



## Halifax Minor Baseball Registration How To Guide

Welcome to the **NEW** and **IMPROVED** Halifax Minor Baseball Registration Process! Please follow the steps below to register your child.

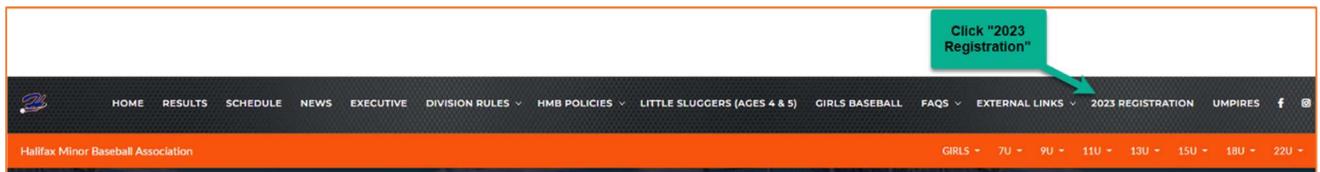
This guide will show you how to do 2 very important steps:

- 1) Create a **Parent Account**, add **Family Members** and **Join** the *Halifax Minor Baseball Organization*.
- 2) **Register** your child with Halifax Minor Baseball for a baseball program.

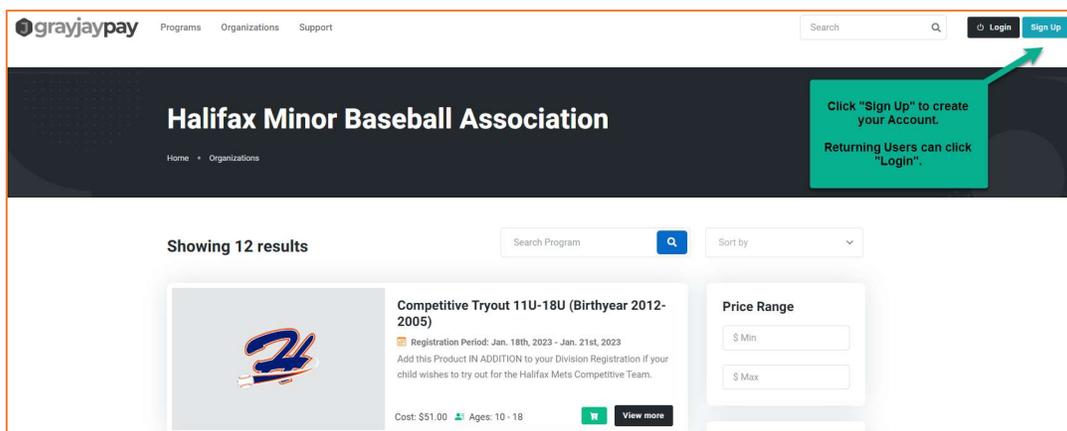
Let's get started! Go to **www.halifaxminorbaseball.com**

### How to create your Parent Account

Click the **2023 Registration** Menu.



This will bring you to the *Grayjaypay* webpage where you will need to **Sign Up**. This is a one-time process and you will use your account year after year for registration.



**IMPORTANT!** In order to register for any HMB program, you must have an account. (You DO NOT need a credit card to complete this step, payment is ONLY needed when you checkout. Payment card details are NOT stored in your account.)

Follow the screenshot below to fill in your information.

**Sign up for your GrayJay Pay account!**

Your GrayJay Pay account will allow you to register for programs and purchase products offered on the GrayJay Pay platform.

Email Address \*

✉ lisa@halifaxminorbaseball.com

Password \*

🔒 .....

Confirm Password \*

🔒 .....

Confirm password must match the above password.

By signing up, you agree to the terms of service

Please fill all required fields above.

**Sign Up**

Or

**Login**

You will receive a message as shown below and an email from Grayjaypay to **validate** your email address.

**Account Created**

Your account has been created. Please check for a validation email to confirm your email address.

**Resend Validation Email**

Email already verified? [Sign in here](#)

**grayjaypay**

**Validate Email**

Please click the validate email button below to validate your email address, and activate your account with GrayJay Pay. If you did not request this account, you can ignore this email.

