



ALL TEAMS REQUIRE JUST 1 TEAM ACCT TO REGISTER FOR ANY AND ALL SPORTACULAR EVENTS.

Please follow these steps below to assist you in your needs to officially register for our events...Please read carefully.

It is important to make info@sportacularevent.com a SAFE Sender inside your mail settings to ensure information arrives safely rather than into your Spam and Junk Filters.

If you currently have a Sportacular Event Acct then simply login at our site, if you would like to reuse a previous account simply make all your updates and edits directly inside the account and save. IF you are in a different division from last year only we are able to make that change so all you are required to do is in the ASSOCIATION NAME in the Profile Add in the following word such as **"WE ARE NOW NOVICE B"** as an example and once you register we will adjust and update your account before we accept you into your first event for the season...

IF NOT THEN

All teams need to create a team account in order to register. REMINDER

Please go to this link to create your account

<http://sportacularevent.com/signup>

This account gives you access using your Login and Password 24-7 to make updates etc.

It takes about 5 minutes to do. PLEASE NOTE ALL ACCOUNTS MUST HAVE A HEAD COACH & TEAM MANAGER CONTACT INFORMATION Regardless if they are the same person...

If you are missing info all you need to do today is use TBA as I stated you can always go back in a week time at your leisure and make updates

LOGIN NAME – you will be requested to **CREATE A LOGIN NAME** – **Please Use your personal email address** for your Login Name as this allows the server to quickly find your acct in the system should you require new passwords or retrieval of acct information.

PASSWORD - Use something simple easy to remember for a password like your full name seeing as the site is encrypted for security and the information found within the account does not house items such as personal banking information



Once you hit the submit button leave the site and go to your inbox. This is an automated email instructing you to test your new acct info and start creating your team and let you know you have not officially registered for any events yet. Thus the importance of ensuring info@sportacularevent.com is a SAFE SENDER in your inbox and to avoid it going to SPAM.

ONCE YOU LOGIN TO TEST YOUR ACCT Inside your accts you will see on the LEFT HAND SIDE INSIDE YOUR NEW ACCT.

Bench Staff –ALL Accounts Need a Head Coach & Team Manager inside their acct this is for contact purposes regardless if they are the same. Please at this time use your own name and contact info for both Head Coach and Team Manager if you don't have one at this time. You can always log back in and make the update once a manager has been secured.

Please also click on the little box marked **PRIMARY CONTACT** so you BOTH get all our Updates.

Team Roster – Each Acct requires a MIN 5 Players in the acct.....you will add 1 player at a time...again if you don't have all your players selected yet or know jersey #s simply use TBA to fulfil the min 5 required.

Once you have completed the Bench Staff and Team Roster you will click on the tab marked EVENT REGISTRY

This is where you will find the **ACTUAL EVENT NAME** click on the **REGISTER NOW** button and continue to fill in some final info until you get to **SUBMIT**...once that has been clicked on you will get an automated message telling you we have your team in our system.

The moment we accept your team, another new email will arrive in your inbox with a different **Subject line including CONFIRMED PENDING PAYMENT**

That email include everything you need to make payment etc. All Teams are urged to continually watch the site event pages for DEADLINES and various updates.

We sure hope you can join us

If you have any question or difficulties please email us at parkinson@rogers.com