

How To Register Your Team for Youth League

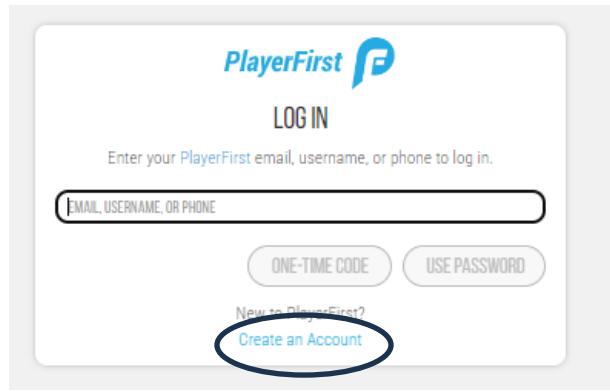
Highly recommend registering on a laptop and please read through before registering.

1. Click on the “Register” button and then choose which age group for your team.

REGISTRATION OPTIONS X

U8/2017 Co-Ed Rec - Friday	\$1,025.00	>
U9/2016 Boys & U10/2015 Boys - Wednesday	\$1,025.00	>
U9/2016 Girls - Tuesday	\$1,025.00	>
U10/2015 Boys - Friday	\$1,025.00	>
U10/2015 Girls - Tuesday	\$1,025.00	>
U11/2014 Boys & U12/2013 Boys - Saturday	\$1,100.00	>

2. It will prompt you to log in to Playerfirst, if you have an account, you may use that one. Or you can click on Create an Account and go through the process of creating one.



3. Once you log in or create an account, there should be one guardian in the account, click on the next button in the bottom right corner.

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4. You will then be asked to add the team information: team name, coach name, coach email, phone number, if you are the team manager, please toggle the box, team hometown, and team home state.

TEAM INFORMATION

Team Name *	<input type="text"/>		
Coach Name	<input type="text"/>		
Coach Email	<input type="text"/>		
Coach On-Site Cell	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team Manager *	<input type="checkbox"/> <input checked="" type="checkbox"/> rachel gagnon		
Team Managers <small>(2)</small>	<input type="text"/> SEARCH (MAX 4) ADMIN ONLY		
Invite Team Managers	<input type="button" value="+ ADD"/>		
Team Home Town *	<input type="text"/>		
Team Home State *	<input type="text"/>		
Team Logo (.jpg or .png)	<input type="button" value="Choose File"/> No file chosen		

5. **IMPORTANT STEP:**

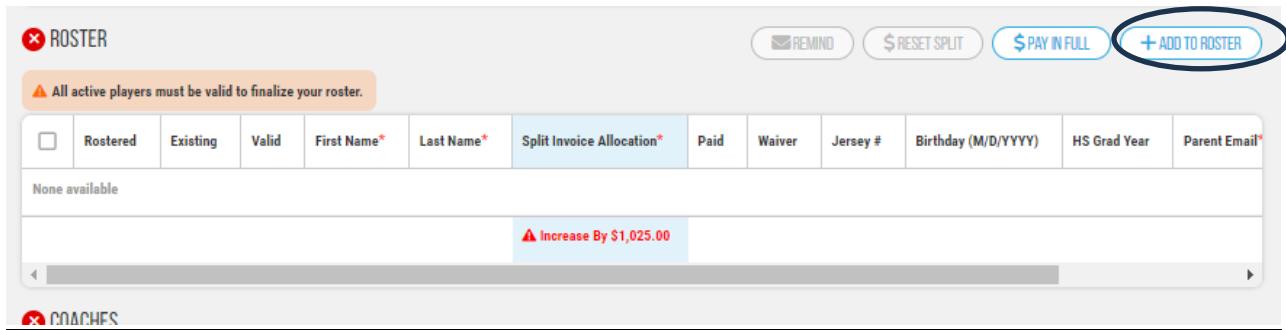
- a. On the same page as inputting the team information it will ask if you want to pay the invoice in full (your team would then pay you back personally) or you can split the invoice by your roster.
- b. **You do not need to know many players you will have right away to choose the split invoice option.**

