

Please read this information carefully to help navigate the eSoft registration system. After completing registration, you will receive an email confirmation listing the classes/teams you have signed up for. You may also log in to your membership account at any time to view all classes/teams your family has signed up for under the online planner by clicking on "Scheduling," "My schedule."

### **eSoft Family Membership Information**

- 1) Go to [www.lagrangefieldclub.com](http://www.lagrangefieldclub.com) and select "Registration," then "Membership Registration (eSoft)."
- 2) Log into eSoft using the login and password you received when you paid your LFC membership. (If you don't remember your password, you can have it emailed to you by the system.) Your login will take you to your family online planner page.
- 3) **Important: Make sure you have entered all family members under "My Account" before registering for classes and teams.**
  - To view your membership information, click "My account" and then "My profile."
  - To edit any information, update while on the page and then click "Update" at the bottom.
  - To add a family member, click on "My account" and then "Add family member." Parents should be the first two family members with all others beneath them.

### **AQUATIC TEAMS - Swim/Dive/Water Polo**

- 1) Click "Memberships," then select the desired team by clicking on the "Details" button.
- 2) To sign up for the team, click "Purchase Membership."
- 3) **IMPORTANT: Select the desired family member to register from the drop-down box! The default is the Parent and this MUST be changed to the correct child for team registration.**
- 4) Dive/Water Polo: You will be directed to proceed to checkout. This must be repeated for EACH child that you are registering.
- 5) Swim Only: You are required to select a Volunteer position in order to proceed to check out - one position per child up to two children (i.e. two maximum). You will be charged an upfront \$100 Volunteer Fee Deposit per each child, up to two. This will be credited back to your eSoft account balance upon completion of required volunteer obligation.
  - For the first two children per family, select a Meet under that child from the drop-down box under Volunteer Dates.
  - For third or more children, select "3<sup>rd</sup> Child Opt-Out."
- 6) **IMPORTANT: There are NO FEES or VOLUNTEER requirements for "Teenage/High School" children for all aquatic teams; however, members must register in eSoft to participate. Select the desired "Teenage/High School" team for each eligible child and proceed to cart as described above. Eligibility is anyone age 13 or above as of June 1<sup>st</sup>.**

### **LESSONS / DRILLS / Junior Tennis Team**

- 1) Click "Scheduling," then "Camp/Classes"
- 2) Individual classes are listed under the various categories. To view the individual classes, click on the appropriate category bar at the top or the blue category bars under Camps and Classes. You can see a full list of all classes by clicking "View All"
- 3) To sign up for a class click the "Sign up" icon for that class.
- 4) For additional details on any class click on the "Details" icon
- 5) Select the family member from the drop-down box and click "Add to Cart." You may continue selecting classes for all family members.
- 6) Once you've signed up for all classes, click "View Cart" and "Continue to Checkout."
- 7) Make sure you get to the page that says "Scheduling is Completed" which means you have paid for the classes

### **Tennis Drill Packages / Fluid Running Punch Cards**

- 1) Click "Packages" at the top of the page
- 2) Select the package you wish to purchase and the desired Family Member and add to cart.
- 3) Click "View Cart" and checkout to proceed to payment option.