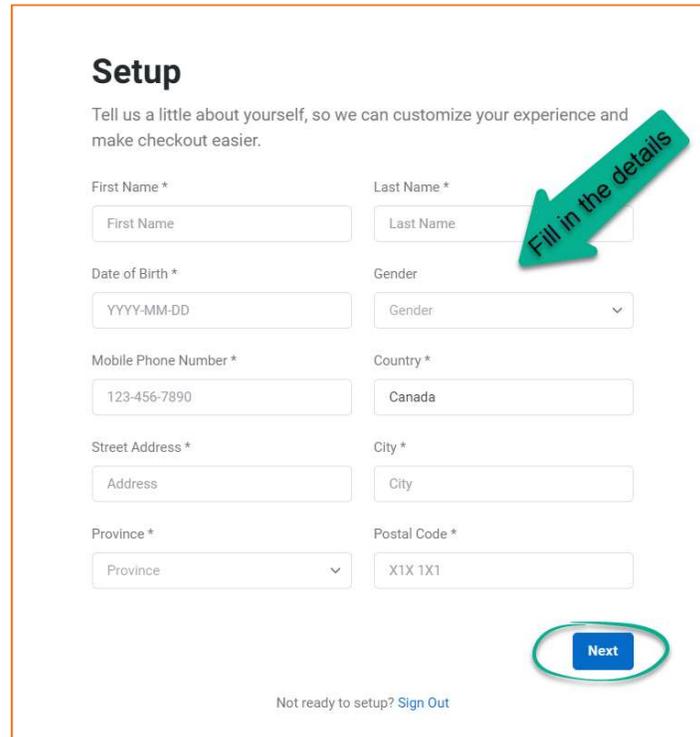
**Validate Email Address**

**GrayJay Pay**  
175 Flagstone Drive, Cole Harbour, NS, B2V 1Z7  
[Unsubscribe](#)

Once you validate, you will be able to enter your account information, click **Next** to finish your account setup.

**IMPORTANT!** This account will be the account holder for your children. Please ensure you enter an **Email** address that you will have access to at all times as this address cannot be edited once saved. Your **Name** and **Birthdate** fields also cannot be edited once entered.

In a future release, Grayjay will have the option to add a second parent but for now, if you need a second email address entered, please enter this in your child's record.



**Setup**

Tell us a little about yourself, so we can customize your experience and make checkout easier.

First Name \*  Last Name \*

Date of Birth \*  Gender

Mobile Phone Number \*  Country \*

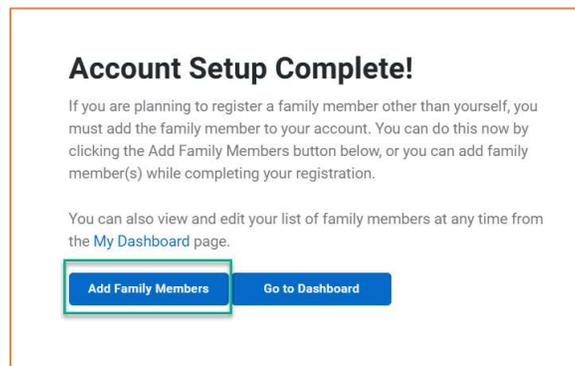
Street Address \*  City \*

Province \*  Postal Code \*

[Next](#)

Not ready to setup? [Sign Out](#)

Now you can add your family members (children) to your account to make the registration process a breeze! Click **“Add Family Members”** and follow the screenshots below.



**Account Setup Complete!**

If you are planning to register a family member other than yourself, you must add the family member to your account. You can do this now by clicking the Add Family Members button below, or you can add family member(s) while completing your registration.

You can also view and edit your list of family members at any time from the [My Dashboard](#) page.

[Add Family Members](#) [Go to Dashboard](#)

grayjaypay My Dashboard Programs Organizations Support Search

**Lisa Test**   
 ★ lisa@halifaxminorbaseball.com 1 Family Member 0 Registered Programs

Click "Add Family Member" to setup your child's account (s)

My Family

Family Member	Gender	Email	Phone	Action
Lisa Test 1999-01-01	Female	lisa@halifaxminorbaseball.com	(555) 555-5555	

My Dashboard  
 My Programs  
 My Family  
 My Organizations  
 My Purchases  
 My Payments  
 Sign Out

You can edit your Address and Phone Number at any time.

**Lisa Test**   
 ★ lisa@halifaxminorbaseball.com 1 Family Member 0 Registered Programs

Fill in the details

Add Family Member

The name and date of birth must be entered correctly for registrations and cannot be changed after a new member is created.

