



## DYNAMOS MONTGOMERY ACADEMY REGISTRATION INSTRUCTIONS

### TGS Parent Portal Start Guide To Registration

**Step 1: Create A TGS Parent Account:** Click on the link <https://parentportal.totalglobalsports.com/sign-up?clubID=3321>

Fill out all required information. Once the information has been submitted and the account is created, the system will then ask you to login to your account that you just created. When you Login please select the Parent Portal.

**IMPORTANT:** A parent **cannot** share the same email as a player in the TGS system. This is due to the connection with the player to colleges and how the messaging works. If your child is currently using your email address, we recommend that you log in to your player's account and change their email address to their own personal email address or use an alternative email address for yourself. To log into your child's account please use this link <https://public.totalglobalsports.com/auth/sign-in>

**Existing TGS Account Holder:** If you already have a TGS Team Admin, Head Coach, Assistant Coach or any Club Level Access you will then click on the link provided by your organization in order to create a new account. Or you can use this link: <https://parentportal.totalglobalsports.com/sign-up?clubID=3321>. Fill in your SAME information from your existing account.

Once you click Save, the system will find you and create a Parent role for you. Then you will be instructed to log in to your TGS account using this link - <https://public.totalglobalsports.com/auth/sign-in>. When you login select Parent Portal.

### **Step 2: Add Your Players/Children To Your Parent Account:**

(make sure you are logged in to your Parent Portal - <https://public.totalglobalsports.com/auth/sign-in>)

- On the left-hand navigation menu select My Children
- You will then see Add Player. Select Add Player
- Fill in the required information
  - Player First, Middle and Last name
  - Player Date of Birth
  - Player Gender
  - Player email (Required only if the player is 13 years or older)
- After filling in the information click the blue button "Next"

The system will automatically look to see if your child is in the TGS system. If the player matches with an account in the TGS system they will appear on the next screen asking you to select your player. Once you select your player you will have added them to your account.

- If your player is NOT in TGS system, the player's account will be created and they will be added to your account.

### **Step 3: Register The Child/Player To A Program:**

(make sure you are logged in to parent account - <https://admin.totalglobalsports.com/public/registration.aspx> )

- On left-hand navigation menu, select My Children
- Select the Players' Name
- Select Registration
- Select Public Programs and then select Dynamos Montgomery Academy Fall 2024
- Complete the registration and pay online.

### **Support:**

TGS Parent Help link - <https://totalglobalsports.zendesk.com/hc/en-us/categories/360001601892-Parent-Account>.

If you need any additional help, we have our support team standing by. We know this is a new system and there will be a learning curve. Please feel free to email [help@totalglobalsports.com](mailto:help@totalglobalsports.com) and someone will help you right away. Be sure to include your name and league name in the subject of the email.