TEAM REGISTRATION GUIDE

REGISTERING A TEAM FOR THE FESTIVAL COMPETITION

Step 1: Visit the Event Registration Page

Go to https://app.eventconnect.io/events/29639/registration-type/create?nav=hidden. From here, click on the **Register** button and enter your e-mail address. If you have used the EventConnect platform before, simply enter your password. If not, it will prompt you to **Create an Account** to get started.
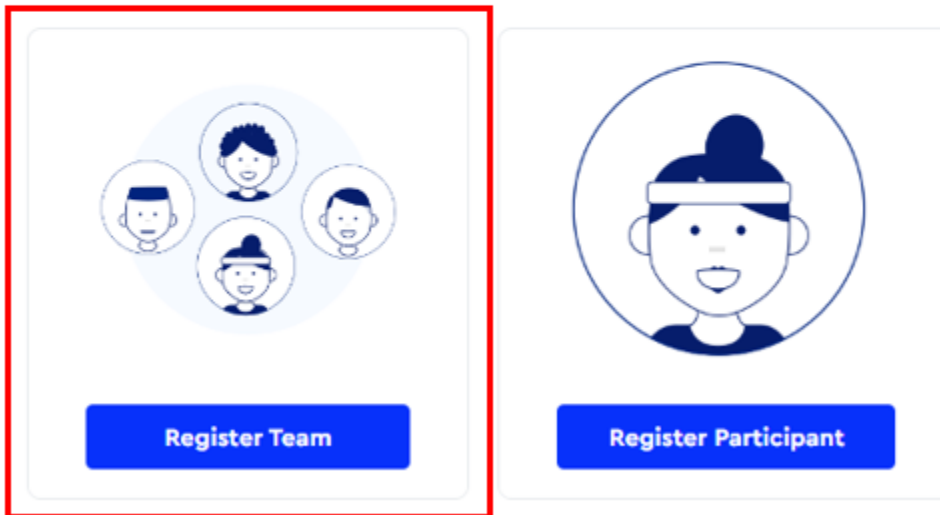

Step 2: Registration Page

Now you can select **Register Team** to register as a team with 6-8 players.

USA Lacrosse Experience Indianapolis

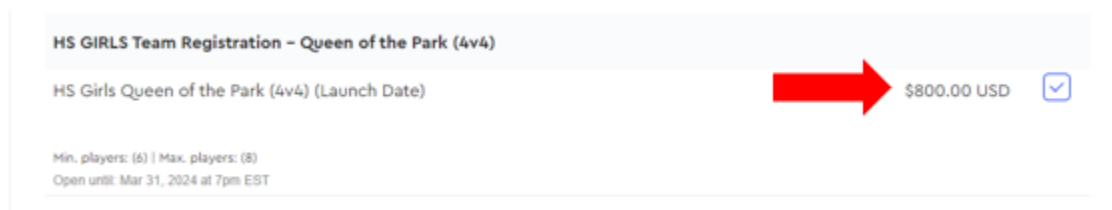INDIANAPOLIS, OCTOBER 11, 2024 – OCTOBER 13, 2024

Select your type of registration.

Register Team

Register Participant

Step 3: Select Your Team's Division

Now you can choose the type of registration by **checking the box** beside and click **Next** to proceed.

HS GIRLS Team Registration – Queen of the Park (4v4)

HS Girls Queen of the Park (4v4) (Launch Date) ➡️ $800.00 USD ☑️

Min. players: (6) | Max. players: (8)
Open until: Mar 31, 2024 at 7pm EST

Step 4: Creating Your Team

Next, enter your **Team's Name**. If you have previously registered for other Events on the EventConnect platform, a list of the Teams associated with your user account will be accessible from the dropdown menu.

Step 5: Adding a Coach/Team Manager

Now you can select to add a Coach or Team Manager by **checking the box** beside each option.

Select Your Team Members   close ✖

Verify your team's primary contact.

[ ] I would like to add a Coach

[✓] I am the Primary Team Contact / Travel Coordinator

Note: Only add a Coach in this section if they are serving as a secondary point of contact, otherwise, you'll add your Coaches to your roster when you invite players to join the team.

If you are registering a team but are **NOT the Primary Contact** for the team, you must uncheck the **I am the Primary Team Contact** checkbox. This will reveal an additional set of input fields for you to enter your Team Manager/Travel Coordinator's details and select **Next.**

Select Your Team Members   close ✖

Verify your team's primary contact.

