Registration:
Team Registration
Joining a Team as a Player (scroll down)

Registering a Team as Captain / Team Contact

To start your registration click on the '*Register Now*' button found on the league or tournament information page, this will redirect you to the registration portal.

1. **Create an Account:** If you have not already created an account you will need to set one up. Click on the '*Create one Here'* link found below the login in field.
   ○ Once you've created your account you can then login.

2. **Select your registration option:** From the Dashboard screen click on '*Team Registration'*

3. **Find your league/tournament & establish team name:** You can now use the drop down fields to select the league you would like to sign up for and register.
   ○ Choose a Season: Set your season as '2022 EUPA Season'
   ○ Choose a Division: Select the division that matches the league or tournament you are looking to register for. For example "2022 Adult Team Tournaments" or "2022 Adult Team Summer Leagues".
   ○ Choose a Team Contact: If you have not registered before you will need to set up your player profile by selecting '*A New Team Contact*' and filling in your name and information.
      i. This information will be saved for future registrations so next time you will simply be able to select your name in the drop down options.
   ○ Team: Select *"Create a New Team"* and enter a team name when the *"Team Name"* field appears.
      i. Although teams that you have previously registered will appear in the drop down, please create a new team per league/event.

4. **Complete team invites screen:** Enter email addresses, First/Last Names for all players who you wish to invite to your team. Check *"Team Contact"* for any players that you wish to have team administration privileges.
   ○ The person creating the team will default as a team contact

5. **Complete your registration:** Click the "Submit Registration" button.
   ○ A confirmation note will appear
   ○ Note that you will still have to register to the team as a player

6. **Managing your team/send invite emails:** In the sidebar menu, select *"My Teams/Permits"* and then *"My Teams"* from the drop down. Your teams will appear. Select "Manage" for the team you wish to view.
   ○ Invite Code: **This code is what players will require to register for your team.**
      i. The invite code can be provided to players directly as an alternative means to register for your team instead of an invite email or if the player has issues receiving the invite email.
   ○ Send Invite Emails: Click this button to send emails to your teammates. If you need to add more players, do so by scrolling down and adding them to the list.
      i. Note that the system will not send invites to addresses that have already registered on your team.
   ○ Register to this Team: Click this to register yourself to your team.
   ○ Update Team Invites: Click this after you enter additional players to your invite email list.

Registering to a Team as a Player

To start your registration, click the link provided in your team invite email or the '*Register Now*' button found on the league or tournament information page, this will redirect you to the registration portal. Have your **team code** handy (provided in the team invite email or by your team captain/contact).

1. **Create an Account:** If you have not already created an account you will need to set one up. Click on the '*Create one Here'* link found below the login in field.
   ○ Once you've created your account you can then login.

2. **Select your registration option:** From the Dashboard screen click on '*Register to a Team"*

3. **Enter Team Invite Code:** Enter the team invite code (provided in the team invite email or by your team captain/contact).

4. **Register for your league/tournament:**
   a. Choose Family Member: If you have not registered before you will need to set up your player profile by selecting '*Add A Family Member*' and filling in your name and information.
      i. This information will be saved for future registrations so next time you will simply be able to select your name in the drop down options.

b. Choose your Role(s): *"I am a Player"* will be default selected for you
c. Choose your Packages: Select the league/tournament that you wish to sign up for from the list provided. Check the box next to the name of the league/tournament you would like to sign up for and click the '*Continue'* button at the bottom of the screen.

5. **Complete your registration:** Complete all the required waivers and questions for your registration and complete your payment to finish your sign up.