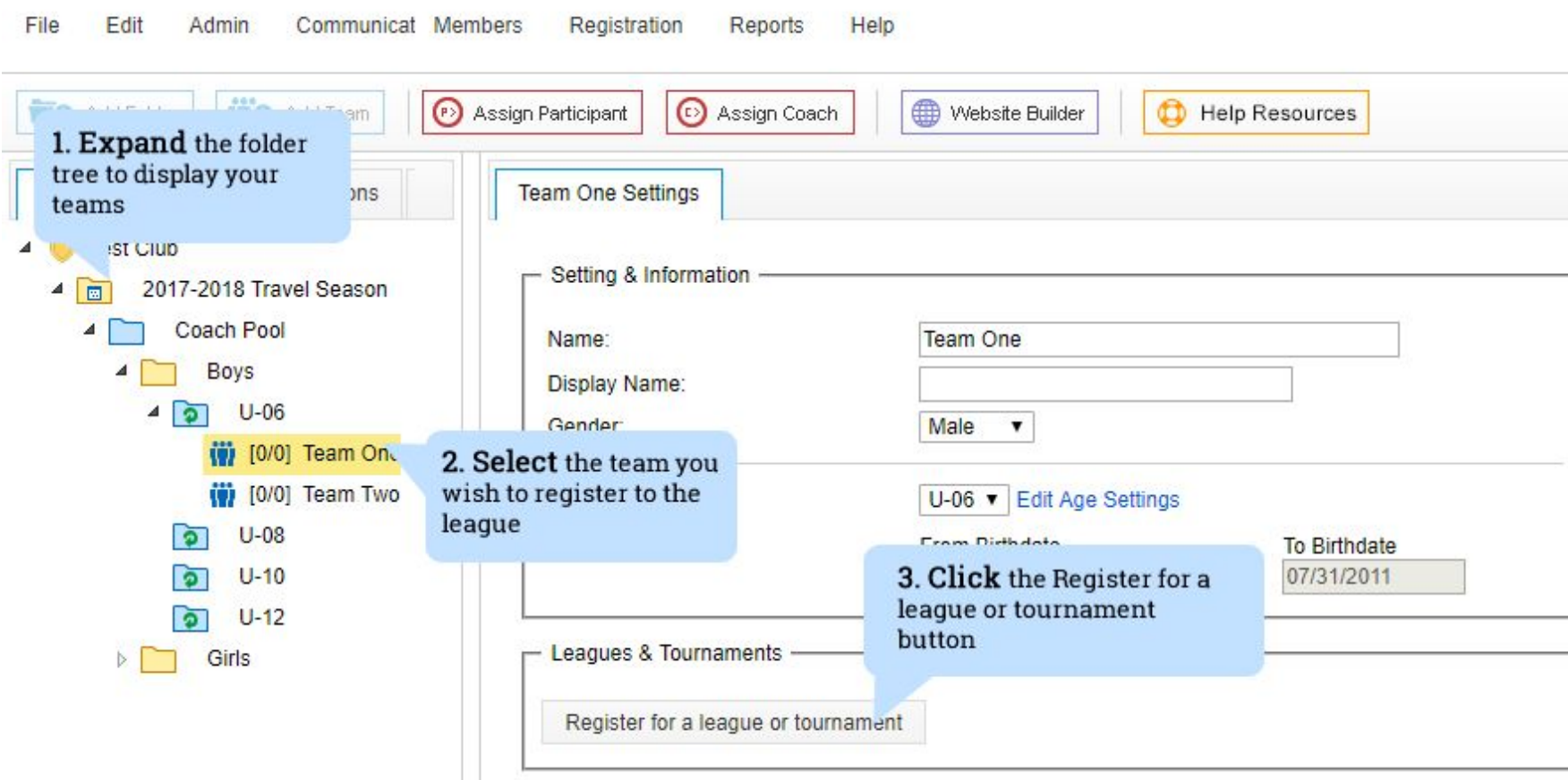


REGISTER TEAM(S) TO A LEAGUE

There are two ways to register your teams to the league. You can register a team individually or register them in bulk. The process is about the same, the main difference being how you select the team(s) you wish to register.

SELECT AN INDIVIDUAL TEAM TO REGISTER TO A LEAGUE



The screenshot shows a web application interface for team management. At the top, there is a navigation menu with options: File, Edit, Admin, Communicat, Members, Registration, Reports, and Help. Below the menu, there are several buttons: Assign Participant, Assign Coach, Website Builder, and Help Resources. On the left side, there is a folder tree structure. A callout box labeled '1. Expand the folder tree to display your teams' points to the tree. The tree is expanded to show a folder named '2017-2018 Travel Season', which contains a 'Coach Pool' folder, a 'Boys' folder, and a 'Girls' folder. The 'Boys' folder is further expanded to show 'U-06', 'U-08', 'U-10', and 'U-12'. Under 'U-06', there are two team entries: '[0/0] Team One' and '[0/0] Team Two'. A callout box labeled '2. Select the team you wish to register to the league' points to 'Team One'. The main content area is titled 'Team One Settings' and is divided into two sections: 'Setting & Information' and 'Leagues & Tournaments'. The 'Setting & Information' section contains fields for Name (Team One), Display Name, Gender (Male), and Age (U-06). There is also a link for 'Edit Age Settings'. The 'Leagues & Tournaments' section contains a button labeled 'Register for a league or tournament'. A callout box labeled '3. Click the Register for a league or tournament button' points to this button. The 'To Birthdate' field is set to 07/31/2011.

