

User Guide for Team Captains

Registration

If you are a **returning member**, login by entering your username and password and click the "Login" button.

Login

Please enter your username and password:

Username	
Password	

[Forgot your password?](#)

Login

If you are a **new user**, register by using the "New Member Registration" form. Fill in your first name, last name and email address as well as type in the words displayed in the ReCaptcha box. Click the "Send Email" button. You will receive a confirmation email to your specified email account which contains a link to continue the registration process.

Note: There is no cost associated with becoming a user in the system.

New Member Registration

Please enter the following information:

Firs: Name		*
Las: Name		*
Email		*
Re-Enter Email		*

You will receive an e-mail with a link requesting you to confirm your registration. After confirming, you will then be able to complete the rest of your membership profile.

Type the two words:

stop spam.
read books.

Send Email

The link will direct you to your "Registration – Profile Information" page where you will need to fill in your user, account, and contact information. Click the "Register" button at the bottom of the screen when the form is complete.

You will be re-directed to the Registered Leagues page which displays a listing of all of the Ashbridges Bay Beach Volleyball Leagues that you have been registered in. If you are a new user registering as a Team Captain you must create your team before registering in a League. To create a team select "Create Team" in the left navigation.

Create Team

Once you have registered as a user in the system, you can login and click the "Create Team" link in the left navigation. You will automatically be given the role of Team Captain when you create a team in the system.

Enter your team's name in the input box provided and click "Submit Team". Your team has been created.

Note: There is no cost associated creating a team in the system.

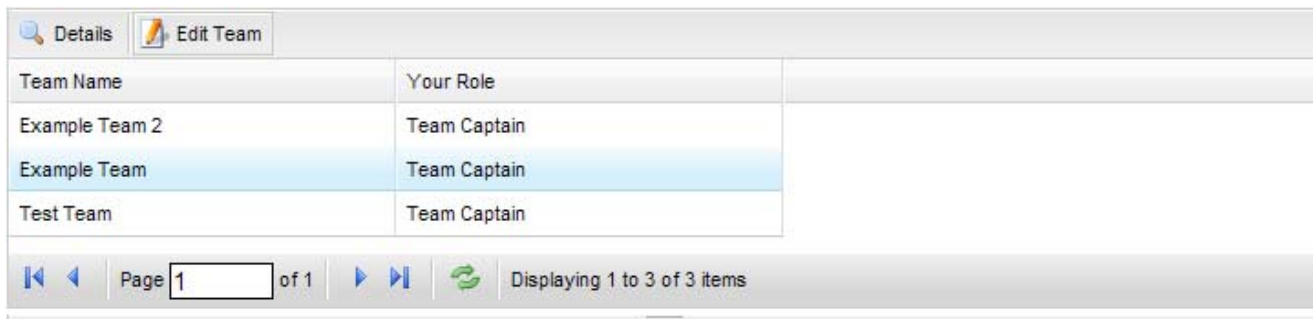


Team Name * **Submit Team**

Note: There cannot be more than one team in the same league with the same name.

Update Team Roster

You can add players to your team by clicking "My Teams" from the left navigation. Select the team you wish to add players to from the list and click the "Edit Team" button.



Team Name	Your Role
Example Team 2	Team Captain
Example Team	Team Captain
Test Team	Team Captain

Page 1 of 1 | Displaying 1 to 3 of 3 items

You can add players by either searching for existing users in the system or by creating a new user in the system. Please search the system for the players you wish to add in case they are already registered. If you think they are registered but can't find them, ask them for their username and add them to your roster later. If you add them to your team by creating a new member, but they

already have an account in the system, they will then have two accounts.

To add an existing user, select either the "Username" or "Email" radio button, enter text into the input box, and click the "Search Existing Users" button. The result will display in the right hand column. You can then select the user's role (Note: Player is the default role) and click the "Add To Team" button. The user will then be displayed in your Team Members list below.

▼ Search For Existing User	
Search	Result(s)
<input checked="" type="radio"/> Username <input type="radio"/> Email	OVA Test
<input type="text" value="OVA"/>	<input type="checkbox"/> Team Captain <input type="checkbox"/> Alternate Captain <input checked="" type="checkbox"/> Player
Search Existing Users	Add To Team
▶ Create New Team Member	

To create a new user in the system, click the "Create New Team Member" tab and fill in the player's first name, last name, email address and role (Note: Player is the default role) and click "Add To Team" to add them to the team roster. An email will be sent to the requested player prompting them to follow the link in their email to come to the system to fill out the rest of their profile information.

▶ Search For Existing User	
▼ Create New Team Member	
First Name	<input type="text" value="Test"/> *
Last Name	<input type="text" value="Player"/>
Email	<input type="text" value="example@test.com"/> *
Role	<input type="checkbox"/> Team Captain <input type="checkbox"/> Alternate Captain <input checked="" type="checkbox"/> Player
Add To Team	

You can edit your roster by scrolling down to the Team Members list. You can click on a player's name and then click either the "Remove Team Member" button or the "Change Role" button.

Note: You can update your team name and/or roster even after you have registered your team in a league.

Click the "Submit Team" button at the bottom of the screen to save the changes to your team roster. You can now register your team in an Ashbridges Bay Beach Volleyball league.

Register your Team in a League

Once you have registered as a user in the system and have created a team, you will be able to register your team in an Ashbridges Bay Beach Volleyball League by clicking the "Leagues" link in the left navigation.

Click on the name of the league you wish to register your team in to see more league details and click the "Register Team" button.

You will be brought to another page where you can select which team you would like to register. Click on the team name from the list and click the "Register for League" button.

A summary of your Shopping Cart with the league name, team name and team fee will be displayed. Click the "Checkout" button to continue.

An Order Details page with detailed pricing information will be displayed. Click the "Place Order" button.

A Credit Card Information page will be displayed. Enter your credit card type, number, security code and expiration date. Click the "Complete Registration Payment" button.

Your team is now officially registered in a league. A copy of the receipt will be emailed to you for your records. You can also choose to print a copy of the receipt by clicking the "Print" button, or you can click the "Continue" button to finish the team registration process.