[ ] I would like to add a Coach

[ ] I am the Primary Team Contact / Travel Coordinator

Team Manager Information

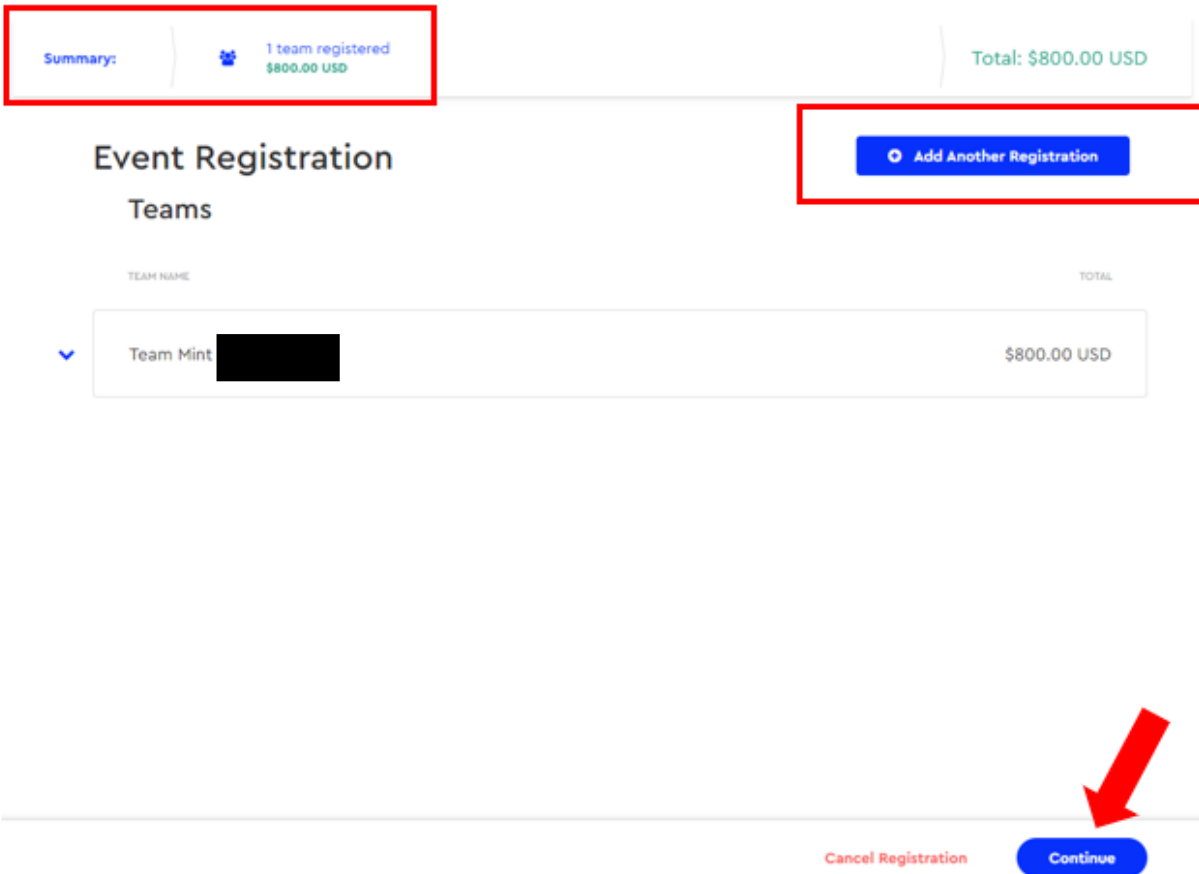| First Name *	Last Name *
Shannon	Minter

Email Address *	Phone Number *
sminter@usalacrosse.com	US +1 410-235-6882

Country *	State/Province *	Zip/Postal Code *
United States	Maryland	21152

‹ Previous   **Next**

Step 6: Completing Registration

Now you will see a summary of your registration saying **1 team registered** to review. To register more than one team at a time, click **Add Another Registration**. You can select Cancel Registration if you wish to cancel your team's registration or Select **Continue** to proceed to payment.

Step 7: Purchasing Add-ons

You also have the option to purchase any team add-ons such as VIP Team Clinic, Sixes Competition (MS & HS Teams Only), and Parent Tickets. You can also purchase add-ons later after registration via your dashboard. You can choose **Skip Step** to proceed further.

