

We have a new look in our registration portal, Here is some guidance on how to register.

Please follow these steps!

1) Please log onto our Henrico PAL registration portal <https://leagues.bluesombrero.com/henricopal>

2) Be sure you have your child's profile added and complete to your account. If you have already done this, skip to step 3. If you have not added your child's profile which includes their basic information please click the circle with 3 dots in the middle and "add participant" should appear.

3) Once your child's profile has been added, please click on button that shows the number of programs available

4) Once the list of programs available appear,  
**PLEASE SELECT YOUR CORRECT and DESIRED  
HPAL SITE AND CORRESPONDING GRADE  
LEVEL FOR YOUR CHILD.**

(Please be sure to double check selections as errors may

result in loss of intended spot)

5) Follow the prompts and complete the form with required information. Please remember to have your child's doctor information available and insurance information.

Remember do not submit any forms to this portal. If you would like to begin submission of registration forms click here

<https://www.henricopal.org/documents.html>

6) Next will appear your order summary.

PLEASE CLICK "**SELECT PAYMENT OPTIONS**".

ONCE THE WINDOW APPEARS CLICK "**PAYMENT PLANS**"

THEN CLICK "**SELECT**"

LASTLY CLICK "**CONTINUE**"

7) Finally, select if you would like to donate to HPAL, select insurance option (you may gladly decline), select credit card payment option (Due today \$103), then submit order.

As a reminder waitlist registrations will be available and will be prompted if your selected registration become unavailable. We strongly encourage you to continue with waitlist registrations if you are unable to secure an enrollment!

Thank you!,  
Henrico PAL