First Name \* Joe  
 Last Name \* Test  
 Date of Birth \* 2008-01-01

Gender Male  
 Email \* lisa@halifaxminorbaseball.com  Use my email  
 Phone Number 555-555-5555  Use my number

Family member lives at my address.

Save Changes

*If needed, enter the second parent's email address and/or number in your child's record.*

**Lisa Test**   
 ★ lisa@halifaxminorbaseball.com 2 Family Members 0 Registered Programs

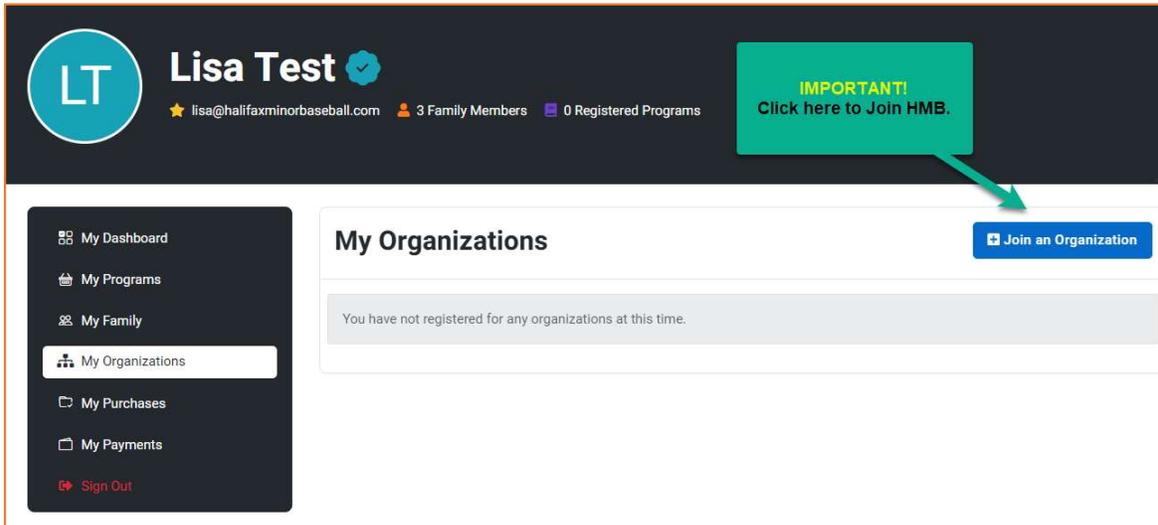
You can add your other Family Members.

My Family

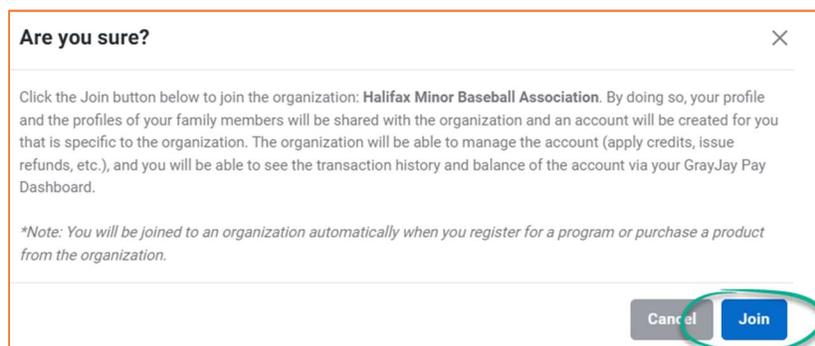
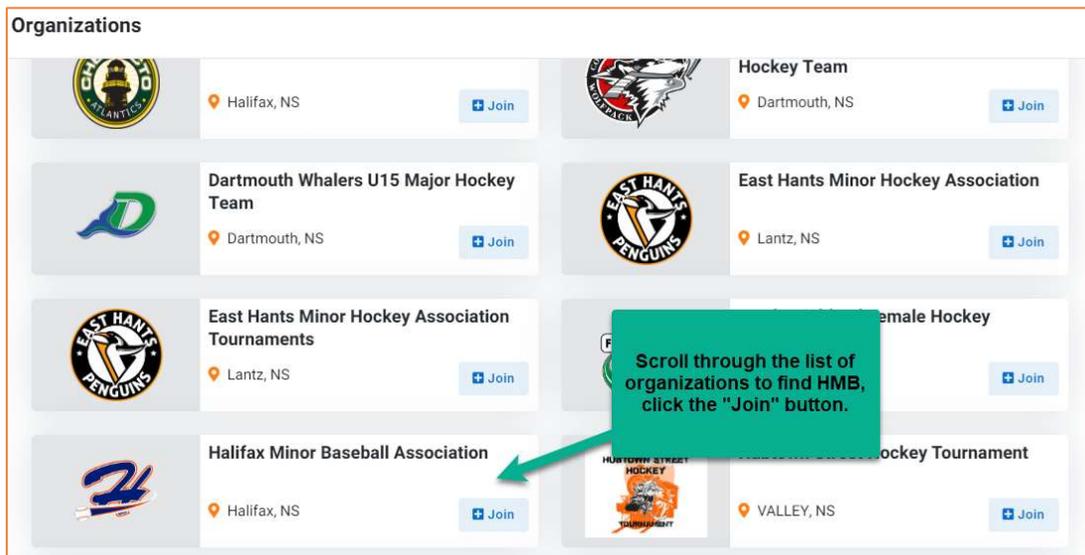
Family Member	Gender	Email	Phone	Action
Joe Test 2008-01-01	Male	lisa@halifaxminorbaseball.com	(555) 555-5555	
Lisa Test 1999-01-01	Female	lisa@halifaxminorbaseball.com	(555) 555-5555	

