

How to Register Multiple Teams

If a Team Manager or Captain is responsible for registering multiple teams for the same season/event he/she is able to register each team using the same email address.

Each team must be registered separately. Once one team is registered, log-out of that registration; then proceed with the next registration using the steps below.

Note:

Registering multiple (different) teams to the same season/event is not the same as registering the same team for multiple seasons/events.

If the Team Manager/Captain wants to register his/her team for several different season/events, simply follow each event's separate registration link and log-in using the email and password related to that team. Roster changes can be made for each season/event if required.

To Register Multiple Teams to the Same Event:

- 1. If a registration was just completed log-out of the registration system.
- 2. Return to the Registration log-in screen (using the same link as before)
- 3. Select "Create Account" on the log-in screen (because an additional account is being created)
- 4. Enter the desired email address into the Main Contact Information page, when the email address is entered into the top email field it will be recognized by the system
- 5. The first and last name will then fill in automatically, enter the password already associated with that email address to confirm it is the same person re-using that email address.
- 6. Once the password is confirmed the rest of the information will be automatically pre-populated with the main contact information used in previous registrations
- 7. Enter the new team name into the Team Name field
- 8. Press submit
- 9. Proceed through registration as per usual.

To Access Each Team's Information in the Future:

To return to any of the accounts at a later time, go to the log-in screen and enter the email address and password.

Click the mouse and a drop down will appear. Select the name of the team that requires changes/updates.