**Registering for a Provincial Tournament**

1. Go to NLSA Website
2. Go to Registration Portal on Home Page
3. Next create a new account or use an existing account.
   1. If you are prompted that the email address already exists and you forget the password, you can reset the password.
4. On the top of the page there is a banner that says Tournament Registration. Click this Banner.
5. Choose the Season of the tournament you wish to register. The season is 2019 to be clear
6. Choose the tournament that you wish to register the team for
7. Choose the Appropriate Division
8. In the Team drop down menu, select Search for Your Team
9. Enter the Team name in the next box
10. Enter the Club that your team is a member of
11. Again, select the Season
12. Again, select the Division
13. Select your team
14. Choose a Team Contact
    1. Add a family member (does not need to be a family member)
    2. Enter the information for the Team Contact
15. Select the package that is associated with the Tournament and press continue
16. After you press continue, the list of players on your team will appear. The list are the players that are registered with your team. Do not add players to this list.
17. Be sure to include coaches/managers if they are not on the list.
18. Press continue.
19. Congratulations, you have now registered for the tournament.