

## Bump Set Splat Registration Walk-Through

*All registration must be completed by an adult, either on their own behalf or on behalf of the child/minor under their care.*

### *Registering a New Team:*

1. Click the "Sign Up" button, and log in if you have an existing account. If you do not have an account, create a new account with all of your information.
2. Double check that the fields list the correct name; General enrollment type; Bump, Set, SPLAT! program name; and Mud Volleyball Team Offering. Click "Add Enrollment" and then once it pops up below, click "Proceed to Check out."
3. Enter Team Name and Team Manager information and continue to the billing page.
4. Ensure all billing information is correct and then select "Place Order" to make the payment (payment can be split into two \$75 payments, but teams cannot be submitted to the tournament until the full amount is paid).
5. Click "Manage Rosters" from the menu bar at the top of the page and select your team's name.
6. Click "Add to Roster" and enter in your team members' information one at a time. Be sure to use an accurate email address as they will need access to the email to register for the team (if inviting minors, enter their parent/guardians email).
7. Have your team members follow the instructions below to register, and once you have your whole team enrolled through the website, log back in as a manager and "Submit" your roster to the tournament team pool.

### *Joining an existing team (Can only be completed with invitation link):*

1. Click on the roster invitation link received in their email.
2. Either log into an existing account or create a new account. **If you are registering your child, create the account with YOUR information, you will enter their information during the enrollment process.** Whichever way they log in or create an account, it must be the **same email that the invitation was sent to.**
3. After logging in or creating an account, there will be an option that says "Enroll" underneath the member profile. Click that button. If you do not see that option after logging in/creating an account, return to the invitation email and click the link again.
4. Select "Enroll on a Roster" and toggle the Account Name to the available option with your name (even if you are registering your child, select your name at this point).
5. Click "Add to Cart" and then proceed to the checkout page.
6. Fill in all necessary information. If you are registering your child, here is where you enter their name and age. If you'd like to buy a shirt, you can do so on this page, then click through all waivers.
7. Click "Next" and confirm all information. Then click "Place Order" and the registration will be complete!