

## Account Set-up - Teams

NOTE: Team can mean an organization with one team as well as an organization with multiple teams. We have used a baseball club in our account setup example and it could be a soccer, gymnastics, volleyball, swim or any other club with a team or teams.

1. To start click the "Sign Up" button on the blue navigation bar. Once on the Sign Up page click the "Get Signed Up NOW!" button.



2. This activates the sign-up "wizard" which will walk you through the process of setting up an account. This includes the information that will be displayed in your directory and micro-page listing (free). There are 6 steps (tabs) plus a review in this wizard and it takes about 5 minutes to complete.

Tab 1 - Services: Self manage your account at no charge or pay us a small fee to enter and maintain the data for you. Either way we are here to support you.

The screenshot shows a web interface for the 'Services' tab of an account setup wizard. At the top, there are six tabs: 'Services', 'Create Login', 'My Info', 'Categories', 'Billing Info', 'Agreement', and 'Review Info'. The 'Services' tab is active. The main content area has a green background and contains the following text: 'Welcome to Account Set-up!', 'The next six steps (tabs) collect the information needed to create your directory listing and micro-page.', 'I want to manage my own account at no cost', a checkbox for 'Access granted to all services', 'Please do the data entry for me', a list of bullet points with instructions and contact information, a checkbox for 'Select Number of Listings', and four radio button options for different pricing tiers: '1 Listing - FREE', 'Up to 9 Listings - \$9.99/year', 'Up to 99 Listings - \$24.99/year', and 'Unlimited Listings - \$49.99/year'. A 'Next>>' button is at the bottom right. Two blue arrows point to the 'Access granted to all services' checkbox and the 'Select Number of Listings' checkbox.

### Services Note 1:

If you are a club that also operates a facility that offers camps/classes. You will have access to add those to the respective camps and classes databases as well.

Tab 2 - Create Login: Enter your email and name. Your email will be your future login to focusmysearch.com. NOTE: you can add additional logins for your baseball club once your account is established.

Services Create Login My Info Categories Billing Info Agreement Review Info

Create your primary account. You can add additional accounts later.

Email\*

Full Name\*

Password\*  ?

Re-enter password\*

<<Prev Next>>

Tab 3 - My Info: The information that is entered on this page will be used in your directory and mirco-page on focusmysearch.com. Use <br> for line breaks and use <br> twice to have one line of space between paragraphs.

Services Create Login My Info Categories Billing Info Agreement Review Info

Organization Name\*

Description

Website\*   Copy primary account email and name

Contact Email\*

Contact Name\*

Phone

Tollfree

Tax ID

Location 1 Name\*

Address\*

City\*

State/Province\*

Zip/Postal Code\*

<<Prev Next>>

Tab 4 - Categories: Select the as many categories as you like. Categories are used in the directory as a search filter. If you would like a new one added just give a ring.

The screenshot shows a web interface for selecting categories. At the top, there is a navigation bar with tabs: Services, Create Login, My Info, Categories (selected), Billing Info, Agreement, and Review Info. Below the navigation bar is a header that reads "Select categories that your organization will be searchable by in the DIRECTORY". The main content area is divided into four columns of category lists, each with a sub-header and a list of items with checkboxes:

