



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.