

ALOHA REGION ON-LINE REGISTRATION INSTRUCTIONS

IMPORTANT: If you are under the age of 18, your parents must register for you. Also, a driver's license number or State ID number is required to complete registration. This applies to everyone.

1. Go to www.aloharegion.com
2. Click on "Boys & Girls" at the top of the page.
3. Click on "Information"
4. Scroll down to: **USAV REGISTRATION** and click on "USAV Membership Login" to begin membership process.
 - a. **BRAND NEW – NEVER WAS A MEMBER**--click on **LINK # 1** link -- blue underlined internet address click and follow instructions.
 - b. **RENEWING – YOU WERE A MEMBER LAST YEAR AND THE YEAR BEFORE**— click on **LINK # 4** link – 4TH blue underlined internet address
 - c. Link 2 is for a PRIOR member who was not registered via the ON-LINE system
 - d. Link 3 is used for RENEWING – PRIOR members who forgot their password.
 - e. Note:
 - i. **FORGOT or DON'T know your USER ID** – email Debbie Koochi and provide your name and date of birth and Debbie will reply by sending your ID and Password via email.
 - ii. **Changed your email address?** No problem – you can still enter using the **regular login**.
5. Read and complete/confirm the fields available. Required fields are marked with a **RED ***
 - a. * Name, Address, Email, Gender, Birth Date, & Grade when done click "Continue"
6. Confirm information—you can "edit" if you made a mistake.
7. Choose Club –"Ka Ulukoa"
8. Enter your mother or father's name Click "Submit"
9. FINAL CONFIRMATION PAGE
 - a. Check information – "Edit " now if you need to
 - b. Uncheck boxes if you don't want electronic communications from noted parties.
 - c. Click on the underlined "USAV Waiver & Release of Liability" *** READ THIS FORM
 - d. Click on the underlined "USAV Participant Code of Conduct" *** READ THIS FORM ALSO
 - e. CHECK "I AGREE" box (3 check marks) Click "Confirm"
10. **SAVE – WRITE DOWN – for next time or next year**
 - a. **"User Name" and "Password"**
11. **DOWNLOAD, PRINT, and SIGN two forms: (1) Waiver & Release of Liability Form, and (2) Medical Release Form.**
12. CLICK ON -- "Click Here To Login" -- found near the cost/charge in red
13. LOGIN using SAVED User Name and Password
 - a. **Change your password when asked** Confirm your new password -- ALL PAU
14. CHECK YOUR EMAIL FOR YOUR APPLICATION CONFIRMATION & SAVE IT!!
15. YOU WILL RECEIVE ANOTHER MEMBERSHIP CONFIRMATION WHEN ALL FORMS ARE IN

Totally lost? Email Debbie Koochi at: koochid001@hawaii.rr.com or call after 9:00pm #486-5092