- Academic**
  - 0 - 6 Learning
    - CO-OP Preschool
    - Catholic Preschool
    - Christian Preschool
    - Kindergarten Enrichment
    - Montessori Preschool
    - Pre-Kindergarten
    - Preschool
    - Preschool Enrichment
    - SPARK
    - Toddler Classes
    - Young Preschool
  - College Prep
    - College Credits
    - College Prep
    - Pre-College
    - SAT-Prep
  - Languages
    - English 2nd Language
    - Language Studies
  - Math/Science
    - Archaeology
    - Environmental Science
    - GeoScience
    - Marine Science
    - Math
    - Nature/Environment Studies
    - Science
- Arts: Crafts, Performing, Visual**
  - Dance/Ballet
    - Ballet
    - Ballet - Pointe
    - Ballet - Pre-Ballet
    - Dance
    - Dance - Acro
    - Dance - Ballroom
    - Dance - Hip Hop
    - Dance - Irish
    - Dance - Jazz/Lyrical
    - Dance - Rockette
    - Dance - Tap
    - Dance - Theatre
  - Drawing/Painting
    - Acrylic Painting
    - Art
    - Cartooning/Animation
    - Drawing/Painting
  - Music Lessons
    - Music - Pop/Rock
    - Music - Singing
    - Musical Instruments - Acoustic Bass Guitar
    - Musical Instruments - Acoustic Guitar
    - Musical Instruments - Band
    - Musical Instruments - Brass
    - Musical Instruments -
- Specialty**
  - Athlete Specialized Training
    - Fitness - Core Muscle Training
    - Fitness - Leg Strength Training
    - Fitness - Speed & Agility
    - Functional Strength
    - Jumping - Vertical Jump Training
    - Personal Training
    - Running - Lateral Speed Training
    - Running - Straight Ahead Speed Training
    - Stunts
    - Vision Training
    - Weight Lifting/Power Lifting
  - Family
    - Family Activity
    - Parent - Teen Activity
    - Parent Toddler Activity
  - Fitness/Nutrition
    - Acrobatics
    - Aerobics/Cardio
    - Barre
    - Fitness - General
    - Nutrition
    - Parkour
    - Pilates
    - Spa Experience
    - Strength/Flexibility
- Sports**
  - Bike Sports
    - ATV/Motor-cross
    - Biking/BMX Bike
    - Biking/Mountain Bike
    - Biking/Road Bike
  - Equestrian Sports
    - Horseback-English
    - Horseback-Western
  - Indoor Sports
    - Acrobatics
    - Aikido
    - Badminton
    - Basketball
    - Bowling
    - Cheerleading
    - Fencing
    - Gymnastics/Tumbling
    - Hockey
    - Judo
    - Ice/Figure Skating
    - Karate
    - Martial Arts
    - Table Tennis
    - Volleyball
    - Wrestling
  - Outdoor Sport
    - Archery
    - Baseball

Tab 5 - Billing info: Self-managed accounts are free so no billing information is collected.

The screenshot shows a web interface for the 'Billing Info' section. At the top, there is a navigation bar with tabs: Services, Create Login, My Info, Categories, Billing Info (selected), Agreement, and Review Info. Below the navigation bar is a header that reads "Billing". The main content area contains a single line of text: "No Billing for Teams & Clubs". At the bottom right of the page, there are navigation buttons: "<<Prev" and "Next>>".

Tab 6 - Agreement: Our disclosure to you. We will try to keep the site up 24/7 and will need to take it down from time to time for upgrades and maintenance.

The screenshot shows the 'Agreement' page within a navigation menu. The menu items are Services, Create Login, My Info, Categories, Billing Info, Agreement (highlighted), and Review Info. The main content area has a green background and contains the following text:

**Service Level Agreement**

**Availability**  
Focus My Search™ aims at being up and available 100% of the time, 24 hours a day, 7 days a week.

**Downtime**  
Focus My Search™ is a website and needs regular maintenance and updates as such. Such maintenance may result in outages in service. Outages will generally be short as new software is pushed out, and will normally be performed late at night where traffic generally is low. Occasional mid-day outages and/or longer outages may occur.

Accept Service Level Agreement

Navigation buttons: <<Prev Next>>

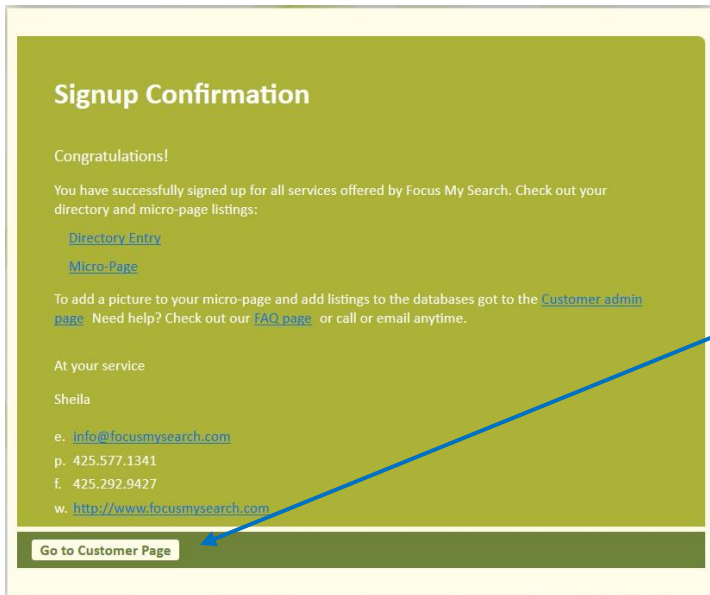
Tab 7 - Review Info: Review of baseball club account set-up; edit as needed by using the previous button. All information can be changed at anytime by logging into your account. Click Submit to complete sign-up.

