

# Using AdminSports for HoliMont Programs

## Registration

1. From the HoliMont Web Site home page, click on Program Registration Link.
2. On the HoliMont Racing, <https://secure.adminsports.net/holimonttracing> or

HoliMont Snowsports, <https://secure.adminsports.net/holimontsnowsports> AdminSports page you will be asked if you are a first time or returning user. First time users will enter all your family information including the required member number. This is info that applies to everyone in your home such as address and parent/guardian info.

- a. There is no need to submit a photo.
  - b. We must have parent/guardian info for at least one parent. We would prefer to have both if available so we have better contact info for each person.
3. After you've entered the family info and clicked on Continue Click on Add a Participant at the bottom of the family info page.
  - a. This is where you will enter info about your children who will be competing in programs. Please enter all info and click on Continue. You can enter info for multiple members here including.
4. Back at the Family Info page again, click on Registration next to one of the participant names.
  - a. Enter a grade for a child or Adult for others.
  - b. NYSSRA Membership will be available through this system for all traveling alpine racers.
  - c. Click on Continue and review all info especially USSA number which is retrieved from the USSA database based on the info you entered.
5. At the bottom of the page, click on Level.
  - a. This is where you will choose your programs in which you plan to participate.
  - b. On the next page you can add comments if you'd like or click on Continue.
6. Click Yes to all Waivers and on the bottom one which links to the HoliMont Risk and Release and Medical Release forms, you will need to initial in the box.
  - a. Click Continue again and review all info.
7. From here you can click on Continue to Check Out, or if you have more participants to enter info, enter it now and after you've completed info for all participants, then click on Continue to Check Out.
  - a. You will need to select a Payment Option which will be Credit Card. From here you will see a standard payment cart where you enter your credit or debit card info.