PARENTS SIGNING UP TO COMPLETE THE PAYS PROGRAM FOR THE FIRST TIME:

1. **Sign Up on the PAYS Home Page at http://www.nays.org/paysonline/** Select **Option 1 - I am signing up for the PAYS training/membership for the first time.**

2. **Complete Registration Form.** You will be asked to provide an email address and create a password. This information will be your login information when returning to your PAYS Member Area.

3. **League/Agency Affiliation.** Select *yes* when asked if you are you signing up for PAYS membership because it is required by your league/agency.

   Be sure to select **LINCOLNWOOD BASEBALL ASSOCIATION** from the agency/league drop down box when asked if you are part of an agency/league that requires the PAYS program.

4. **Payment Information.** The membership fee is $5.00 (paid online with a credit card).

5. **Completing the Course.** Once you have signed up, your first step is to take the PAYS video-based training course (about 40 minutes). The course consists of 8 video sections with a review question at the end of each section. Upon completion of the course, your membership will be activated and you will have access to an online Member Area.

6. **Obtaining your Membership ID#.** Parents who have completed the PAYS program can view their identification number on their Member Area homepage and on the certificate of completion (downloadable through the Member Area).