

**PLEASE NOTE: The instructions below are ONLY for editing/deleting your cart BEFORE a final payment has been made. If you need to make a change AFTER a final payment was made please call 301-528-1480 and ask to speak with a Manager.**

### **How to Edit Your Cart in Roster Pro**

When you are in the Roster Pro registration system you can edit the contents of your cart before submitting final payment.

In steps 1-4 you can simply hit the Back/Edit button to edit your registration order.

The screenshot displays the Maryland Soccer Plex registration interface. At the top, a navigation bar shows the user's name (Annie Gavett) and email (agavett@mdsoccerplex.org), along with menu items: MY PROFILE DASHBOARD, PROGRAM SETUP, HOUSEHOLD MANAGEMENT, FINANCIAL & BANKING, REGISTRATION SETTINGS, and LOG OUT. Below this is a red banner with 'RosterPro® Registration' and a shopping cart icon indicating '1 Item in Cart'. The main header features the Maryland Soccer Plex logo and the Discovery Sports Center logo. A progress bar shows five steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Additions), Step 4 (Donate), and Step 5 (Complete Order). The current step is Step 5.1 - REVIEW ORDER, marked as 'PREVIEW MODE'. The 'Review Cart Contents' section shows a participant named Jane Doe, born 1998-06-15, registered for 'Winter GK Clinic - Winter 2014-2015 Session 2'. The fees and discounts section lists 'Winter GK Clinics Session 2' for \$175.00, resulting in a 'Participant Reg. Total' of \$175.00. The 'Order Total' is also \$175.00. Buttons for 'Edit Registration', 'Register Another', and 'Proceed to Checkout' are present. A footer note states 'Registration service provided by Demosphere International, Inc. - review the Privacy Policy.' and the Demosphere logo is in the bottom right corner.

If you have gotten past step 4 you can edit your registration two different ways.

One way is to hit the blue “Edit Registration” button – please see screen shot above. This button will take you back to Step 2 and allow you to edit as needed.

Another way is to edit within your cart. Click the orange bar, cart, button in the top right hand corner of your screen. Find the item you wish to edit and hit the blue pencil button.

## How to Delete an Item in Your Cart in Roster Pro

When you are in the Roster Pro registration process you can delete the contents of your cart at any point before the final payment step – Step 5.

In the top right hand corner you will see an orange bar, which is your cart. The bar will indicate how many items are in your cart.

If for some reason you need to delete an item click the orange bar and the following will appear in the top right hand corner of your screen– please see below:

The screenshot displays the Maryland Soccer Plex registration interface. At the top, a navigation bar includes the user's name 'Annie Gavett' and email 'agavett@mdsoccerplex.org', along with menu items for 'MY PROFILE DASHBOARD', 'PROGRAM SETUP', 'HOUSEHOLD MANAGEMENT', 'FINANCIAL & BANKING', 'REGISTRATION SETTINGS', and 'LOG OUT'. Below this is a red cart bar with 'RosterPro® Registration' and '1 Item in Cart'. The main header features the 'MARYLAND SOCCER FOUNDATION' logo and a 'PARTICIPANT REGISTRATION (CURRENTLY IN PROCESS)' summary for 'John Doe', with details for 'Program: SAM Rec' and 'Season: Spring 2015'. A progress bar shows five steps: Step 1 (Welcome), Step 2 (Collect Order Item Info), Step 3 (Additions), Step 4 (Donate), and Step 5 (Complete Order). The current step is 'Registration Step 2.4 - REGISTRATION FORM' in 'PREVIEW MODE'. The form includes sections for 'Player Information' with fields for 'School Attending', 'Other School', 'How Did You Hear About SAM?' (set to 'Internet'), 'Coach Request', and 'Special request'. It also has dropdown menus for 'Shirt Size', 'Shorts Size', and 'Socks Size', all set to 'Youth Small'.

Remember to edit an item in your cart hit the blue pencil button, see *How to Edit Your Cart in Roster Pro* instructions above.

To delete an item in your cart hit the red trash can button.

Confirm that you want to delete the item and hit save. The registration system will take you back to Step 2.