

Total Global Sports

Parent Portal Guide to Registration

These instructions outline the process to make a **NEW** parent account in order to access the TGS Parent Portal.

IMPORTANT BEFORE YOU BEGIN:

A parent can NOT share the same email as a player in the TGS system. This is due to the college recruiting connection 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](#).

STEP 1 - Create a TGS Parent Account

1. [Start at this link](#).
2. Fill out all required information using a separate email than the player's account and click **Create Account**. If you have an existing TGS account, see below.

You are brought to the TGS login screen. Login to the account you just created and select **Parent Portal**.

Existing TGS Account Holder: (if you have a new account, go to Step 2)

If you already have a TGS Team Admin, Head Coach, Assistant Coach or any Club Level Access start at the link provided by your organization or [use this link](#).

1. Select Parent Portal
2. From the Menu on the Left:
3. Select My Children & select the player you are registering
4. Under the players Profile Picture, select Registration Programs
5. Enter the Registration Code: 5537
6. Select Germantown Legends ECNL and RL and click Next
7. Verify the players birth certificate and US Club Soccer form are still accurate
8. Click Agree to Terms
9. Click Complete

You should see Registration Completed Successfully pop-up in the right corner of the screen

STEP 2 – Add Your Player to Your Parent Account

3. [Login to your Parent Portal here.](#)
4. On the left-hand navigation select **My Children**.
5. 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)
4. When complete, click the blue **Next** button.

The system will automatically look to see if your child is in the TGS system.

If the player matches an account in the TGS system they will appear on the next screen. You are asked to select the player. Once you select them they will be added to your account.

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

STEP 3 – Register Your Player to a Program

5. [Log in to the parent account here.](#)
6. Select **My Children** on the left.
7. Select the **player's name**.
8. Select **Registration Programs**
9. Enter this registration code (**5537**)
10. Answer any required questions

Support

[Access TGS Parent Help Here](#)

If you need any additional help TGS has a support team standing by. Please email help@totalglobalsports.com and someone will help you right away. Be sure to include your name, club, and league name in the subject of the email.