The registration process is simple and once you’ve registered it easy to manage your team and registration. Your information is protected, but you can manage all the information related to your team to be sure it is complete and accurate. While it may take you a few minutes, the value of having your team’s credentials within your control is priceless!

Start by clicking LOGIN in the upper right corner. Enter your email address and password and everything you need will be at your fingertips. If you forgot your password, simply click FORGOT YOUR PASSWORD?

Once you log in you will be taken to your dashboard. If you logged in on the tournament site, your functions will be related to that event, which you can see on the next page.
1. You have a link directly to the club screen for the event. You will be able to pay for multiple teams within your club. (See Club Screen).
2. All of the teams that you are associated with that are registered for this event will appear here with links to manage them. Click the team name to go to the team screen (see Team Screen).
3. Go directly to the event tasks that the tournament director has given you access to (like updating your application, managing team contacts, paying your application fee, etc.) (see Team Tasks).
4. Go directly to the teams payment screen.
5. Once your team is accepted you can begin the online check-in process (see Online Check-In).
6. You can manage your profile.
7. If multiple accounts are connected to your email address, you can login under one of the other accounts by clicking blue login icon. If any of the account are under the same name, you can click the merge signs by two of them to merge them. That will result in the two accounts becoming just one and all of the connections moving to it. (Each different user should be connected with their own email address which can be updated using #6).
8. While you are logged in you will see your name in the upper right corner and you can click it to return to your dashboard.
9. Click 'Show All' to open the rest of your teams.
Club Screen

You can:

- view the status of all of your teams
- check multiple teams and click the PAY FEE button to pay for multiples
- If you are a club administrator you can click MORE to add other club admins or update or remove current admins
Each team has their own screen and is not only the center for team management but will also show the team’s club logo, upcoming events, game history, staff, roster, ranking and the tournament schedule and standings when they are made available.

Key items for team management are:

1. Sincsports link to the team page on sincsports
2. Update button to manage the team profile
3. Active team functions that are available throughout the team sub-pages
4. Game history that is currently available
5. A more detailed presentation of the available team functions (The ALL TASKS icon will take you to the team tasks page with an expanded description of the functions)
Team Tasks

Tasks that are available to the teams are defined by the tournament director. Of particular importance are:

- Application - The ability to update your application (which may be removed once applications are locked)
- Pay Fee – The link to your payment page to pay your fee online
- Contacts – The link to contact management allows you to update the contacts for the tournament. If the contact is not available in the dropdown list you can select IDENTIFY THE CONTACT and then click ADD NEW STAFF to add a new contact.

During online check-in you will enter your certified roster to produce the eligible athlete list so you don’t need to worry about your roster until then.
Online Check-in

When the time comes, the online check-in screens will guide you through the check-in process and allow you to upload the required documents. When complete you will print your PACKET which will explain what you must have with you in addition to the certified copies in your packet.