My Dashboard  
 My Programs  
 My Family  
 My Organizations  
 My Purchases  
 My Payments  
 Sign Out

Now you need **Halifax Minor Baseball**. Go to **My Organizations** in the menu and click “**Join an Organization**”



This screen will show you other sport associations that are available through Grayjay. Please ensure that you **Join Halifax Minor Baseball**.

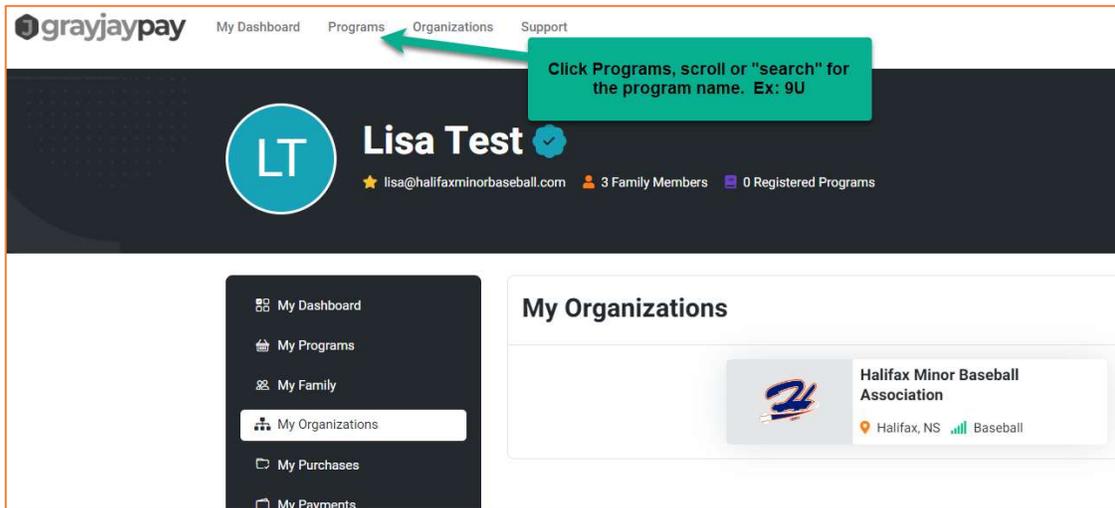


## [How to Register](#)

Now you are set to register your child for Baseball!

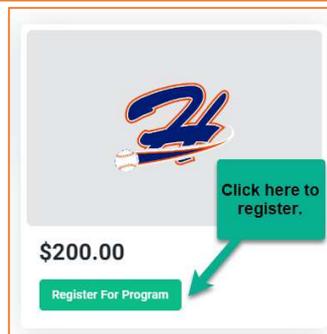
There are **TWO** ways to register for an HMB Program:

**Method 1.** On the Grayjay page, click **Programs** at the top of the page, as shown in the image here. Then either scroll down to find Halifax Minor Baseball programs or use the search box to search for the age-division you want. E.g. 9U.



