

How to register your team:

The example used is for Youth Minnesota Basketball, but the process will be the same for all 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, there is a section titled "Please choose one:" with two radio button options: "Team Contact/Coach registering your team(s)" and "Player (Parent/Guardian) submitting your waiver form". A note states: "Please do not fill out a team registration and player waiver in the same transaction." Below this, another section says "After reading instructions below please choose one:" with two buttons: "JOIN A TEAM" and "CREATE A TEAM". At the bottom, there is a red box containing 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 for your team will be linked to.

VERY IMPORTANT!!! When entering your team name, please only put the name of your town/school AND gender of team. If the gender is 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 Varsity Girls team from Paynesville registers, their team name would be Paynesville-Girls (exact format), not bulldogs, not Paynesville, not Paynesville Varsity girls...etc.

The screenshot shows the "Create a Team" form. It has a title "Please choose one:" and a radio button option "Team Contact/Coach registering your team(s)". Below this, there is a section titled "Please do not fill out a team registration and player waiver in the same transaction." Below this, another section says "After reading instructions below please choose one:" with two buttons: "JOIN A TEAM" and "CREATE A TEAM". The form itself has fields for "Team Name", "Your Name (Team Captain)", "Your Email Address", and "Add Description". There are two buttons at the bottom: "CREATE & JOIN TEAM" and "CANCEL".

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

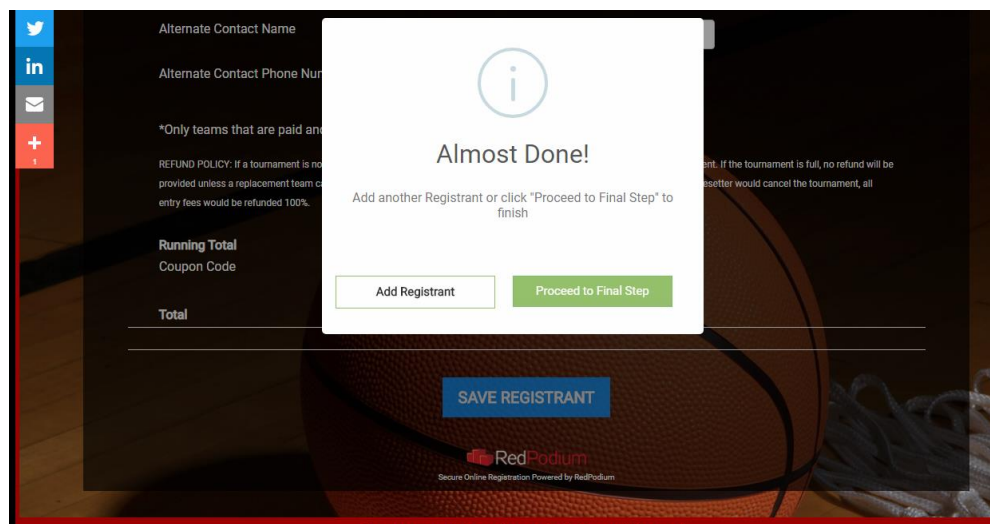
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PLAYERS: Please select "JOIN TEAM" and select the correct team you belong to. (Ask your coach if you are unsure)

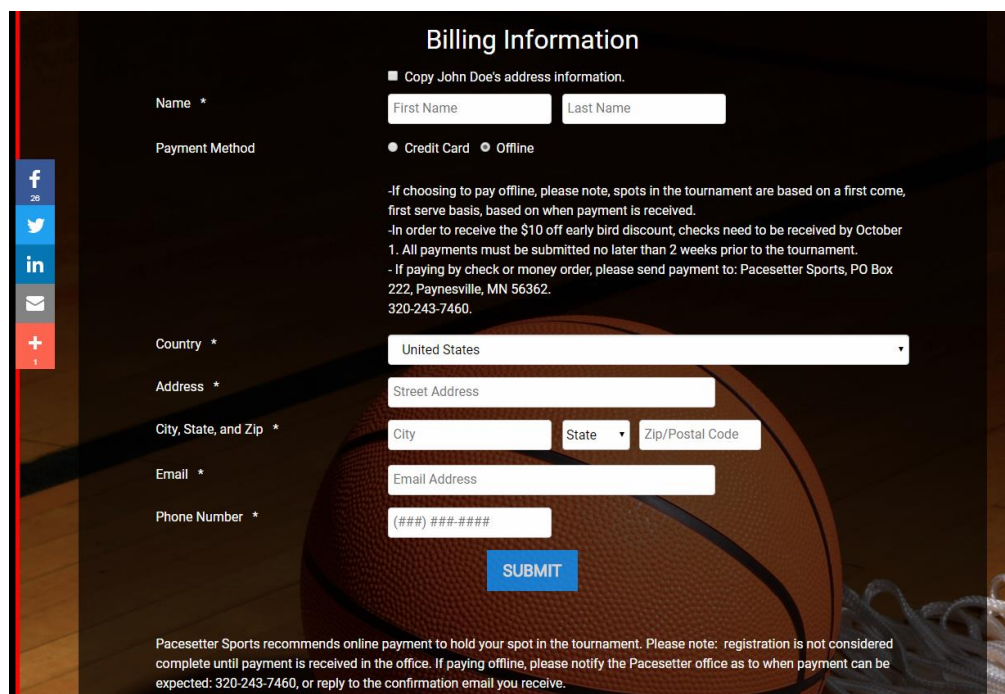
The email address entered under the "create a team" section will be the person who receives automatic daily updates when waiver forms are completed. It is up to this person to ensure all players who are listed on the roster also have a waiver form completed before the tournament.

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 tournament 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”.

A screenshot of a web registration form. A white modal box is centered on the screen with the title "Almost Done!" and an information icon. Inside the modal, it says "Add another Registrant or click 'Proceed to Final Step' to finish" and has two buttons: "Add Registrant" and "Proceed to Final Step". Below the modal, there is a blue button labeled "SAVE REGISTRANT". The background of the page shows a basketball and a rope. On the left side, there is a vertical sidebar with social media icons (Twitter, LinkedIn, Facebook, Email) and a plus sign. The main content area behind the modal includes fields for "Alternate Contact Name", "Alternate Contact Phone Number", a "REFUND POLICY" section, "Running Total", "Coupon Code", and a "Total" field.

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.**

A screenshot of a "Billing Information" form. The form has a title "Billing Information" and a checkbox "Copy John Doe's address information." Below this are input fields for "First Name" and "Last Name". The "Payment Method" section has two radio buttons: "Credit Card" and "Offline". Below this, there is a block of text providing instructions for offline payment, including a deadline of October 1st and a payment address in Paynesville, MN. The form continues with fields for "Country" (a dropdown menu showing "United States"), "Address" (a text field for "Street Address"), "City, State, and Zip" (three separate fields for "City", "State", and "Zip/Postal Code"), "Email" (a text field for "Email Address"), and "Phone Number" (a text field with a placeholder "###) ###-####"). A blue "SUBMIT" button is at the bottom. At the very bottom, there is a disclaimer: "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." The background of the page shows a basketball and a rope. On the left side, there is a vertical sidebar with social media icons (Facebook, Twitter, LinkedIn, Email) and a plus sign.

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 on this page as well. 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.