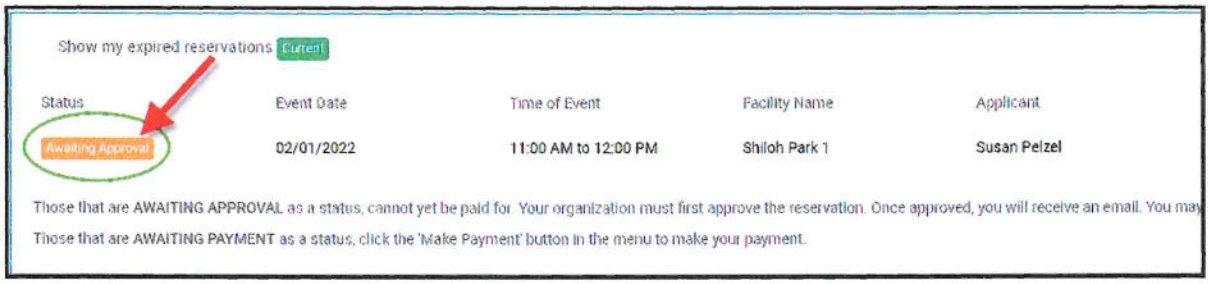
When the coach has been notified that they have been approved, they can then log into their account and start scheduling their practices.

1. If the organization has notified Jarvis of this type of reservation AND the account holder has already registered and been approved, there will be an additional menu item for the account holder. If the account holder does not see this option, then they have not yet been approved by the organization to start scheduling their practices.



2. The coach would fill out the practice reservation. Only one can be submitted at a time.
3. Once the request is submitted, the coach will be taken to their reservation screen where they can see the status of their reservation. In order to see all columns of the reservation, it is split between the two screen shots below.

   The first column will say 'Awaiting Approval', which means the coach is waiting for the organization to 'Approve' the reservation.



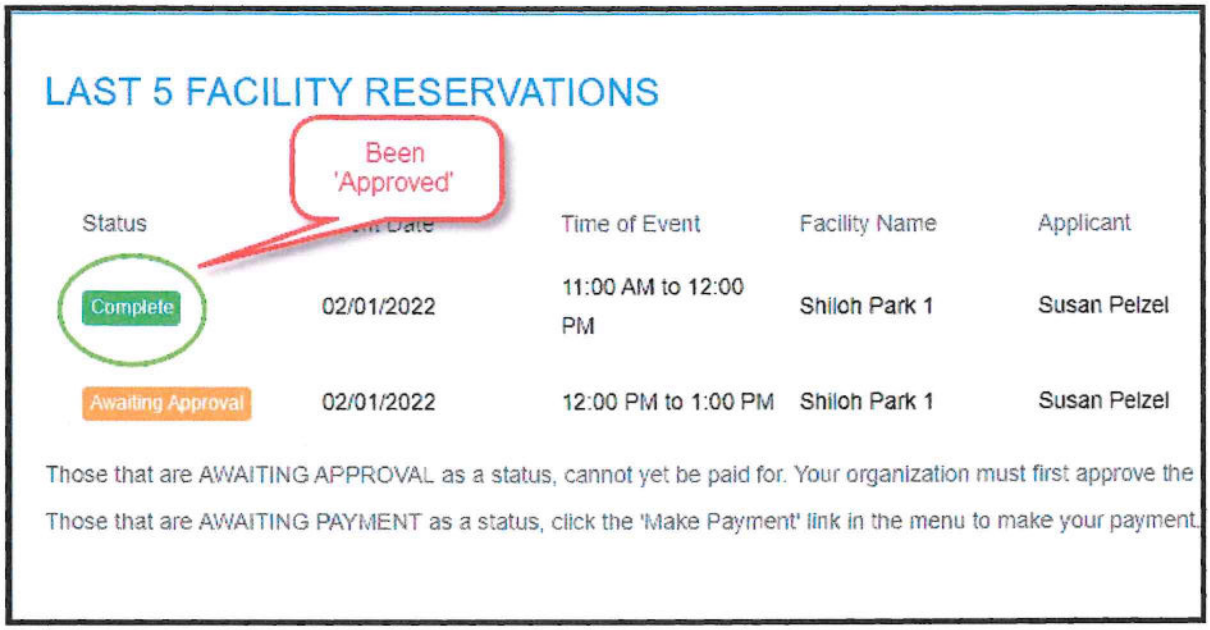

The other columns allow the coach to print a receipt and/or contract.

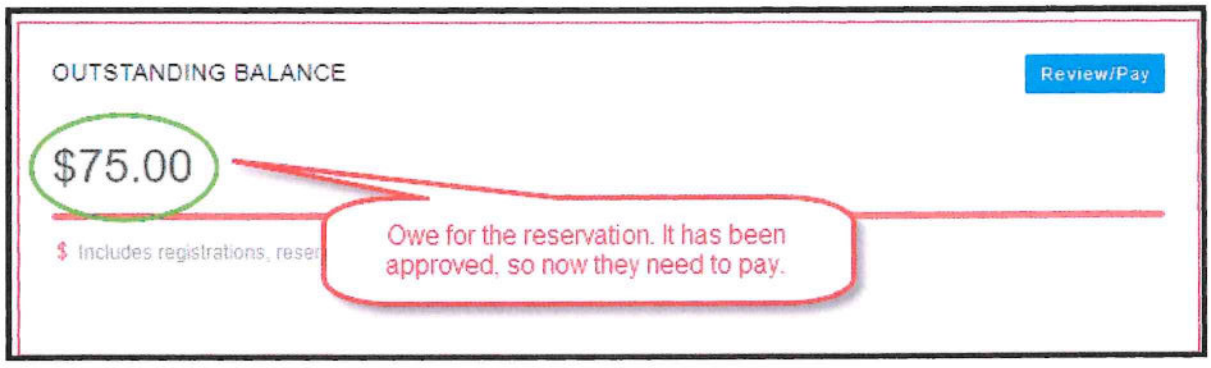
Once approved, the coach will receive an email stating the reservation has been approved. If it is a reservation they need to pay for, they will see the payment information on their dashboard where they may make payment.

An example of the email is shown below:

Your facility reservation request has been approved. If you have a balance due, you can log into your account from your organization's website to make payment.

Applicant: **Susan Pelzel**
Facility: **Shiloh Park 1**
For: **External Team Practice Reservation**
Date: **02/01/2022**
Time: **12:00 P - 1:00 P**

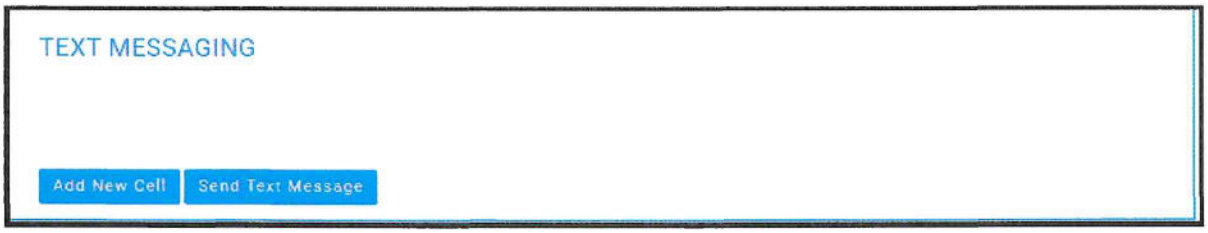


# HOW TO SIGN UP FOR TEXT ALERTS

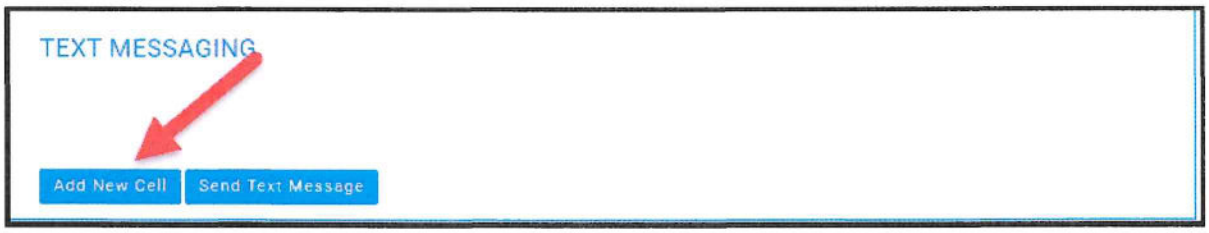
### Account Dashboard

In order to opt-in or opt-out a customer to text messaging, you must go to the Account Dashboard screen. Once you are on the 'Account Dashboard' screen, go to the section titled 'Text Messaging''




### Opt-In

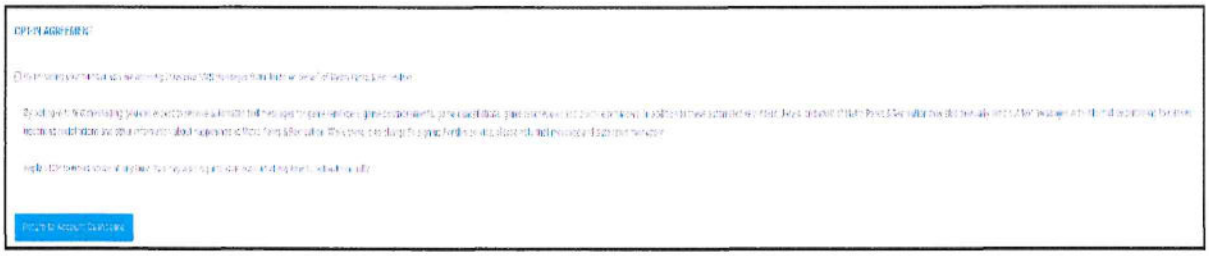
To opt-in a new number, click the 'Add New Cell' button.




This will take you to the 'Text Messaging' screen. Initially, this screen will have the 'Opt In Agreement' section at the top and the 'Sign Up' section at the bottom.

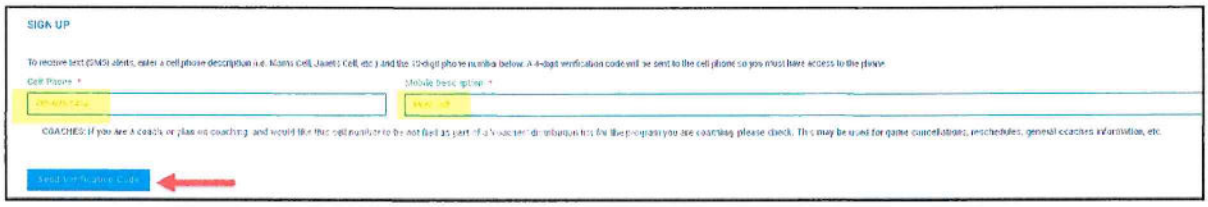
### Opt-In Agreement

If the customer previously has opted-in other numbers, the 'Opt In Agreement' will automatically be 'checked' and you can proceed to the 'Sign Up' section. If the customer has not previously opted-in any numbers, you must 'check' the 'Opt In Agreement' at the top before proceeding.



**Sign Up**

To opt-in, enter the cell phone number and a description for the mobile phone. If the mobile phone belongs to a coach or someone who believes they may be a coach in the future, click the 'Coaches Cell' checkbox. Once the information is entered, click 'Send Verification Code'.



