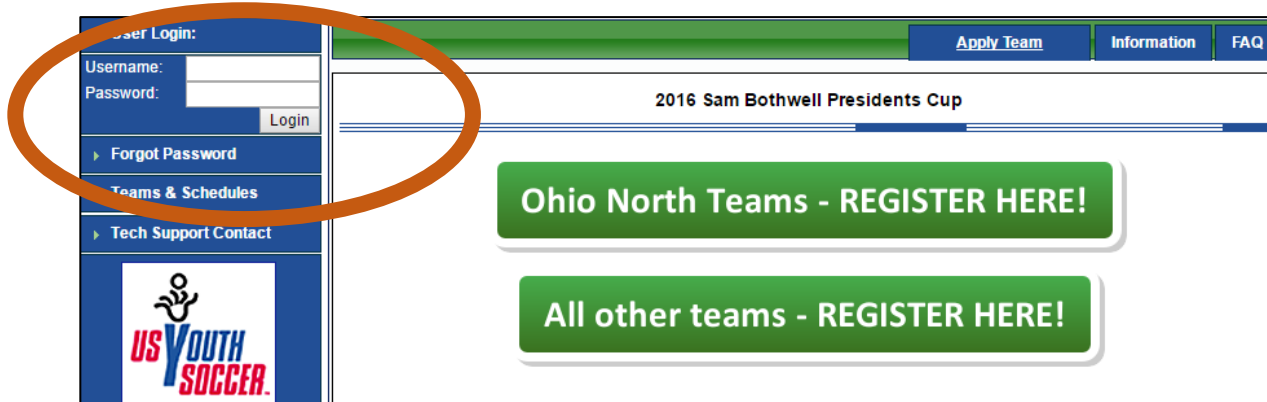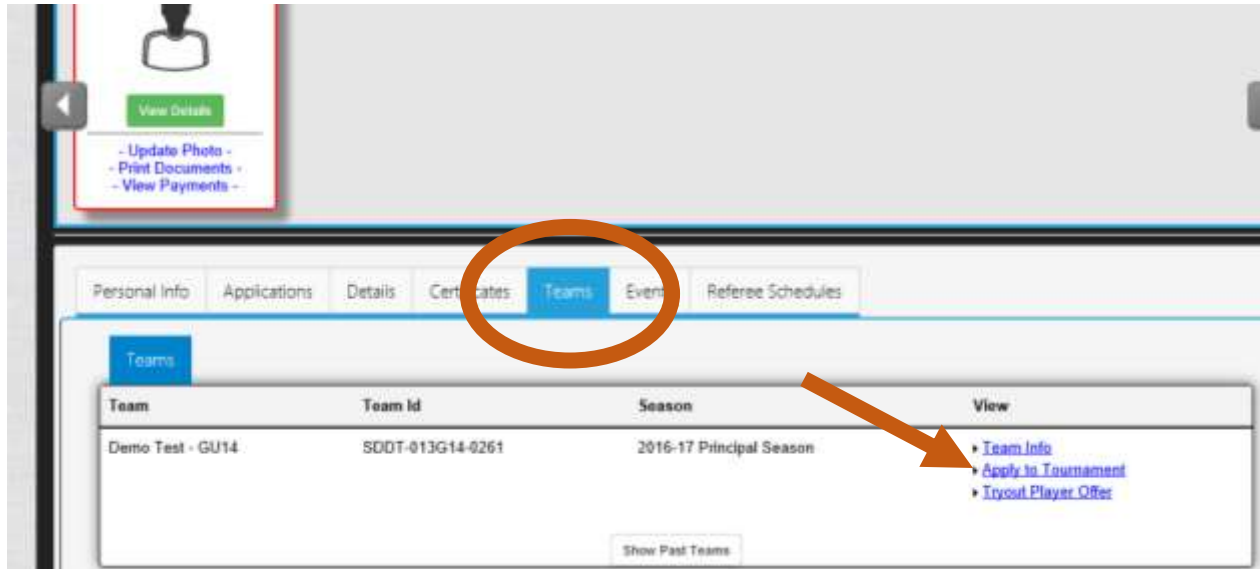**Registrars Instructions – SINGLE TEAM**

Registrars Instructions – MULTIPLE TEAMS
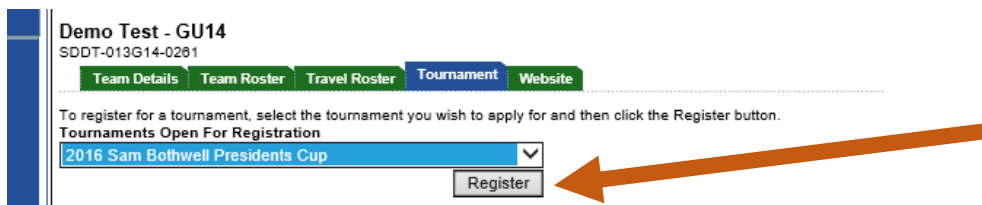
If you are a COACH, follow the below instructions:

#1.Use your current Affinity Username and Password (used for your background check) in the top left corner or go to the regular Affinity site and sign in there.

#2. Click on teams a find the team you are applying to the Tournament. Click on the Apply to Tournament hyperlink

#3. From the drop down, select the tournament and click Register.

#3. Make sure you are in the correct season in the top left corner before you begin.

#5. Fill out of the Playing League, Home City and Division Request then click Save & Continue:

#6. You may not add new coaches here. Click Continue since all contacts of added only through the regular registration system.

#7. The player roster tab will show your players. This is where you can include your guest players, take off players that won't be in attendance, and club pass players. This does not have to be done at this moment. You can log back in later before the roster freeze date to do this.

#8. Click Continue on the Comments if you do not have any comments.

#9. Review Tab: Click on Submit application after to review the information for your team application.

#10. Once you click submit it will redirect to the payment page. Payment must be submitted to make your application valid and accepted.