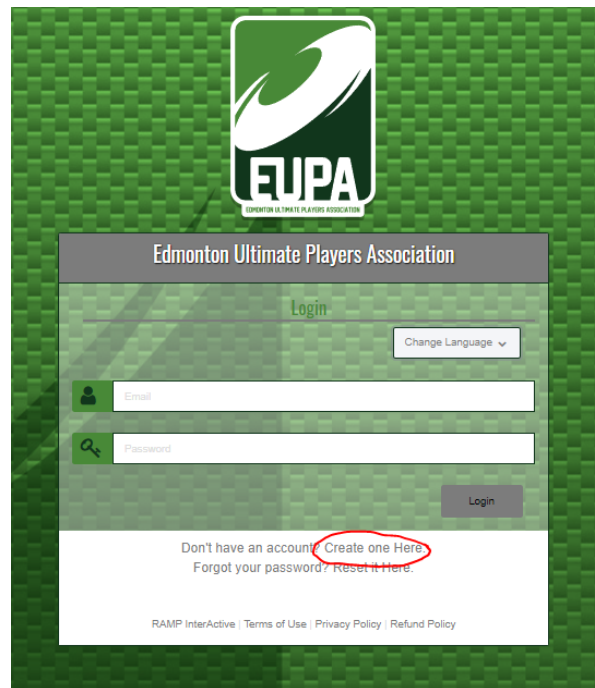




# Youth Tournament Team Registration

## Registering a Team as Coach / Team Organizer

1. **Go to eupa.ca**
  - Navigate to the Youth Tab => Youth Tournaments
  - Click the “Coaches: Register your Team” button
2. **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.
  - We recommend you create an account that is specific to your school vs. using your personal account if you have one.



3. **Register your Team**

- **Choose a Season:** Set your season as '2022 EUPA Season'
- **Choose a Division:** Choose "Youth Team Tournaments"
- **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.

## 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

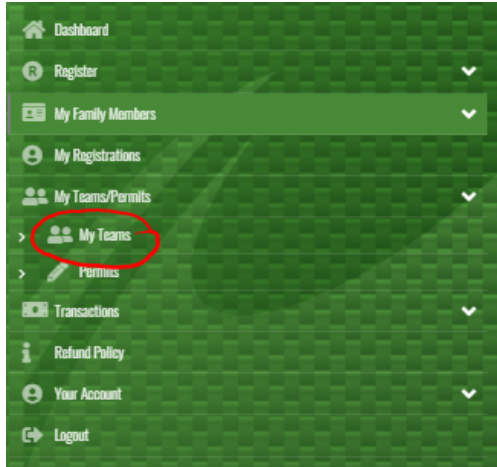
Continue

#### 4. Complete your team registration:

- Click the "Submit Registration" button. **This is an important step.** If you do not click the button your team will be visible in your profile but will not be considered registered.
- A confirmation note will appear
- **IMPORTANT: You will still have to register your team as a coach so that you can identify your team's division.**

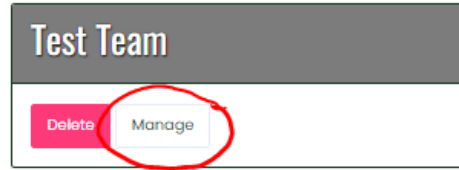
#### 5. Inviting players and managing your team:

- 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.
- This is where you will see which players have registered and can view your roster
- You can always access this area of the website again by going to "Member Log In" from the main site (found in top menu bar)



## Edmonton Ultimate Players Association

### My Teams



English

## Edmonton Ultimate Players Association

### My Teams

Registrations				
Club	Season	Division	Team	
Edmonton Ultimate Players Association	2022 EUPA Season	2022 Adult Summer Thursday 7v7 Team Sign Up	Test Team	<span>Team is Active</span> <span>Manage</span>

English

- **Invite Code:** This is the link your players will require to register to your team so that the appropriate waivers can be filled out.

## Edmonton Ultimate Players Association

### Test Team

Team	Test Team
Invite Code	bd950
	<a href="http://EdmontonUltimate.rampregistrations.com?cmVkaXII=cmVnaXN0ZXJ0ZWZtam9pbG26dG9hbWVnZGUi=YmQ5NTA1">http://EdmontonUltimate.rampregistrations.com?cmVkaXII=cmVnaXN0ZXJ0ZWZtam9pbG26dG9hbWVnZGUi=YmQ5NTA1</a>
	The system won't send invites to email addresses that have already registered on your team
	<span>Send Invite Emails</span> <span>Register to this Team</span>
Season	2022 EUPA Season

- **Register to this Team:** Click this to register yourself to your team as a coach
  - You will need to enter the **team code** to complete this process
  - Click “Find Team” before selecting yourself under “Choose Family Member: **This step is important or an error message will appear.**
  - Select the “COACH REGISTRATION” package. Proceed through the registration process for signing up.

---

## Edmonton Ultimate Players Association

### Register to a Team

Team Invite Code

Find Team

Choose Family Member

Choose

Continue

**IMPORTANT NOTE:** If you had forgotten to include a player during the team invite process, all that player needs is the team invite link to join your team.

## Important Contacts:

Tournament Questions:

[youth@eupa.ca](mailto:youth@eupa.ca) or [youthdirector@eupa.ca](mailto:youthdirector@eupa.ca)

Registration Questions:

[admin@eupa.ca](mailto:admin@eupa.ca)