

# Bump Set Splat Registration Walk-Through

## *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 (it will say "Parent" first name but that just means the adult's name).
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.
7. **IF YOU YOURSELF ARE GOING TO BE PLAYING ON THE TEAM YOU ARE SUBMITTING, YOU MUST ENTER IN YOUR INFORMATION AND SEND AN INVITATION TO YOURSELF. FROM THERE FOLLOW STEPS 3-9 ON THE INSTRUCTIONS TO JOIN TEAMS BELOW.** With the way the registration system is set, managers themselves need to go through to register as players in order to sign all necessary waivers and provide all necessary information.
8. 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:*

1. Click on the roster invitation link received in their email.
2. If they already have an account, log in OR create a new account with all of their information (it will say "Parent" first name but that just means the adult's name). 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, they'll need to select the "Add a Child" option on their member profile.
4. In the Child's profile, have them re-enter their information (because we have adults and minors registering, we have to have all registrations technically be "children" due to current restrictions on the registration portal. They can use their real birthday and name; the site just needs them to be distinguished as a "child").
5. Once they've added the child to the profile, there will be an option on the resulting page that says "Enroll" underneath the member profile. Click the "Enroll" button.
6. Select "Enroll on a Roster" and toggle the Account Name to the available option with their name.
7. Click "Add to Cart" and then proceed to the checkout page.
8. Fill in emergency contact information and other information prompted on the page, they can choose to buy a shirt if they'd like to, and then click through both waivers.
9. Click "Next" and confirm all information. Then click "Place Order" and the registration will be complete!