6. Once you finish with the team information page, click next and it will prompt you select which division you would like your team to play in and to sign waivers.
7. If you choose to pay in full, the next page will be for payment options. If you choose a split invoice, it will walk you through to complete the order. Be sure to click on COMPLETE ORDER
 - a. Please note that you will only be charged \$0.00 by CC or \$0.01 by ACH to establish an authorization at this time. You will then have to go into the 'Teams' tab of your PF account and upload your roster. From there, you can split invoices evenly amongst your team.
8. You will get a confirmation page and from there you can start adding to your roster by clicking on MY TEAMS. If you are going to add your roster at another time, when you log back into your account, click on my teams and then follow the steps below.

You will need a player First and last name, jersey # (this doesn't have to be accurate, you can put in any jersey number) and a player's birthdate (this should be as accurate as possible), parent email (if this parent of the athlete has a playerfirst account they should provide that email) You do not need high school grad year or player email. DO NOT PUT THE PARENTS EMAIL AS THE ATHLETE'S EMAIL. IF YOU DO NOT HAVE A PLAYER'S EMAIL, LEAVE IT BLANK (IT IS NOT A REQUIRED FIELD)

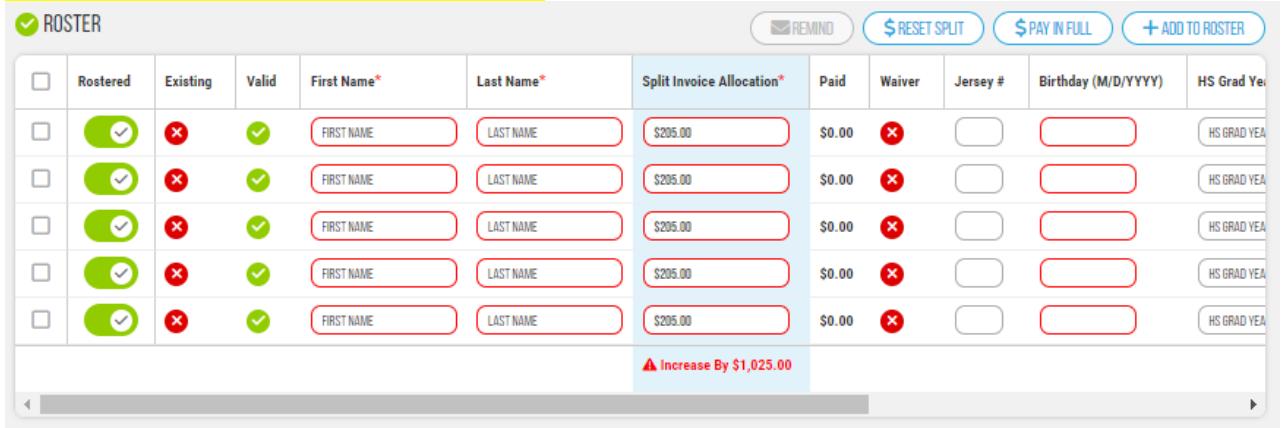
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9. Adding a roster and any time you need to make changes, click on the + sign or pencil icon (the i button is to edit team information only) and you will be directed to your roster page. Click on the 'add to roster' button. It will prompt you add the number of athletes you will have on the roster and enter information manually or to upload a roster via a CSV file import.



The screenshot shows the 'ROSTER' page. At the top, there are buttons for 'REMIND', '\$ RESET SPLIT', '\$ PAY IN FULL', and '+ ADD TO ROSTER' (which is circled in blue). A message box says 'All active players must be valid to finalize your roster.' Below is a table with columns: Rostered, Existing, Valid, First Name*, Last Name*, Split Invoice Allocation*, Paid, Waiver, Jersey #, Birthday (M/D/YYYY), HS Grad Year, and Parent Email*. The table shows 'None available'. A note at the bottom says 'Increase By \$1,025.00'.