Available Add-Ons

BOYS VIP TEAM CLINIC (TEAM ADD-ON ONLY)
$600.00 USD

BOYS VIP
TEAM CLINIC

Select

HS BOYS SIXES REGISTRATION (HS TEAM ADD-ON ONLY)
$350.00 USD

HIGH SCHOOL
BOYS SIXES

Select

MIDDLE SCHOOLS BOYS SIXES REGISTRATION (MS TEAMS ONLY)
$350.00 USD

MIDDLE SCHOOL
BOYS SIXES

Select

PARENT TICKET PACK (TEAM ADD-ON ONLY)
$500.00 USD

MID-LEVEL
TICKETS

Select

GIRLS VIP TEAM CLINIC (TEAM ADD-ON ONLY)
$600.00 USD

GIRLS VIP
TEAM CLINIC

Select

HIGH SCHOOL GIRLS SIXES REGISTRATION (HS TEAMS ONLY)
$350.00 USD

HIGH SCHOOL
GIRLS SIXES

Select

Step 8: Registration Payment

Now you can review your order and select **Next** to proceed. You will be taken to the **Checkout Page** where you'll enter the credit card information and select **Complete Registration**.

Review your order

Review your order

Teams

Team Mint ██████████

HS GIRLS Team Registration – Queen of the Park (4v4) – HS Girls Queen of the Park (4v4) (Launch Date)	Field Lacrosse	$800.00 USD
	Total	**$800.00 USD**

Total Registration Fees: **$800.00 USD**

Add-Ons

HIGH SCHOOL GIRLS SIXES REGISTRATION (HS TEAMS ONLY)

Base Cost	QTY. 1 x $350.00	$350.00 USD
	Subtotal	**$350.00 USD**

Total Add-On Fees: **$350.00 USD**

Order Summary

Registrations Fees:	$800.00 USD
Enter coupon here	Apply
Subtotal:	$800.00 USD
Add-On:	$350.00 USD
Subtotal:	$1,150.00 USD
Due Today :	**$1,150.00 USD**

You have now successfully registered for the Event and will be directed to **View Your Dashboard**. This is where you can invite players to add themselves to the roster where they will complete their player waiver and add-on any specific player-related experiences (i.e. Skills Clinic, Athlete Combine).

Note: If you're experiencing difficulties while registering your team, feel free to email Support at support@eventconnect.io.

NAVIGATING YOUR TEAM DASHBOARD

After logging into your account, click on the **My Reservations** card at the top of the page. This will populate your list of teams for your registered events below.

Hi, Shannon
Welcome to EventConnect

0 My Reservations >	**2** My Purchases >	**2** My Registrations >

Next, click on the **View Events** button to the far right to select your team.

△ My Registrations

TEAM NAME ⬍	UPCOMING EVENTS	MEMBERS	
Shannon Minter USA LACROSSE EXPERIENCE I...	1	1	VIEW EVENTS
Team Mint ▉▉▉▉▉ USA LACROSSE EXPERIENCE I...	1	3	VIEW EVENTS

Here it shows All Events, Upcoming Events and Past Events. Once you find the team and event you're attending, select the **Dashboard** button to the far right.

△ Team Mint ▉▉▉▉

ALL EVENTS | ⊙ UPCOMING | ↻ PAST

EVENT NAME	STATUS	ROOMS HELD/RESERVED	
⊙ USA Lacrosse Experience Indianapolis Oct 11 – Oct 13, 2024 Test TEAM Division	● APPROVED ▾	0/0	DASHBOARD

