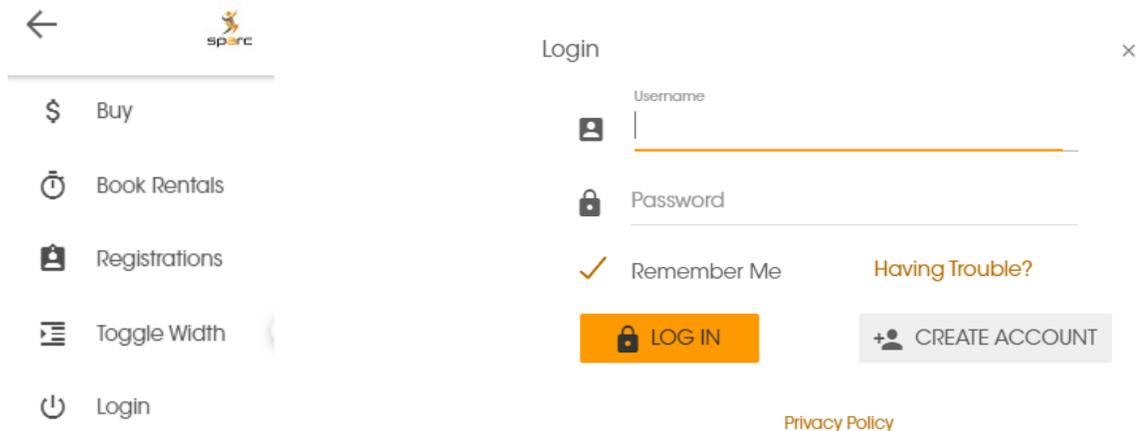


## SPARC – Volleyball Registration Self Service Instructions



### Create an Account & Login to the Self-Service Portal

- 1) Please visit URL <https://sparc.ezfacility.com> or scan the QR Code above from your smart phone or device.
- 2) Click on the Login link from the menu options. If you are using a smart phone, the menu might be collapsed, so use the 3 horizontal bars in the left corner to expand the menu.



The screenshot shows the SPARC self-service portal interface. On the left, there is a navigation menu with a back arrow and the SPARC logo at the top. The menu items are: Buy (with a dollar sign icon), Book Rentals (with a clock icon), Registrations (with a person icon), Toggle Width (with a hamburger menu icon), and Login (with a power icon). On the right, there is a 'Login' form with a close button (x) in the top right corner. The form includes fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Having Trouble?' link. Below the form are two buttons: 'LOG IN' (orange) and 'CREATE ACCOUNT' (grey). At the bottom right of the form area, there is a 'Privacy Policy' link.

- 3) If you already have an account, please login.
- 4) If you are a first-time user, create your account. The account details should be for the actual person that will be getting the training (not the parent).
- 5) The system will send you an email to verify your new account. Follow the instructions in the email and complete the registration.
- 6) Login using your account details.

### Volleyball Training Registration

*\*\* Make sure that you completed creating an account, activating the account and is able to login (using the steps in the above section).*

- 1) Please consult SPARC staff if you are not sure which training group/level you want to register.
- 2) Login to the portal <https://sparc.ezfacility.com> or scan the QR Code above from your smart phone or device. The menu should look like the image below.

# SPARC – Volleyball Registration Self Service Instructions



-  Raghu Ravipati
-  Invoices
-  Buy
-  My Schedule
-  Book Rentals
-  Registrations
-  Toggle Width
-  Logout

- 3) Click on the “Registrations” from the left side menu.
- 4) From the available registrations (sample screenshot below), select the training session you would like to register.

DESCRIPTION	
+ Volleyball Beginner - Spring 2022 - Sunday 2.30PM	<a href="#" style="border: 1px solid #f4a460; padding: 2px 5px;">SELECT</a>
+ Volleyball Intermediate - Spring 2022 - Sunday 2.30PM	<a href="#" style="border: 1px solid #f4a460; padding: 2px 5px;">SELECT</a>
+ Volleyball Advanced - Spring 2022 - Sunday 4.00PM	<a href="#" style="border: 1px solid #f4a460; padding: 2px 5px;">SELECT</a>
+ Volleyball Beginner - Spring 2022 - Saturday 9.30AM	<a href="#" style="border: 1px solid #f4a460; padding: 2px 5px;">SELECT</a>

- 5) Choose the “I am an individual...” option and click “Next”.

  DETAILS     

Volleyball Intermediate - Winter (1 Class Per Week)

Session Dates: 1/1/2022 - 3/31/2022

Winter Session - Start Date: 01/01/2022; End Date: 03/31/2021 (\* One class per week)

This intermediate level training will continue to reiterate the fundamentals of volleyball, but players will begin to focus on making each skill effective in the game of volleyball. Coaches will use mini games and drills to focus on a pass, set, hit system from offense to defense. Players will learn how to effectively pass, set, hit and serve and will begin learning the transition from offense to defense. Coaches will also introduce serve receive and base defense, as well as blocking in the front row.  
Contact Info: Raghu Ravipati info@sparcarena.com  
Registration Dates: Open

I am an individual registering. Individual Fee - \$180.00 

< PREVIOUS
NEXT >

- 6) Complete all the member (whoever is getting the training, not the parent) details in the next screens.



# SPARC – Volleyball Registration Self Service Instructions



- 7) Click on the “BUY” button after entering all the details.
- 8) Complete the checkout by providing the payment details.

COMPLETE CHECKOUT

← BACK

Apply Coupon

Coupon Code

Cards Accepted

Payment Method

Raghu Ravipati  
VISA ending in 6871  Security Code

+ Use New Payment Information

Billing Address

41713 Dukesbury Ct  
Novi, MI 48375

+ Use New Billing Address

Items

	Quantity	Amount
Volleyball Intermediate - Winter (1 Class Per Week)	1	\$180.00

Summary

Items: \$180.00

Discount: (\$0.00)

SubTotal: \$180.00

Tax: \$0.00

Total: **\$180.00**

Due: **\$180.00**

- 9) Once the payment is successful, you should be all set!
- 10) Please contact us at (248) 938-4250 or email us at [info@sparcarena.com](mailto:info@sparcarena.com) if you have any questions.