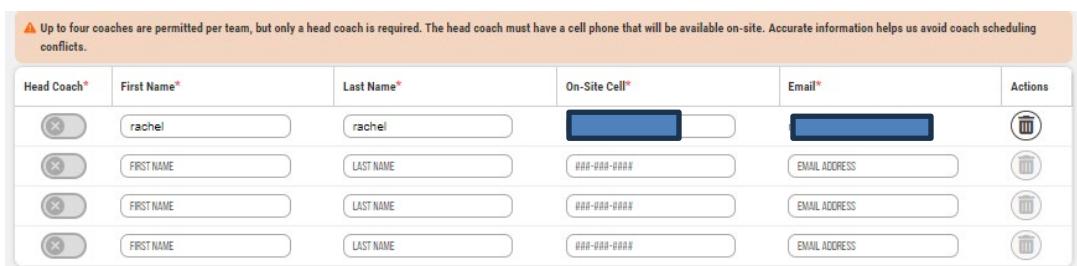
10. Once you choose how many players you will have on the roster, you will see a roster with no player information: **make sure to click save at the top once you input all this information. All required fields in red must be inputted before the system will allow you to save, including the split invoice allocation amount. They amount in there is the suggested amount for how many people are on the roster, an amount still needs to be inputted.**



The screenshot shows the 'ROSTER' page with a table of players. Each row has a green checkmark in the 'Rostered' column and a red 'X' in the 'Valid' column. The 'First Name*' and 'Last Name*' fields are red boxes. The 'Split Invoice Allocation*' field shows '\$205.00'. The 'Paid' and 'Waiver' fields show '\$0.00'. The 'Jersey #' and 'Birthday (M/D/YYYY)' fields are empty. The 'HS Grad Year' and 'Parent Email*' fields are also empty. A note at the bottom says 'Increase By \$1,025.00'.

The system will automatically split the invoice by the number of players that you inputted; however you can customize it based on your preference. It will also notify you if you are equal to the invoice amount or if you have not reached the correct amount to be invoiced.