**Method 2.** Go back to the Halifax Minor Baseball webpage ([www.halifaxminorbaseball.com](http://www.halifaxminorbaseball.com)), click the **2023 Registration – REGISTER HERE** menu; you may need to login again however this will show you all the HMB programs available.

Once you select the program you want to register for, click the **Cart** Icon OR click in the Tile.



The registration page will take you through several screens as shown below. You must add **one** program at a time for each child. **Competitive Tryouts will need to be added in addition to the Division registration for anyone who wants to try out for a Halifax Mets Team (the Competitive teams).**

**9U (Birthyear 2014-2015)**  
Halifax Minor Baseball Association

1 Program      2 Participant      3 Questions      4 Policies & Waivers

### Program Summary

This program will register your child in the 2023 9U Division (Birthyear 2014-2015).

Please email the Registrar, Lisa Conrad at lisa@halifaxminorbaseball.com with any issues.

The **Partial Payment** option is intended for special circumstances only. To register with the Partial Payment option, you **MUST** have approval **IN ADVANCE** from the HMB Registrar and the HMB Treasurer. Without prior approval, a registration made using this option will be removed.

[Previous](#) [Next](#)

Click Next and follow the screens through the registration.

Click the drop down menu to select your child's name. **NOTE:** the drop down will only show you the child that is eligible for the program you have selected based on their age. Once you select the name it will autofill the information you entered in the Family setup. Click **Next**.

1 Program      2 Participant      3 Questions      4 Policies & Waivers

### Participant

Select the family member you want to register for the program.

Some participants have been hidden because they do not meet the age requirements for this program.

Participant \*

Sarah Test [Edit Family Member](#)

### Participant Details

First Name \*      Last Name \*      Date of Birth \*

Sarah      Test      01/01/2014

Gender      Email      Phone Number

Female      lisa@halifaxminorbaseball.com      555-555-5555

Street Address      City      Province

123 Test Ave      Halifax      Nova Scotia

Postal Code      Country

X1X 1X1      Canada

[Previous](#) [Next](#)

Click the drop down menu and select the child's name. Click Next.

Please let us know if you would like to volunteer with HMB! Volunteering is tons of fun and a great way to help keep baseball going in Halifax!

1 Program 2 Participant 3 Questions 4 Policies & Waivers

### Program Questions

Do you wish to Volunteer with Halifax Minor Baseball for the 2023 Season? \*

Please indicate below where you would like to Volunteer.

Select Option

- Select Option
- Assistant Coach
- Canteen
- Classic Tournament
- Head Coach
- Other (Please email lisa@halifaxminorbaseball.com with details)

Next

There will be a series of *HMB Policies* and *Waivers* you that you will need to read and agree to in order to proceed. Once done, click **Add to Cart**.

1 Program 2 Participant 3 Questions 4 Policies & Waivers

### Policies & Waivers

- Photo Waiver +
- Parent and Player Code of Conduct +
- Privacy Policy +
- Waiver +
- Refund Policy +
- Sibling Discount +
- Partial Payments +

I agree to the waivers and policies above.

Previous \$200.00 Add to Cart

9U (Birthyear 2014-2015) Sarah Test \$200.00

You can proceed to checkout and pay for your registration program OR you can click Continue Shopping if you have any other children that you need to register.

### Cart Total

Subtotal	\$200.00
Taxes	\$0.00
Service Fee	\$4.00
<b>Total</b>	<b>\$204.00</b>

Proceed to Checkout

Continue Shopping

By completing your purchase, you agree to these [Terms of Service](#)

