

## **Player Registration**

Reminder *deadline for registration is October 10. Roster completion and validation will be Thursday, October 14.* 

- All players must be registered, sign all waivers including the current COVID-19 waiver and pay the \$25 USAFL registration to be eligible.
- Deadline for registration is Sunday, October 10
- Links to register can be found by clicking on "Tournament Registrations" (pictured below) on the USAFL website.



# Please be sure to forward and share the registration steps with your players.

**New Players** will need to first complete a user profile at: https://usafl.com/user/register Then follow the steps below.

# **Steps To Register for Nationals**

1. Login to your USAFL profile and Go to: https://usafl.com/registrations

2. Click on 'Register' for Nationals. This will add the Nationals Registration to your cart. **NOTE**: if you have not registered and paid the season registration fee yet this will automatically be added to your registration.

3. Once you have added Nationals Click 'View Cart'

2021 USAFL Nationals	2021-10-15	Austin, Texas	\$100.00	\$100.00	Pending

View cart (1 items)

You can also find your cart in the upper right corner:



4. Review the cart then Click 'Checkout'. NOTE: If you remove a tournament from



your cart and return to the https://usafl.com/registrations the status for that tournament will display as pending instead of the link to register. If you encounter this, contact us at operations@usafl.com and we'll reset your cart for you.

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Remove Products	Tournament Registration <ul> <li>Player: Usafl Admin</li> <li>Tournament: 2021 USAFL Nationals</li> </ul>	<u>.Qty</u> Total
		Subtotal: \$100.00
Continue shopping		Update cart Checkout

- 5. Complete Billing Information then click 'Review Order'.
- 6. Ensure all information is correct then click 'Submit'.

7. You will be taken to PayPal to complete payment. You can select to make payment with either a card or PayPal account.

#### **Club Admin Bulk Registrations**

Club Admins can register their teammates via the "Registrations" tab on their club's portal page.

### Steps to Bulk Register Players from Your Club

1. Go to your club portal page https://usafl.com/clubs/clubname



2. Select Nationals from the drop down menu.



3. For all your players it will list their registration status and have a Register link if they haven't registered for Nationals yet.

4. When you click register the registration status will change to Pending. **NOTE:** If the player has not already paid their season registration it will add that automatically to the cart.



#### 5. At the bottom of the page is a link to your cart.

Tournament	Date	State	Price (Male)	Price (Female)	Status
Cincinnati Sub Regional	2021-08-07	Milford, Ohio	\$25.00	\$15.00	Register
Sacramento Sub Regional	2021-08-07	Davis, California	\$25.00	\$15.00	Register
Madison Sub Regional	2021-08-14	Madison, Wisconsin	\$25.00	\$15.00	Register
Philadelphia Sub Regional	2021-08-14	Norristown, Pennsylvania	\$25.00	\$15.00	Register
Savannah Sub Regional	2021-08-21	Savannah, Georgia	\$25.00	\$15.00	Register
Arlington Sub Regional	2021-08-21	Arlington, Texas	\$25.00	\$15.00	Register
2021 USAFL Nationals	2021-10-15	Austin, Texas	\$100.00	\$100.00	Pending
View cart (1 items)					

You can also find your cart in the upper right corner:



6. When you are done adding people, go to your cart and it will show all the bulk registrations added and registration for each player you added.

Shopping	cart	
Remove Produc	Bulk Player Registration Payment Player	907 Tetal) - 1 \$25.00
Remove	Tournament Registration Player: Industration Tournament: Sacramento Sub Regional	1 \$25.00
		Subtotal: \$50.00
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7. Review the cart then Click 'Checkout'. **NOTE:** If you remove a tournament from your cart and return to the https://usafl.com/registrations the status for that tournament will display as pending instead of the link to register. If you encounter this, contact us at



operations@usafl.com and we'll reset your cart for you.

8. Complete Billing Information then click 'Review Order'.

9. Ensure all information is correct then click 'Submit'.

10. You will be taken to PayPal to complete payment. You can select to make payment with either a card or PayPal account.

When the order is completed, the tournament registrations will be set to Complete which you can monitor from your club's Registrations page, https://usafl.com/clubs/clubname

### **How To Submit Rosters**

### **Submit Rosters**

Once the schedule has been entered in the LMS you can begin entering your rosters from the <u>Nationals page</u>.

### **Steps to Submit Rosters**

1. Scroll down to the tournament schedule at the bottom of the tournament page, link above.

2. Click on your club name to be taken to the match page.

3. Click on the Add Roster button for your club.

4. Enter your players and jumper numbers for your club. For teams with borrowed players scroll down to the borrowed players section and add those players. **Note** if you don't know a player's jumper number enter a placeholder, ie. 99 if you leave the field blank it will skew the list and the numbers for other players will not match up correctly.

5. Scroll to bottom and click 'Save'.

6. Pro Tip - For your club's second and third matches, repeat steps 2-3. The roster from your first match will auto populate for the following matches.
7. Be sure to double check jumper numbers are correct then click 'Save' for each match.