

## Youth Tournaments--How to register your team:

The example used is for Winter Classic, but the process will be the same for all youth basketball tournaments. After clicking the link to register, you will be brought to a page similar to the one below:

**2020 Winter Classic Registration**

College of St. Benedict - St. Joseph, MN  
Saturday - Girls Grades 5, 7 & Boys Grades 4, 6, 8  
Sunday - Girls Grades 4, 6, 8 & Boys Grades 5, 7

Please choose one:

Are you a \*

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

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After reading instructions below please choose one:

Please read instructions below before completing.

[CREATE A TEAM](#)

**COACHES/TEAM CONTACTS:** When you first register your team for the season, please select **"CREATE A TEAM"**.

**IMPORTANT!!!** After you select "CREATE A TEAM", under "Team Name" please put **"HS Name-Grade and Gender"**-in this format. Name should be the same as per the HS League website. Example: **"Paynesville-7G"** would be for 7th grade girls. (Please do NOT put-ex, Paynesville-7th, Paynesville Bulldogs, Paynesville Girls, etc). **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/PARENTS:** Please select **"JOIN TEAM"** and select the correct team you belong to. (Ask your coach if you are unsure). Those filling out the waiver form should never have to select "CREATE A TEAM" (unless coach also registering team).

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 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 7<sup>th</sup> grade girls team from Paynesville registers, their team name would be **Paynesville-7G** (exact format), not bulldogs, not Paynesville, not Paynesville 7<sup>th</sup> grade girls...etc. Please make sure the team account name is as it would show on the High School League website.

## 2020 Winter Classic Registration

College of St. Benedict - St. Joseph, MN  
 Saturday - Girls Grades 5, 7 & Boys Grades 4, 6, 8  
 Sunday - Girls Grades 4, 6, 8 & Boys Grades 5, 7

Please choose one:

Team Name

Your Name (Team Captain)

Your Email Address

[Add Description](#)

After reading instructions below please choose one:

**COACHES/TEAM CONTACTS:** When you first register your team for the season, please select "CREATE A TEAM".

**IMPORTANT!!!** After you select "CREATE A TEAM", under "Team Name" please put "HS Name-Grade and Gender"-in this format. Name should be the same as per the HS League website. Example: "Paynesville-7G" would be for 7th grade girls. (Please do NOT put-ex, Paynesville-7th, Paynesville Bulldogs, Paynesville Girls, etc). The email address you enter will be the person who will receive updates of players who have filled out waivers. For team

The email address entered under the “create a team” section will be the person who receives automatic daily updates when waiver forms are completed. The email that you receive will be titled Team Summary. If you are not receiving these emails within 24 of a waiver being completed, please check your spam folder, or call our office to confirm the email address provided is correct. It is up to this person to ensure all players who are listed on the roster also have a waiver form completed by Monday prior to the tournament.

**Another Important Note!!** If you are registering the same team for multiple regions (MN regionals only), after you “create a team” for the first regional registration, you will then “join a team” and select the team name you had created for any additional regions. Please do not create more than one team account per team for regional registration.

Again, the goal is to have one “account” for each team for registrations, waivers, and rosters.

For the **School Name** field, this is what we will use for team names on the brackets. Please use HS/City name-not district number. You also do not need to include grade and gender in this field.

Team Rating (Confidential, used for bracketing) \*

Choose one of the following \*

School Name \*

Team Color/Name

Team Contact Name \*

Team Contact Email Address (Note: \*

☐ Good  
☐ Fair  
☐ Weak

☐ All players are from one school.  
☐ Combined team-(All players must either be enrolled in the same school system or live or attend school in the same city, the same school district or tribal community. Smaller schools may combine if the combined enrollment of grades 9-12 is 400 or less. Combined schools must be from neighboring towns.)

Name of School(s) ?

First Last

Email Address

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”.

This screenshot shows a modal window titled "Almost Done!" with an information icon. The modal contains the text: "Add another Registrant or click 'Proceed to Final Step' to finish". Below this text are two buttons: "Add Registrant" and "Proceed to Final Step". In the background, a registration form is visible with fields for "Alternate Contact Name", "Alternate Contact Phone Number", "Running Total", and "Coupon Code". A "SAVE REGISTRANT" button is also visible on the page.

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.**

This screenshot shows the "Billing Information" form. It includes a checkbox to "Copy John Doe's address information." and a "Payment Method" section with radio buttons for "Credit Card" and "Offline". Below this, there are instructions for offline payment: "-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." and "-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." It also provides a mailing address: "Pacesetter Sports, PO Box 222, Paynesville, MN 56362. 320-243-7460." The form has fields for "Name" (First Name, Last Name), "Country" (dropdown menu), "Address" (Street Address, City, State, Zip/Postal Code), "Email" (Email Address), and "Phone Number" ((###) ###-####). A "SUBMIT" button is at the bottom. A footer note states: "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 form, a confirmation page will appear. You will also then receive a **CONFIRMATION EMAIL**.

In the email, there will be additional information on other items that need 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 the tournament page. 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. Only one roster per team will need to be completed per season. If you need to add players to your team, please email the Pacesetter office staff.

**Create an Account:**

After you are registered, you will have the option to create an account. A link will be included on the bottom of the confirmation email. Creating an account allows you to manage your history and view your information. You can do this at any time. Accounts are linked to the email address used on the registration. Any registration linked to that email will show up in the account once logged in.

PS

Pacesetter Sports <noreply@redpodium.com>  
To: Jeff McCarron

Reply

Reply All

Forward

Thu 8/29/2019 1:33 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Player Name

John Doe

Grade of player 6

5

Does player 6 attend school within the school district

Yes

School player attends

Paynesville

Add to Apple Wallet

View Receipt

Would you like to create an account? Creating an account allows you to manage your history and view your information. You can always do this later.  
[Set Up Account Now](#)

This message is sent from Pacesetter Sports. To report abuse related to this email, please contact [abuse@webconnex.com](mailto:abuse@webconnex.com)

Reference: