



## TeamSnap ASA Registration Guidebook

Updated Monday, August 5, 2024

### START

1. You will receive a link via email or WeCom – that link will take you to the page show below to register for after school activities – Sports and Clubs. Please use your email address for the registration, not a child's email address.

XIS ASA - Clubs and Sports 2024-2025  
Sign in or create your TeamSnap account to access this registration.

Email  
\*\*\*\*\*@naver.com

Next →

2. The next page is for you (the parent/guardian) to complete with your information. Do not use the child/student's information here.

Xi'an International School

Let's create a TeamSnap account!

Your First Name\*  
Daniel

Your Last Name\*  
Hovey

Your Birthdate\*  
06/03/1990

Gender\*  
Male

Password\*  
\*\*\*\*\*

I agree to Teamsnap's Terms & Services and Privacy Policy.

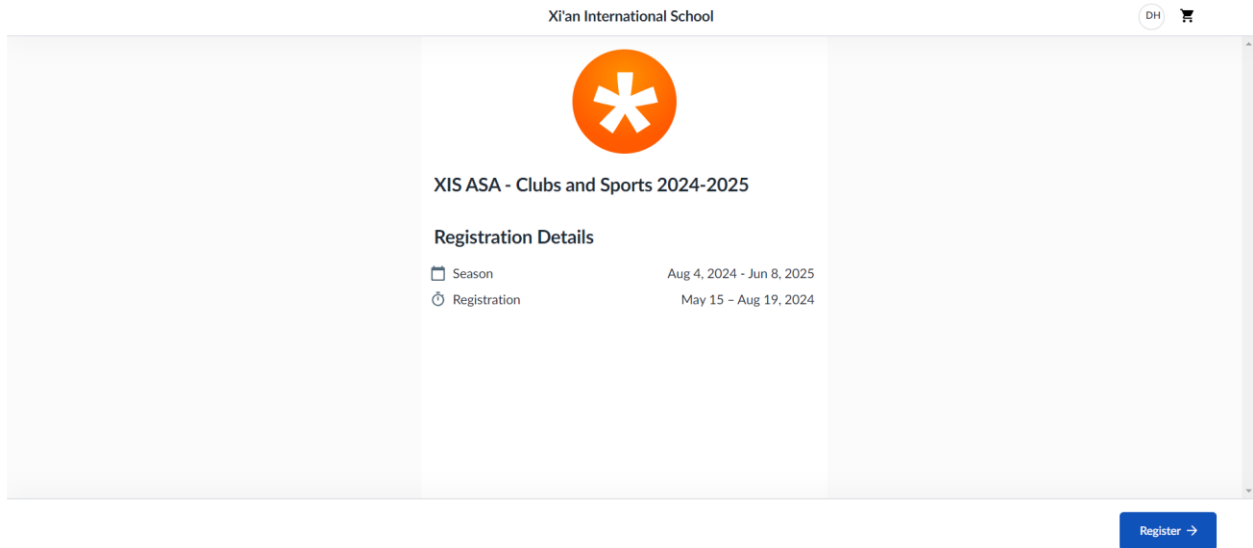
Send me occasional TeamSnap news.

Parent Information here

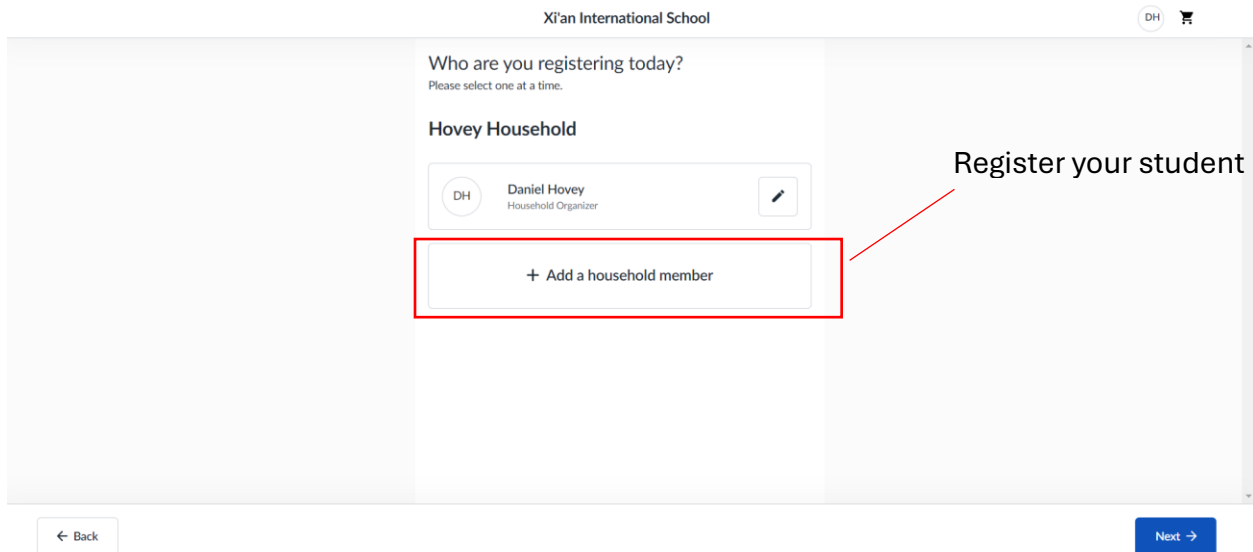
← Back

Create Account →

- The next page gives you the basic information for this year's ASA Registration. You can click "Register" in the bottom right corner.



- You have now registered yourself as the parent. The next page is where you add your child/children. Choose the "+ Add a household member" and then click "Next."



5. The page shown below is where you add all of your child/student's information. The bottom "email" section can be skipped – it is not necessary for all children to have email addresses). When complete click the "add" button.

### Xi'an International School

#### Confirm participant profile information

Please confirm that the information for the selected participant is accurate and complete.

Select a Household\*

Hovey

First Name\* Student      Last Name\* Hovey

Birthdate\* 06/02/2017

Gender\* Female

Email

e.g. exampleuser@email.com

This email is used to access team communications and team accounts. Enter a

Cancel      Add

Leave empty  
Do not put another email

6. Now, you should see your (parent/guardian) name above “household organizer” as well as your child’s name with their age.  
In this step click the child’s name and then “next.”

Xi'an International School

DH

Who are you registering today?  
Please select one at a time.

**Hovey Household**

SH	Student Hovey Age 7	
DH	Daniel Hovey Household Organizer	
+ Add a household member		

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7. This page is for you to confirm the child/student information. You do not have to make any changes and still should not add an email address. Simply click “Confirm Information” and continue to the next page.

Xi'an International School

complete.

SH

First Name\*

Last Name\*

Birthdate\*

Gender\*

Email

This email is used to access team communications and team accounts. Enter a unique email address if the household member wants to log into their own account or receive team emails.

Leave empty

Do not put another email

8. This is the first page where you can read about and choose the ASA (Sports or Clubs) that your child wants to attend.  
You can only choose one ASA at a time.  
Only the sports or clubs that your child is able to register for will show.  
Click on the first option that your student is interested in and click “Next.”

Xi'an International School

Registering: Student Hovey

**Select a registration option**  
Choose the option that participant is registering for. Eligibility criteria may impact the options available.

- Elementary Culture Club - Semester 2  
You must be in 1G5 to 5th grade to register for this ASA. Wednesday only 2/16/2025 - 4/23/2025 \$0.00
- Elementary Drama Club - Semester 2  
You must be in 1G5 to 5th grade to register for this ASA. Monday and Wednesday 2/17/2025 - 4/23/2025 \$0.00
- Lower Elementary Book Club - Semester 1  
This is for students from 1G5 to 2nd grade only. A minimum of 4 students needed for this ASA. Wednesdays 8/28/2024 - 12/11/2024 \$0.00

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9. The next page has two sections that must be completed.  
The first section is “Participant Information.”  
This is the student/child information.

Xi'an International School

Registering: Student Hovey Elementary Culture Club - Semester 2

▼ **Participant Information**

First Name\*  
Student

Last Name\*  
Hovey

Birthdate\*  
06/02/2017

Gender\*  
Female

▼ **Guardian Information**

← Back Add to Cart →

Student Information

10. Below the participant info is the “Guardian Information.”  
This is your information as the parent/guardian.

Parent information

▼ **Guardian Information**

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Select a household member

**First Name\***

**Last Name\***

**Relation\***

▼

**Email\***

11. At the bottom of the page is a list of questions that you should answer about your student. In this list there is question about if you would be willing to volunteer to help with an ASA.

If too many students register for an ASA there will be a "wait list" and your student cannot participate until another adult volunteer joins the ASA.

This is to help us be sure your student is getting the maximum amount of attention and teaching time possible.

Xi'an International School

Registering: Student Hovey Elementary Culture Club - Semester 2

Volunteer is required.

What are your top three preferred uniform numbers?\*

Text

What name do you want on your uniform? (Example: Daniel Hovey = D. Hovey Hongsuk Park = H.S. Park)

Text

Is your student registering for a sport?\*

Text

What grade will your student be in? (2024 - 2025)\*

Text

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Add to Cart →

12. When you get to the following page, you will see a list of the ASA's that you have registered your student for so far. If you want to add another ASA (sport or club) then click the button that says "+ Register Another Participant".

Xi'an International School

Payment required to secure reserved spots.

Review Selections

Here is a summary of your registration so far.

Student Hovey	
Elementary Culture Club - Semester 2	\$0.00
Participant Total	\$0.00

Subtotal: \$0.00

+ Register Another Participant

Add another Sport or Club

← Back

Check Out →

Finished Adding sports and clubs for both semester 1 and semester 2



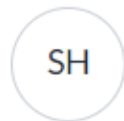
13. When you want to add another ASA or another participant (more than one child) you will come back to the main registration page. Simply choose which child or add a new child and continue adding ASA's as you did before until you are finished.

## Xi'an International School

### Who are you registering today?

Please select one at a time.

### Hovey Household



**Student Hovey**  
Age 7



In Cart

Elementary Culture Club - Semester 2

\$0.00



**Daniel Hovey**  
Household Organizer



**+ Add a household member**

Add an additional student

14. You will see a page similar to what is below.  
Once you are finished adding all of your child/children's ASA's then you can click "Payment" at the bottom of the screen to move forward in the process.



## Xi'an International School

Payment required to secure reserved spots.

### Review Selections

Here is a summary of your registration so far.

Student Hovey

Elementary Culture Club - Semester 2 \$0.00  

U09 Co-ed Soccer - Semester 1 \$0.00  

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Participant Total \$0.00

Subtotal: \$0.00

[+ Register Another Participant](#)

15. The next page will show you all of the permission and liability forms that you must read and sign for your student to participate in XIS ASA's. You must click the blue text "Sign" on each of the forms individually.

Checkout - Agreements DH

Payment required to secure reserved spots.

**Waivers**  
You only need to sign once and it covers all participants you are registering for.

Parent Permission Form: 2024-2025 School Year [Sign](#)

XIS ASA Parent Code of Conduct Agreement: [Sign](#)  
2024-2025 School Year

Accident Waiver and Release of Liability Form: [Sign](#)  
2024-2025 School Year

[← Back](#) [Payment →](#)

16. Here is an example of the form:

### Parent Permission Form: 2024-2025 School Year ×

I, the undersigned, have read and accepted the rules, policies, and procedures which govern my child while he/she participates in After School Activities provided by Xi'an International School.

I hereby commit to the fulfillment of any and all, time requirements and expectations for participation in these After School Activities (ASAs).

I agree to uphold the rules and follow the procedures in both the Xi'an International School ASA Student Handbook and the Xi'an International School Student Handbook. Additionally, I agree to cooperate with the coaches, advisors, and Event Manager in the fulfillment of the purposes and policies of XIS After School Activities and Xi'an International School.

If participating in sports, I understand the expectation of playing time based on my child's particular level of competition and will respect the decisions of his/her coach(es) based on these philosophies.

I agree to use the procedures in the Xi'an International School ASA Student Handbook to resolve concerns with a coach(es) or sponsors. In addition, I will show my support for my child and

17. At the bottom of the form, you must put your (parent/guardian name) and it must match the format that you used when you registered your account. Below is an example of the error you will get if you try to use your child's name or the name does not match your registration name.

### XIS ASA Parent Code of Conduct Agreement: 2024-2025 School Year ×

3. Recognize that victory or defeat is of secondary importance. This is because the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well-being of the players through the medium of games, matches, and competitions.
4. Treat visiting teams and officials as guests, extending to them every courtesy and generous hospitality.
5. Be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of officials and judges, realizing that their decisions are based upon game, match, or competition conditions as they observe them.

Please note that any XIS Parents attending any XIS-related event will be held to the standards outlined in the XIS ASA Parent Agreement and this XIS ASA Parent Code of Conduct Agreement:

*"I will show my support for my child and Xi'an International School ASA's by displaying conduct worthy of the Warrior Honor Code towards officials, coaches, and sponsors, in any situation."*

Full Name\*

Entered name does not match your account information.  
Enter your full name to acknowledge that you have read and accept the information above.

**Submit signature**

18. When all the forms are signed, you will see a screen similar to the one shown below. The next button at the bottom right-hand side of the screen will now be active and you can complete the registration.

## Checkout - Agreements

Payment required to secure reserved spots.

### Waivers

You only need to sign once and it covers all participants you are registering for.


Parent Permission Form: 2024-2025 School Year [Sign](#)

XIS ASA Parent Code of Conduct Agreement: 2024-2025 School Year [Sign](#)

Accident Waiver and Release of Liability Form: 2024-2025 School Year [Sign](#)

19. This is the screen you will see when you have completed your registration

Order - confirmation

 Your order confirmation

Order Summary

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Order Number	ORD-4ZXK-GPNT-2LM3
Date	Jun 2, 2024

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Order Details

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Student Hovey		
Elementary Culture Club - Semester 2		\$0.00

Student Hovey		
U09 Co-ed Soccer - Semester 1		\$0.00

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Subtotal		\$0.00
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Balance		\$0.00
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What's Next

20. Special Note: Instructions for ASA payment will be emailed to your registration email address.

## What's Next

Your child's registration has been submitted! Please check your inbox for a confirmation email.

Once confirmation of your child's registration has taken place, you will receive a separate email from [finance@xischool.com](mailto:finance@xischool.com) regarding payment for this upcoming year's ASAs.

If you have any questions, please email [doug.burks@xischool.com](mailto:doug.burks@xischool.com).

Go Warriors!

**END**