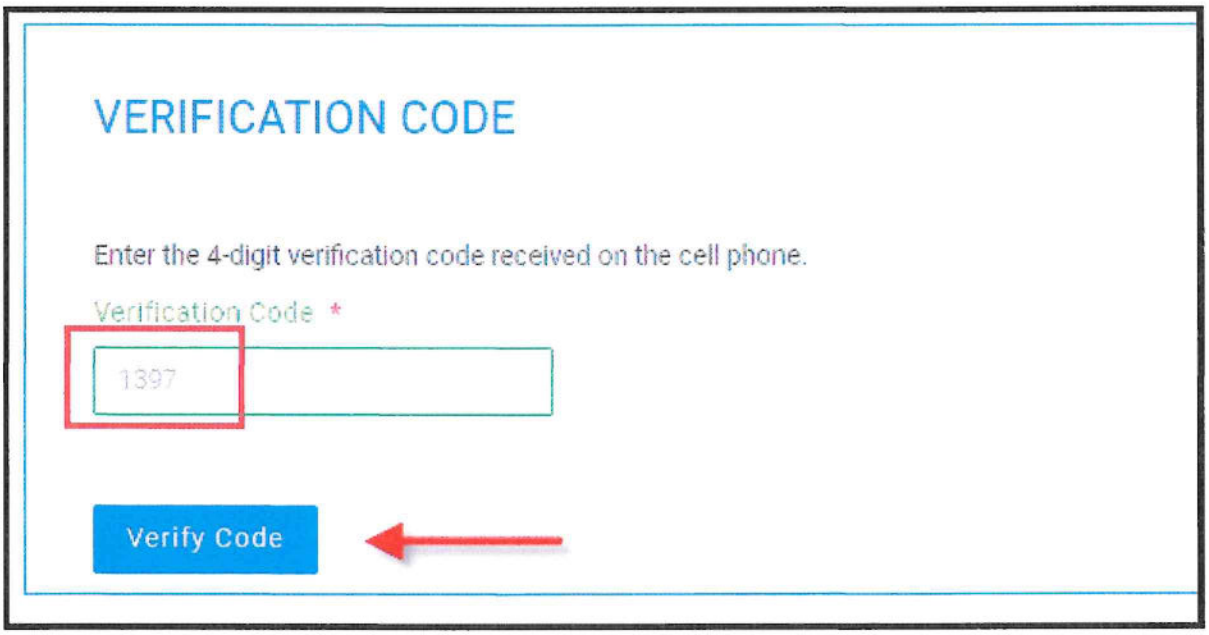

The message sent to the customer will read:

*Thank You for opting-in to Text Message for XXXXX (your organizations name). Your verification code is NNNN (the number sent to them). Return to the screen and enter the verification code to complete the opt-in process.*

**Verification Code**

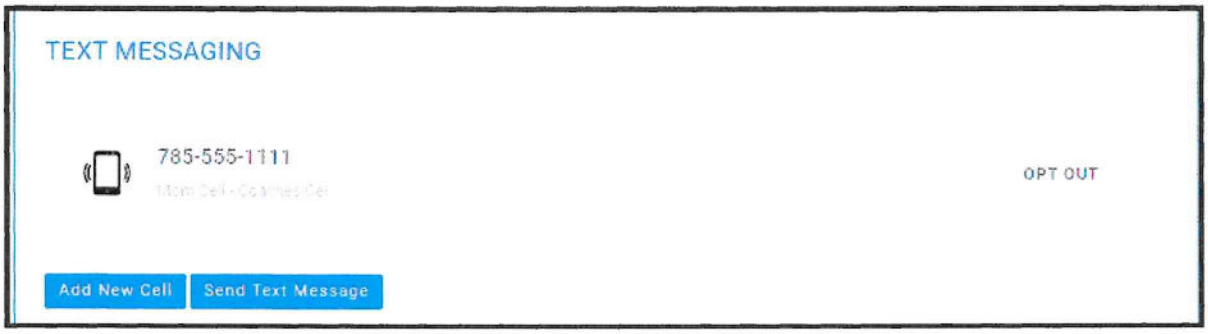
Once the code has been sent, the 'Sign Up' section will be replaced with the 'Verification Code' section.

Enter the verification code sent to the customer's phone and click 'Verify Code'.



The message sent to the customer will read:

*Thank You for opting-in to Text Messaging for XXXXX (your organization name). DO NOT REPLY to text messages you receive - they are informational only.*

**Text Messaging Numbers**

If the code is correct, you will be returned to the 'Account Dashboard' screen. You will now be able to see the mobile number that was opted-in in the 'Text Messaging' section.