



# Team Registration

## Registering a Team as Captain / Team Organizer

To start your registration, visit [eupa.ca](http://eupa.ca) and click on the '**Team Registration**' button found on the league/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:

- Use the drop-down fields to select the league or tournament type your team will be participating in
- **Choose a Season:** Set your season as '2023 EUPA Season'
- **Choose a Division:** Select the division that matches the league or tournament you are looking to register for. For example, "Frostbite Tournament".
- **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.
  - 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.
  - Although teams that you have previously registered will appear in the drop down, **please create a new team per league/event.**

## Edmonton Ultimate Players Association

### Team Registration

Choose a Season

2022 EUPA Season

Choose a Division

2022 Adult Team Tournaments

Choose a Team Contact

Choose

Team

Choose

4. **Complete your team registration:** Click the “Submit Registration” button.
  - A confirmation note will appear
  - **IMPORTANT: You will still have to register and pay for the league/tournament by registering as a player.**
  - See the “Register to a Team” user guide for instructions on how to register to a team.

5. **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 send invites
- **Invite link:** This link is what ALL players will require to register for your team.

Invite Code

7aa4d

<http://EdmontonUltimate.rampregistrations.com?cmVkaXll=cmVnaXN0ZXJ0ZWZtam9pbG2&dGVhbWVvZG!>

Send this to teammates

The system won't send invites to email addresses that have already registered on your team

- Send this invite link to whomever you would like on your team. This link is the only way you or any other potential teammates can sign up for the team you have created.

Still have questions? Contact [admin@eupa.ca](mailto:admin@eupa.ca) for assistance with this process.