How to Register Your Team

Orlando Lacrosse tournaments · about ten minutes, start to finish

Welcome. This guide walks you through registering your team, one screen at a time. The pictures below show exactly what you will see, with a green box around the part you need to click.

One thing to know before you begin

Your place is held once you reach the **confirmation screen**. If you stop partway through and close the page, your registration is not saved.

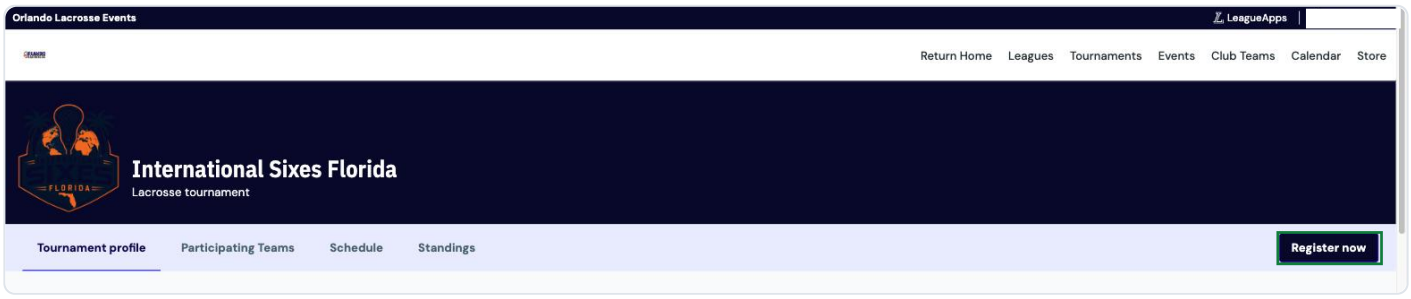
Have these ready

- Your team name, and your club or organization name
- The city, state or province, and country your team is from
- The name, phone number and email of your team representative
- Answers to any extra questions the event asks — type **NA** for anything you do not know yet

Step by step

1 Sign in, then click Register now

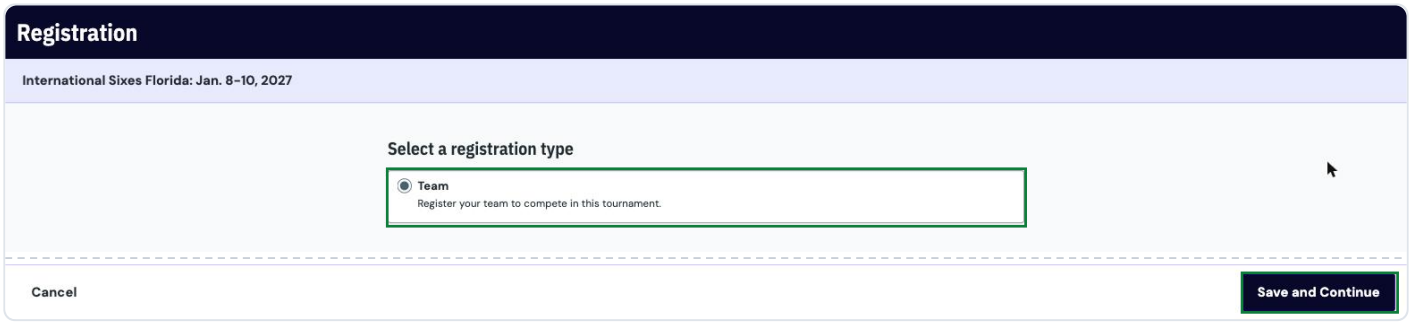
Go to the event page and sign in, or create an account if this is your first time with us. Then click **Register now**.



The Register now button sits at the top right of the event page.

2 Choose Team and continue

Team is already selected for you. Click **Save and Continue**.



Save and Continue is in the bottom right corner. Scroll down if you do not see it.

3 Pick your division

Find your division in the list and click the small blue **+** circle beside it.



Clicking the blue + is what opens the next step.