Once you have completed Step 3. you can skip to page 3 of this document to complete the team's league registration.

SELECTING TEAMS TO REGISTER TO LEAGUE IN BULK

File Edit Admin Communications Members Registration Reports Help

2. Click the green Find button

3. Click the Team tab

1. Select an age category

4. Click the top check box to select all the teams

5. Click Actions for Selected Teams

6. Select Register for a league or tournament from drop down menu

7. Click Open League & tournament Directory button

Find in U-08

Team Name Bonzi Team Status

Team Number Registered in a League

Age Group Choose age group

Gender Choose gender

Coach Name

25 results per page 24 Results Actions for Selected Teams

<input checked="" type="checkbox"/>	Name	Team Number	Age	Gender	Coach Name	Event		
<input checked="" type="checkbox"/>	Addition eam					ason -Players		0
<input checked="" type="checkbox"/>	Add Team					ason -Players		0
<input checked="" type="checkbox"/>	Anytime					Spring Season -Players		0
<input checked="" type="checkbox"/>	April Showers					Spring Season -Players		0
<input checked="" type="checkbox"/>	Creating a Tea					Spring Season -Players		0
<input checked="" type="checkbox"/>	L'il Guys					Spring Season -Players		0
<input checked="" type="checkbox"/>	May Flowers					Spring Season -Players		0
<input checked="" type="checkbox"/>	New Team					Spring Season -Players		1
<input checked="" type="checkbox"/>	Team					Spring Season -Players		0
<input checked="" type="checkbox"/>	Team Name					Spring Season -Players		1
<input checked="" type="checkbox"/>	Team One					Spring Season -Players		0
<input checked="" type="checkbox"/>	Team Two					Spring Season -Players		0
<input checked="" type="checkbox"/>	The Animals					Spring Season -Players		1
<input checked="" type="checkbox"/>	The Blues		U-08	Male		2016 Spring Season -Players		1
<input checked="" type="checkbox"/>	The Bruisers		U-08	Male		2016 Spring Season -Players		1
<input checked="" type="checkbox"/>	The Burdons		U-09	Male		2016 Spring Season -Players		0

Register for a league or tournament

Register the selected teams for a league or tournament. To begin, click the button below to open the *League & Tournament Directory*. Choose an available league or tournament, then click the *Register Now* button to proceed. All of the selected teams will be registered at once.

Open League & Tournament Directory

Close

SELECT LEAGUE AND REGISTRATION CATEGORY

1. Select the league you wish to register your team(s) to

2. Click the big green Register Now button

3. Enter the additional information required for bulk team registration

4. Click Next to proceed with bulk team registration

5. Select age category to register team to

6. Click Use this category for every team

7. Click Next to proceed with bulk team registration

The next series of steps will allow you to register the entire set of teams to a league registration category. Begin by entering in some additional information about yourself. This information allows the league to know who was responsible for registering the teams.

The teams being registered will displayed

2016 Fall League Education

2016 Fall League Education

Register Now

Registering 24 teams for 2016 Fall League

Team Information > Review > Payment Method > Receipt

Additional information about you is required to register for this league event.

First Name required
Club

Last Name required
Admin

League Contact
email@email.com

Bonzi
Tualatin, OR 55555

Registering 24 teams for 2016 Fall League

Team Information > Review > Payment Method > Receipt

Team Name	Age Group	Gender	League / Tournament Category
Creating i			Choose a registration category
The Falco			Use this category for every team
Addition e			Choose a registration category
Team Two	U-08	Male	Choose a registration category
The Them	U-08	Male	Choose a registration category
The Patriots	U-08	Male	Choose a registration category
Team Name	U-08	Male	Choose a registration category
The Blues	U-08	Male	Choose a registration category
Team	U-08	Male	Choose a registration category
The Cobras	U-08	Male	Choose a registration category
The Wassup's	U-08	Male	Choose a registration category

COMPLETE TEAM INFORMATION AND REVIEW

League & Tournament Directory

2016 Fall League Education

2016 Fall League Education

 Register Now

League & Tournament Directory

Registering 24 teams for 2016 Fall League

Team Information > Review > Payment Method > Receipt

Complete the registration forms for all of the following teams.

[Expand All](#)

- ▶ **Creating a Team**
This team's form is missing some required fields.
- ▶ **The Falcons**
This team's form is missing some optional fields.
- ▶ **L'il Guys**
This team's form is missing some optional fields.

1. Complete any required form fields for the teams

2. Click Next once all required form fields are completed

Next

League Contact

email@email.com

email@ei.com

Check Payment Info





Payable To: Bonzi Education
Address: Bonzi Education
Bonzi
Tualatin, OR 55555

League & Tournament Directory

Registering 24 teams for 2016 Fall League

Team Information > **Review** > Payment Method > Receipt

You have prepared the following teams for registration.

 Creating a Team in category 3/4 Grade	Base Fee	\$0.00
	Team Subtotal	\$0.00
 The Falcons in category 5/6 Grade	Base Fee	\$0.00
	Team Subtotal	\$0.00
 Addition eam in category 7/8 Grade	Base Fee	\$0.00
	Team Subtotal	\$0.00
 L'il Guys in category 3/4 Grade	Base Fee	\$0.00
	Team Subtotal	\$0.00
...		

3. Review the teams you are registering

4. Click Next through the remainder of the registration process

Next