

How to register your team:

The example used is for Minnesota, but the process will be the same for all state tournaments.

After clicking the link to register, you will be brought to a page similar to the one below:

The screenshot shows the registration page for the 2019 MN Youth Basketball Regional Playoff. The title is "2019 MN Youth Basketball Regional Playoff Registration". Below the title, it says "Please choose one:" and "Are you a *". There are two radio button options: "Team Contact/Coach registering your team(s)" and "Player (Parent/Guardian) submitting your waiver form". Below these options, it says "Please do not fill out a team registration and player waiver in the same transaction." and "After reading instructions below please choose one:". There are two buttons: "JOIN A TEAM" and "CREATE A TEAM". At the bottom, there is a red box with instructions for coaches/team contacts and players.

2019 MN Youth Basketball Regional Playoff Registration

Please choose one:

Are you a *

- Team Contact/Coach registering your team(s)
- Player (Parent/Guardian) submitting your waiver form

Please do not fill out a team registration and player waiver in the same transaction.

After reading instructions below please choose one:

JOIN A TEAM CREATE A TEAM

COACHES/TEAM CONTACTS: When you first register your team for the season, please select "CREATE A TEAM". After you select "CREATE A TEAM", under "Team Name" please put "HS Name-Grade and Gender". Example: "Paynesville-7G" would be for 7th grade girls. The email address you enter will be the person who will receive updates of players who have filled out waivers. For team captain, please put coaches name.

PLAYERS: Please select "JOIN TEAM" and select the correct team you belong to. (Ask your coach if you are unsure)

Please first choose whether you are registering your team or filling out a waiver. (NOTE: Registrations and waiver forms should not be completed in the same transaction.)

If you are registering your team for the first time this season, the next thing you will need to do is "Create a Team". By creating a team, you are ultimately creating an account in which all waiver forms as well as any additional regional registrations for your team will be linked to.

VERY IMPORTANT!!! When entering your team name, please only put the name of your town/school AND grade and gender of team. If the grade and gender are not included and you have multiple teams from the same school listed, there may be confusion for parents/guardians when submitting waivers.

Example: if a 7th grade girls team from Paynesville registers, their team name would be Paynesville-7G (exact format), not bulldogs, not Paynesville, not Paynesville 7th grade girls...etc.

The screenshot shows the registration form with a modal window for creating a team. The modal window has fields for "Team Name", "Your Name (Team Captain)", "Your Email Address", and "Add Description". There are two buttons: "CREATE & JOIN TEAM" and "CANCEL". The background shows the same registration page as the previous screenshot.

Please choose one:

Are you a *

Team Name

Your Name (Team Captain)

Your Email Address

Add Description

CREATE & JOIN TEAM CANCEL

Please do not fill out a team registration and player waiver in the same transaction.

After reading instructions below please choose one:

JOIN A TEAM CREATE A TEAM

COACHES/TEAM CONTACTS: When you first register your team for the season, please select "CREATE A TEAM". After you select "CREATE A TEAM", under "Team Name" please put "HS Name-Grade and Gender". Example: "Paynesville-7G" would be for 7th grade girls. The email address you enter will be the person who will receive updates of players who have filled out waivers. For team captain, please put coaches name.

PLAYERS: Please select "JOIN TEAM" and select the correct team you belong to. (Ask your coach if you are unsure)

The email address entered under the "create a team" section will be the person who receives automatic daily updates when waiver forms are completed. It is up to this person to ensure all players who are listed on the roster also have a waiver form completed before the tournament.

Another Important Note!! If you are registering the same team for multiple regions (MN only), after you "create a team" for the first regional registration, you will then "join a team" for any additional regions. Again, the goal is to have one "account" for each team for registrations, waivers, and your roster.

After completing the first page of the registration form, click save registrant. It will then ask you to "add registrant" or "proceed to final step". If you have more registrations to complete (ex. same team in another region or another team altogether) click "add registrant" and complete additional registrations in the same manner. If you have completed all registrations, then choose "proceed to final step".

Almost Done!

Add another Registrant or click "Proceed to Final Step" to finish

Add Registrant Proceed to Final Step

SAVE REGISTRANT

RedPodium
Secure Online Registration Powered by RedPodium

Next is billing information. You can choose to pay with a credit/debit card or choose to pay offline. Please note: If choosing to pay offline, your registration is not valid until payment is received. **If paying offline, you must also reply to the confirmation email you receive once your form is submitted to let the Pacesetter office know when payment can be expected.**

Billing Information

☐ Copy John Doe's address information.

Name *
First Name Last Name

Payment Method
☐ Credit Card ☐ Offline

-If choosing to pay offline, please note, spots in the tournament are based on a first come, first serve basis, based on when payment is received.
-In order to receive the \$10 off early bird discount, checks need to be received by October 1. All payments must be submitted no later than 2 weeks prior to the tournament.
- If paying by check or money order, please send payment to: Pacesetter Sports, PO Box 222, Paynesville, MN 56362. 320-243-7460.

Country *
United States

Address *
Street Address
City State Zip/Postal Code

Email *
Email Address

Phone Number *
(###) ###-####

SUBMIT

Pacesetter Sports recommends online payment to hold your spot in the tournament. Please note: registration is not considered complete until payment is received in the office. If paying offline, please notify the Pacesetter office as to when payment can be expected: 320-243-7460, or reply to the confirmation email you receive.

After submitting the entire form, a confirmation page will appear. You will also then receive a confirmation email. In the email, there is a link that will take you to the coaches corner page on our website. This page will have additional information on what else needs to be completed before your team can be placed in the bracket. This includes forwarding on the waiver link to parents/guardians so they are able to complete the online waiver form. (Please ensure you have given them the team name so they are able to "join a team" so all waivers for your team are listed in the same account.) A how-to for waivers can be found below. Waiver copies will NOT need to be turned in at the tournament. Coaches/team contacts must also complete a team roster. A copy of the roster will need to be turned in at each tournament your team participates in. Instructions on how to complete the roster can also be found below.