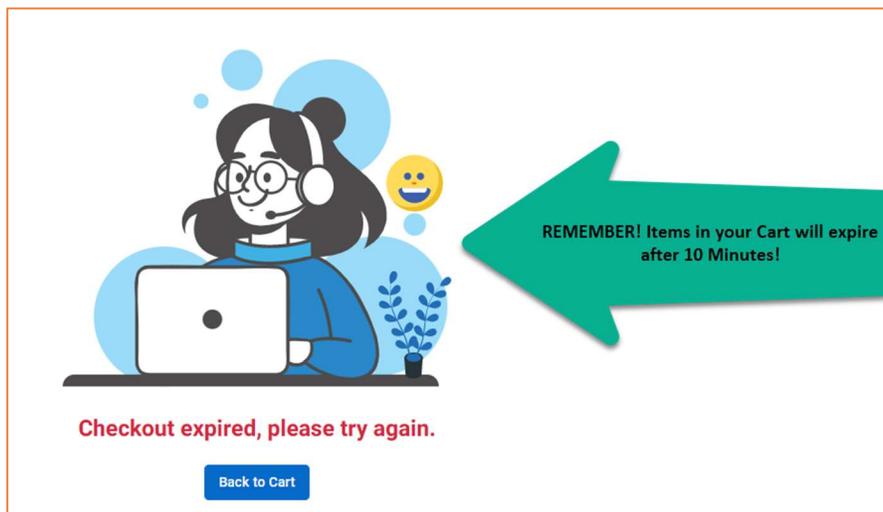
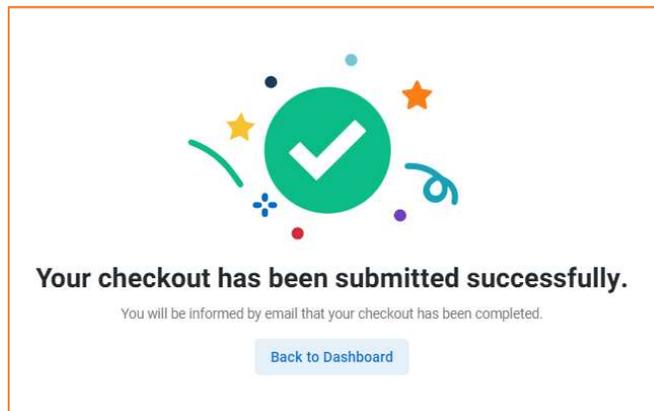
Click **Continue Shopping** to go back to the screen that will show you all of the Halifax Minor Baseball programs that are available.

Once you **Proceed to Checkout**, you will have 10 minutes to enter your payment details before the session expires. **Please note that using the *Partial Payment* option must be approved by the Registrar and Treasurer.**

Your spot is being reserved. It will expire in 9:31.

Billing Details		Order Summary	
First Name *	Last Name *	 <b>9U (Birthyear 2014-2015)</b> Sarah Test \$200.00	
Lisa	Test		
Email *	Phone Number *		
lisa@halifaxminorbaseball.com	555-555-5555		
Address *	City *	Subtotal	\$200.00
123 Test Ave	Halifax	Taxes	\$0.00
Country *	Province *	Service Fee	\$4.00
Canada	Nova Scotia	<b>Total</b>	<b>\$204.00</b>
Postal Code *		<input type="checkbox"/> Make Partial Payment	
X1X 1X1		<b>Complete Checkout</b>	
		SSL Secure Payment	

Once your registration is completed, you will see the screen below!



## **IMPORTANT!** – Halifax Minor Baseball Competitive Tryouts

If your child wishes to try out for the Halifax Mets Competitive Teams, you **MUST** add the Competitive Tryout program to your registration along with the Division registration. Your child will NOT be on the tryout list if this program is NOT added.

See example below.

The screenshot shows a shopping cart with two items. The first item is '15U (Birthyear 2008-2009)' for \$285.00. The second item is 'Competitive Tryout 11U-18U (Birthyear 2012-2005)' for \$176.00. Below the items, a message reads: 'You must register for your Division Program PLUS the Competitive Tryout Program in order for your child to try out for the Halifax Mets'. To the right, the 'Cart Total' is \$466.00, with a subtotal of \$461.00, taxes of \$0.00, and a service fee of \$5.00. There are buttons for 'Proceed to Checkout' and 'Continue Shopping'.

See below for the break down for Competitive Tryout Fees that are NEW in 2023:

### **Competitive Tryout 11U-18U**

The \$176.00 Fee includes the following:

- 1) \$51 Tryout Fee (**NON-REFUNDABLE**)
- 2) \$125 Competitive Team Fee (this fee is charged to all Players that make a Competitive Team Roster. If your child does not make a Competitive Team, \$125 will be refunded back to the payment card you used to pay with.)

### **Competitive Tryout 2<sup>nd</sup> Year 9U Player (2014 Birth Year)**

The \$201.00 Fee includes the following:

- 1) \$51 Tryout Fee (**NON-REFUNDABLE**)
- 2) \$125 Competitive Team Fee (this fee is charged to all Players that make a Competitive Team Roster. If your child does not make a Competitive Team, \$125 will be refunded back to the payment card you used to pay with.)
- 3) \$25 Play up Registration Cost (this is difference of 9U to 11U Registration cost)

## Other Registration Information

### Subscribe to our new Website!

You will need to subscribe to our new website in order to receive email updates. To subscribe, please visit our page at [www.halifaxminorbaseball.com](http://www.halifaxminorbaseball.com); in the bottom left hand corner of the page you will see a **Subscribe** option.



