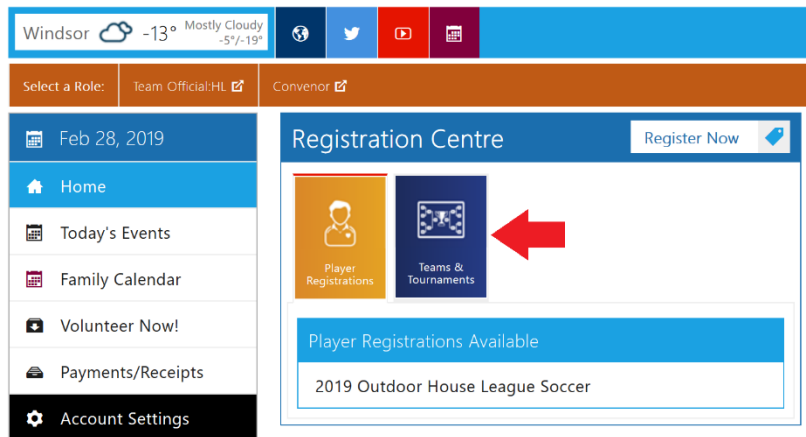


# Team Registration (Team Captains/Coaches)

## Registering Your Team

1. Log into your PowerUp Sports account (or create an account, if necessary).
2. Click the “Teams & Tournaments” blue button in the Registration Centre to bring up the list of available Team Registrations.



3. Click on the relevant registration item.
4. Check the box next to the relevant registration item, and click “Add to Basket”.
5. Review your selection, and click “Check Out”
6. Complete any required Additional Information, including:
  - o Any waivers from the club
  - o Team Name
  - o Indicate if you are the primary contact (or enter the email of the person who is)



## Team Registration

Joe Coach

Pre-existing Team Name:  OR

Team Name:

Primary Contact:

Please select below, whether yourself, or another individual, is the Primary Contact for this Team. If you have selected another individual, please enter their Email Address in the field provided. \*The Primary Contact will be given access to Manage the Team.

I am the Primary Contact.

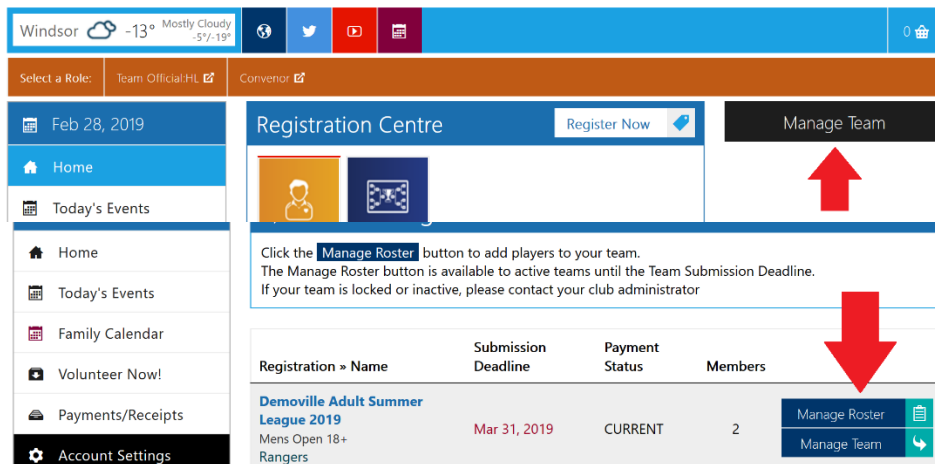
is the Primary Contact.

7. Complete payment.

## Adding Players to the Team

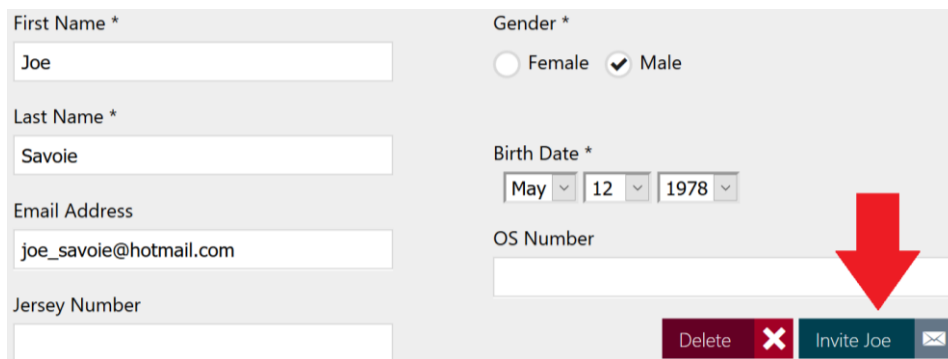
Having completed the registration process, Team Captains can now manage their team, including adjusting Team Details, and adding players to the Roster. To add players:

1. Click “Manage Team” on the Home Page.



The screenshot shows the 'Registration Centre' page. At the top right, there is a 'Manage Team' button. A red arrow points to this button. Below the button, there is a table with columns: 'Registration > Name', 'Submission Deadline', 'Payment Status', and 'Members'. The first row in the table is for 'Demoville Adult Summer League 2019 Mens Open 18+ Rangers'. To the right of this row, there are two buttons: 'Manage Roster' and 'Manage Team'. A red arrow points to the 'Manage Roster' button.

2. Click “Manage Roster”
3. Enter the player information, and click “Add”
4. Once added, players will list underneath the ‘Add a Player’ box. Clicking the name will open the details for review, as well as the option to “Delete” or “Invite” them to the team.



The screenshot shows a player registration form. The fields are: First Name \* (Joe), Last Name \* (Savoie), Email Address (joe\_savoie@hotmail.com), Jersey Number, Gender \* (Female, Male), Birth Date \* (May 12 1978), and OS Number. At the bottom right, there are three buttons: 'Delete' (with a red X icon), 'Invite Joe' (with an envelope icon), and a red arrow points to the 'Invite Joe' button.

5. Players will then receive an email with a link to Log In (or create an account if necessary) and complete the individual Player Waiver.
6. Team Captains can see when Invites were sent, as well as when Players have completed the individual Player Waivers.

### Team Registration

Dear Joe Savoie

Rangers
Manage Team

Joe Coach  
2019 Mens
Demoville Adult Summer League 2019 - Mens Open 18+
er League

Show All · Hide All

Add a Player
^

You are req

<https://den>

Email Addr

First Name \*

Last Name \*

Email Address

Jersey Number

Gender \*

Female  Male

Birth Date \*

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OS Number

Add +

Breanna Van Abbema  
Form completed: 2019/02/28 12:14 PM

Joe Savoie  
Invite sent: 2019/02/28 9:42 AM

Back
Save

**Note:** it is important for Team Captains to ensure all players complete the individual Player Waiver, as not doing so could result in players being unable to participate.