

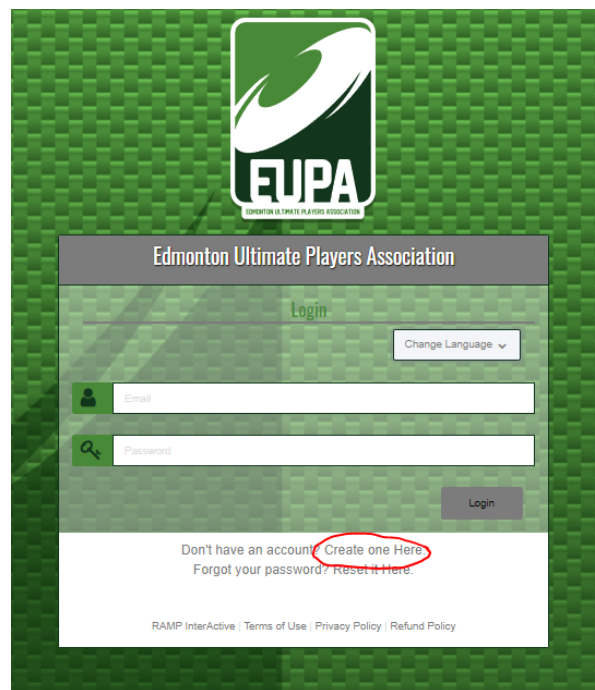


Team Registration

Registering a Team as Captain / Team Organizer

1. Create an Account:

- If you have not already created an account you will need to set one up. Click on the 'Create one Here' link found below the login in field.
- Once you've created your account you can then login.



2. Find your league/tournament & establish team name:

- Use the drop down fields to select the league or tournament type your team will be participating in.
- **Choose a Season:** Set your season as '2022 EUPA Season'
- **Choose a Division:** Select the division that matches the league or tournament you are looking to register for.
- **Choose a Team Contact:** If you have not registered before you will need to set up your player profile by selecting 'A New Team Contact' and filling in your name and information.

- i. This information will be saved for future registrations so next time you will simply be able to select your name in the drop down options.
- o **Team:** Select “*Create a New Team*” and enter a team name when the “*Team Name*” field appears.
 - i. Teams that you have previously registered will appear in the drop down
 - ii. If your roster is not changing, you can select a previously created team for registration to the current league or tournament

Edmonton Ultimate Players Association

Team Registration

Choose a Season

2022 EUPA Season

Choose a Division

2022 Adult Team Tournaments

Choose a Team Contact

Choose

Team

Choose

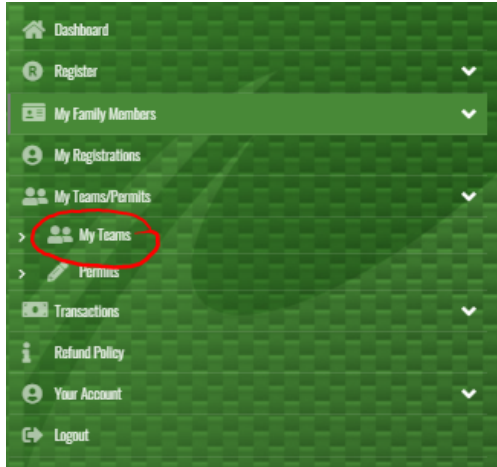
Continue

3. Complete your team registration:

- o Click the “Submit Registration” button. **This is an important step.** If you do not click the button your team will be visible in your profile but will not be considered registered to the league/tournament.
- o A confirmation note will appear
- o **IMPORTANT: You will still have to register and pay for the league/tournament by registering as a player.**

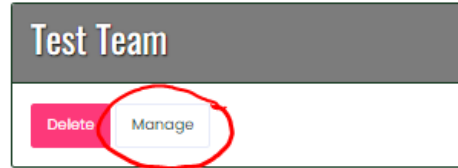
4. Inviting players and managing your team:

- o In the sidebar menu, select “*My Teams/Permits*” and then “*My Teams*” from the drop down. Your teams will appear. Select “Manage” for the team you wish to view.
- o This is where you will see which players have registered and can view your roster
- o You can always access this area of the website again by going to “Member Log In” from the main site (found in top menu bar)



Edmonton Ultimate Players Association

My Teams



English

Edmonton Ultimate Players Association

My Teams

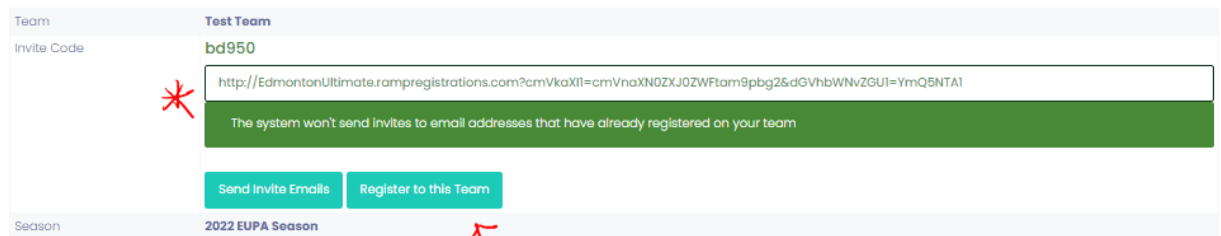
Registrations				
Club	Season	Division	Team	
Edmonton Ultimate Players Association	2022 EUPA Season	2022 Adult Summer Thursday 7v7 Team Sign Up	Test Team	Team is Active Manage

English

- **Invite Code:** This is the link your players will require to register to your team
 - i. If your players are having difficulty with receiving invite emails from the website, this link can be provided to them directly but copying and pasting from here

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Test Team



- **Register to this Team:** Click this to register yourself to your team.
 - i. You will need to enter team code to complete this process
 - ii. Click “Find Team” before selecting yourself under “Choose Family Member: **This step is important or an error message will appear.**
 - iii. Proceed through the registration process for signing up

Edmonton Ultimate Players Association

Register to a Team

Team Invite Code

Find Team

Choose Family Member

Choose



Continue

IMPORTANT NOTE: If you had forgotten to include a player during the team invite process, all that player needs is the team invite link to join your team.