11. You can add additional coaches as well to the roster;



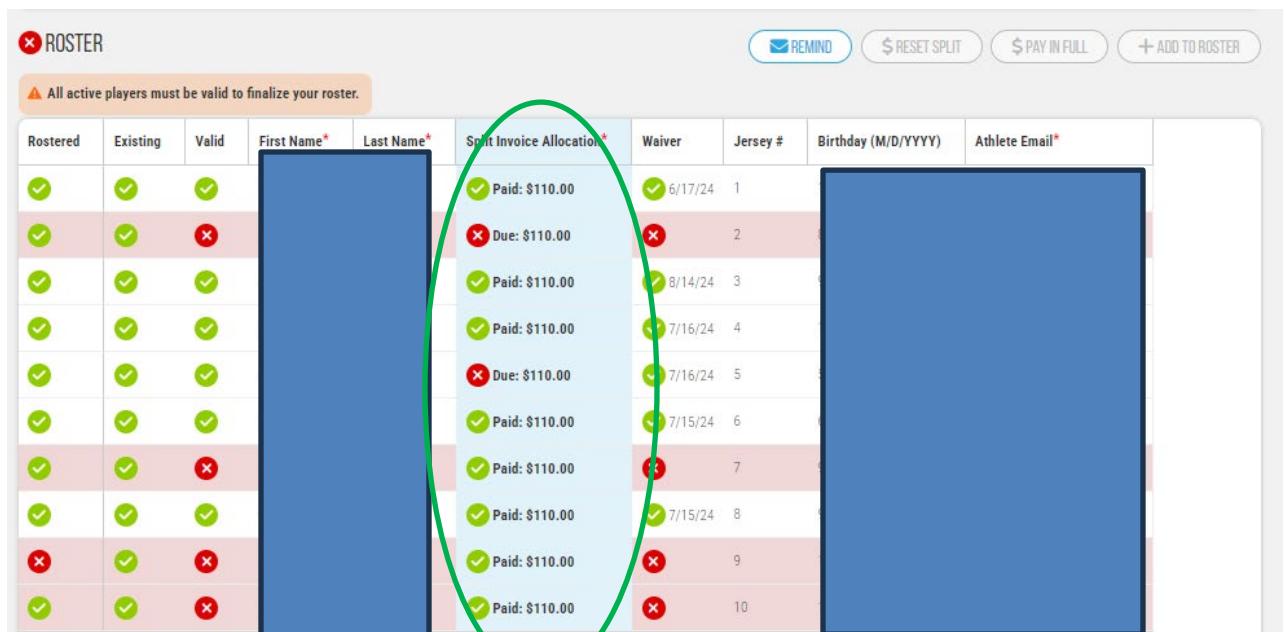
The screenshot shows the 'COACHES' page. A note at the top says 'Up to four coaches are permitted per team, but only a head coach is required. The head coach must have a cell phone that will be available on-site. Accurate information helps us avoid coach scheduling conflicts.' Below is a table with columns: Head Coach*, First Name*, Last Name*, On-Site Cell*, Email*, and Actions. The table has four rows. The first row has a red 'X' in the 'Head Coach*' column and 'rachel' in the 'First Name*' and 'Last Name*' columns. The 'On-Site Cell*' and 'Email*' fields are red boxes. The 'Actions' column has a trash icon. The second, third, and fourth rows have red 'X' in the 'Head Coach*' column and empty 'First Name*', 'Last Name*', 'On-Site Cell*', and 'Email*' fields. The 'Actions' column has a trash icon.

12.

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A few notes on split invoicing:

- a. If you put 10 players on your roster, but you end of having 11, you can add that 11th player and reset the split based on the new number of players. Even if someone has paid, you can reallocate, and they will have a new balance for the difference. For example, if X paid \$78 but the split is now \$90, you need to put \$90 in the allocation box, and it will now show a balance on their account for the \$12.
- b. If players do not pay by a certain date, the remaining balance on the account will be charged to the coaches card on file.
- c. To monitor if players have paid (only pertains to those that paid by credit card or ACH), when you have logged back into your account, click on teams, click on the pencil icon and you can see who has paid by the green check mark in the split invoice allocation column.
- d. You can also send reminder emails by clicking on the remind button on the roster page as well. You can send reminder emails for waivers and invoices.



Rostered	Existing	Valid	First Name*	Last Name*	Split Invoice Allocation*	Waiver	Jersey #	Birthday (M/D/YYYY)	Athlete Email*
✓	✓	✓			✓ Paid: \$110.00	✓ 6/17/24	1		
✓	✓	✗			✗ Due: \$110.00	✗	2		
✓	✓	✓			✓ Paid: \$110.00	✓ 8/14/24	3		
✓	✓	✓			✓ Paid: \$110.00	✓ 7/16/24	4		
✓	✓	✗			✗ Due: \$110.00	✓ 7/16/24	5		
✓	✓	✓			✓ Paid: \$110.00	✓ 7/15/24	6		
✓	✓	✗			✓ Paid: \$110.00	✗	7		
✓	✓	✓			✓ Paid: \$110.00	✓ 7/15/24	8		
✗	✓	✗			✓ Paid: \$110.00	✗	9		
✓	✓	✗			✓ Paid: \$110.00	✗	10		

- e. If someone is paying by check or cash at the facility it will only be linked to the overall invoice. It is highly encouraged to pay by credit card or ACH. If a player will be paid by cash or check, please make sure they write the team name and their name on the check and provide that to the front desk staff so it can be correctly applied.

When registering for a second session – you can copy the roster over and if you don't want to have a player included, you can toggle them in the edit roster function, it is the first column on the left and they will be left off the roster and split invoicing.