4 Create your team

Open the **Select your teams** box.

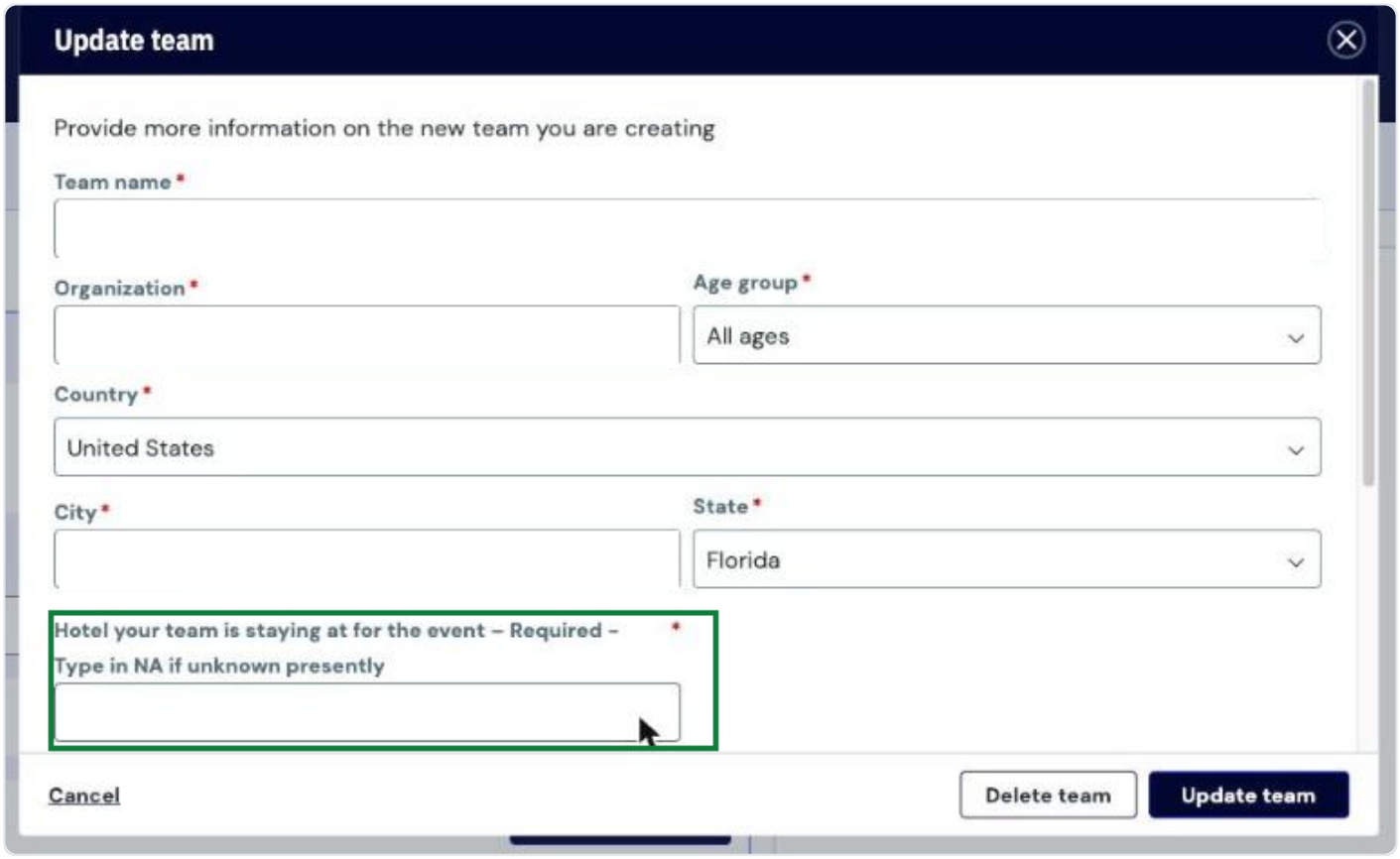
- **First time?** The list will be empty. Click **+ Create team** at the bottom.
- **Been here before?** Tick the box next to your team.