Halifax Minor Baseball Association

### Subscribe to Mailing List

First Name:\*  Last Name:\*  Email Address:\*

Choose the mailing list(s) below to subscribe to:

Halifax Minor Baseball Association

### Sibling Discount

If you are registering more than one child, you are entitled to a **\$35** Sibling Discount after your first child's registration is paid in FULL. To receive this discount, please email the Registrar at [lisa@halifaxminorbaseball.com](mailto:lisa@halifaxminorbaseball.com) with all sibling names. \$35 will be refunded back to the payment card you use at Registration.

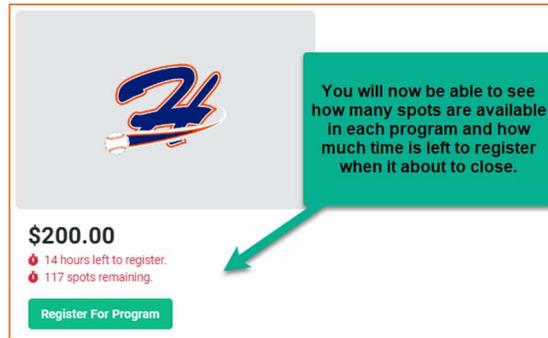
### KidSport or JumpStart Registration

Parents using Kidsport or JumpStart, please contact Lisa Conrad at [lisa@halifaxminorbaseball.com](mailto:lisa@halifaxminorbaseball.com) to get your child registered for Halifax Minor Baseball.

*Please note, you will need to create your Parent/Family Account first (add parent account details and any family members – explained in the beginning of this User Guide)*

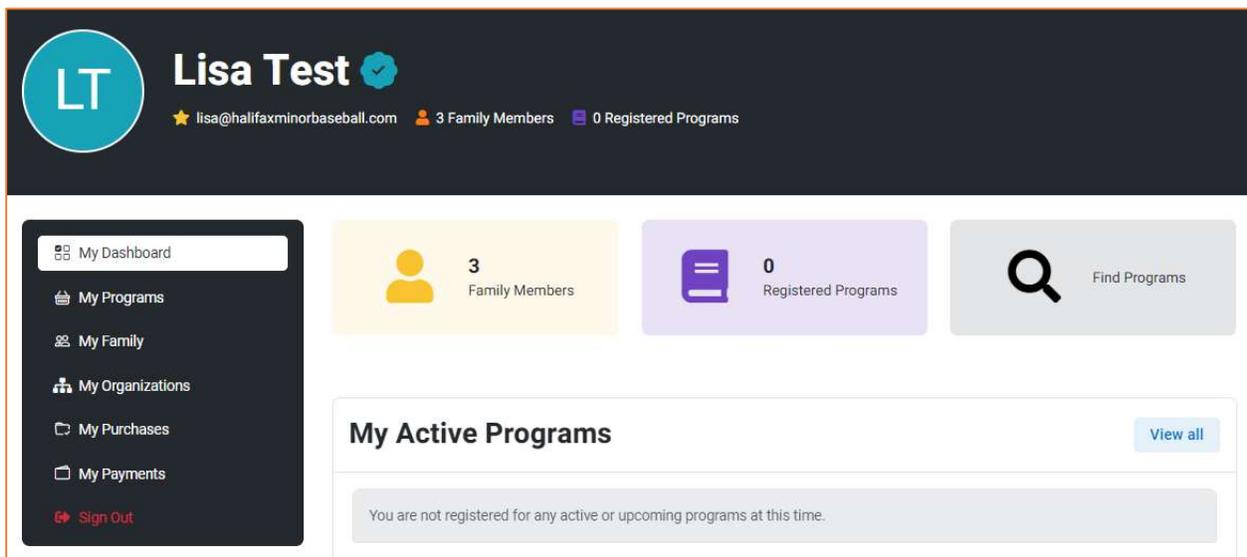
## Available Registration Spots

Our programs will show you how many spots are available.



## Account Information

You will have your own Dashboard where you can see your family members, programs that you have registered for, your purchases and payments! To get it, just go to Grayjaypay.ca, log in and click on **My Dashboard**.



**Thank you for Registering with Halifax Minor Baseball!**