The screenshot shows the 'Review Info' page within the same navigation menu. The menu items are Services, Create Login, My Info, Categories, Billing Info, Agreement, and Review Info (highlighted). The main content area has a green background and displays account information in a table format:

<b>Services</b>	Teams & Clubs
<hr/>	
<b>Create Login</b>	
Email	manager@baseballteam.com
Full Name	Baseball Team Example Account
<hr/>	
<b>My Info</b>	
Name	Baseball Team Example Account
Website	http://www.baseballteamexample.com
Contact Email	info@baseballteam.com
Contact Name	Bill Smith
Phone	000.000.0000
Location 1 Name	Mailing Address
Address	123 1st St
City	Seattle
State	WA
Zip	98101
<hr/>	
<b>Directory Categories</b>	Baseball
<hr/>	
<b>Billing</b>	
Price	No Fee

Navigation buttons: <<Prev Submit

Confirmation page will be displayed and an email is sent to you with the same information.



Click the "Go to Customer Page" button to add individual team(s) to your baseball club listing from the "Customer Administration Page".

Customer Administration Page:



Click "My Info" button to add a team logo/picture to the micro-page listing and/or flyer to be displayed in the directory. Logos/pictures should be a width of 250 pixels. If you have any trouble adding your logo/picture send it to us at info@focusmysearch.com and we will happily resize and upload.

Click "Add Team" button to add the individual teams for your baseball club. See separate PDF on adding teams for step-by-step instructions.

Directory Listing will look like this:

**Baseball Team Example Account**


*Our main focus for the organization is to develop talent and prepare athletes to compete and achieve success at the current level and prepare and give the necessary tools to advance to play ... [More](#)*

Mailing Address: 123 1st St, Seattle, WA, 98101

Website: <http://www.baseballteamexample.com>

Email: [info@baseballteam.com](mailto:info@baseballteam.com) [Click to Call](#) [Email Me New Classes](#)

Mirco-page will look like this (before teams are added):



## Baseball Team Example Account

*Our main focus for the organization is to develop talent and prepare athletes to compete and achieve success at the current level and prepare and give the necessary tools to advance to play baseball beyond high school.*

We have developed a ye... [More](#)

[Click to Call](#)

[info@baseballteam.com](mailto:info@baseballteam.com)

<http://www.baseballteamexample.com>

[Email Me New Classes](#)


Camps/Clinics (0) Academics/Activities (0) Teams (0) Clubs (0)

Date:  to  Category:

Age:  to  Location:

[Filter](#)  
[Clear](#)

Mirco-page will look like this (after teams are added):



## Baseball Team Example Account

*Our main focus for the organization is to develop talent and prepare athletes to compete and achieve success at the current level and prepare and give the necessary tools to advance to play baseball beyond high school.*

We have developed a ye... [More](#)

[Click to Call](#)

[info@baseballteam.com](mailto:info@baseballteam.com)

<http://www.baseballteamexample.com>

**Camps/Clinics (0)**
**Academics/Activities (0)**
**Teams (1)**
**Clubs (0)**

Date:  to

Age:  to

Category:

Location:

[Filter](#)  
[Clear](#)

### Baseball Team Example - 13U

*We are a developmental program that provides every opportunity for ball players to improve physically and mentally in preparation for high school baseball. We expect to compete for league titles in each age group, while stressing that we play with class, character, heart, and respect for the game. Every coach, player, parent, and fan is expected to represent our program the right way as we have built a solid reputation with the leagues, umpires, and other programs in the area.* [Less](#)

**Category:** Baseball

**Ages:** 12-14

**League Age:** 13U - 13 and under

**Season:** Year Round

**Level:** Select

**Gender:** Boys only

**League Age Cut off Date:** May 1st

**Tryout Months:** Jul-Aug

**Tryout Registration:** Jul 15, 2013 to Jul 27, 2013

**Tryout days:**

Sat, Jul 27, 2013: 9:00AM-11:00AM: Issaquah High School,

Sun, Jul 28, 2013: 1:00PM-3:00PM: Issaquah High School

**Tryout Note 1:** Please plan to attend both Saturday, July 27th and Sunday, July 28th tryouts for coaches to make a full evaluation.

**Current Year's Leagues:** Sandy Koufax 13U League

**Next Year Planned Leagues:** Sandy Koufax 13U League

**Team Note:** Games are played in the Puget Sound area and there will be no out of state travel during the 2014 season

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