If you have not registered with us before, your list will look empty like this.

5 Fill in your team details

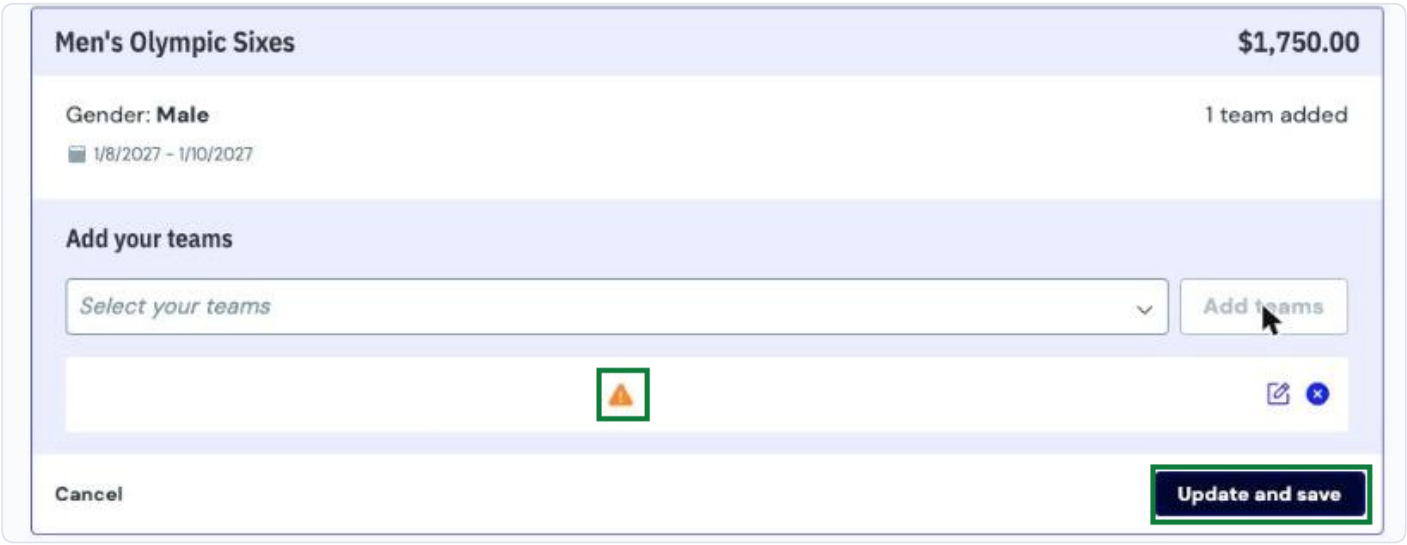
A form opens for your team details. Complete every field marked with a red asterisk. Some events ask an extra question or two — type **NA** if you do not have the answer yet, then save.



Every field with a red asterisk has to be filled in before you can continue. The form looks like this whether you are creating a team or editing one.

6 Save your division, then finish

Click **Add teams**, then click the dark button at the bottom of the division to save it. It reads **Save division**, or **Update and save** if you have already added a team. Both clicks are needed. Then follow the payment prompts through to the end, until you see a confirmation screen and receive a confirmation email.



An orange triangle means something is still missing. Click the pencil icon to go back and finish it.

> Entering more than one division? Repeat steps 3 to 6 for each one before you finish.

Common questions

An orange triangle appeared next to my team name

A required field is still empty. Click the pencil icon by the team name and complete every field with a red asterisk. Type **NA** for anything you do not know yet.

My team is greyed out and I cannot select it

That team is already registered in that division. Check whether a colleague entered it, or choose a different team.

I cannot find the button to continue

Look in the bottom right of the screen. On phones and smaller screens it sits just below the visible area.

I finished but no confirmation email arrived

Check your spam folder first. If it is not there, get in touch before registering again so we can check what came through.

Screenshots are examples. Division names, fees and questions vary by event.