Arriving at Your Team Dashboard

After clicking on the Dashboard option, you will see a pop-up box that says, "**Welcome to your dashboard!**" Please click on the "**Onward**" button to go to your team dashboard.
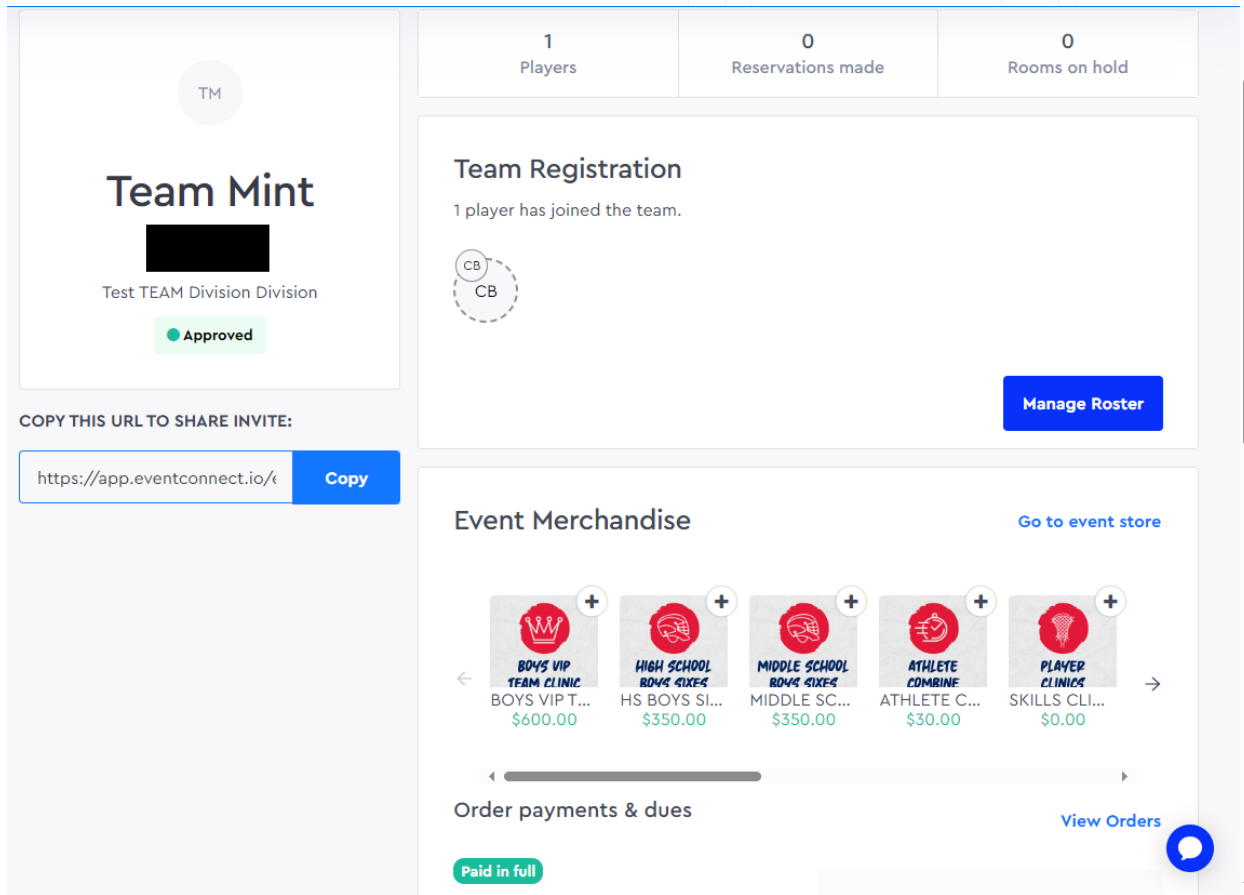

View Team Details

On your team dashboard, you will see your team's name, registration requirements, your team members, or purchase add-ons for the event. You're also able to purchase any additional add-ons that you did not at the time of registration.
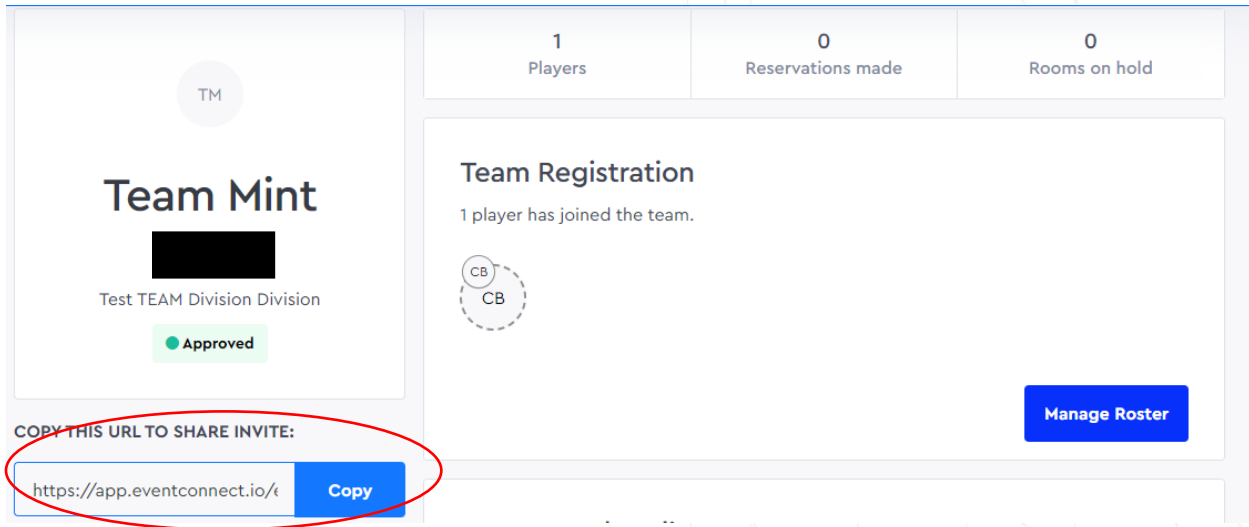
INVITING PLAYERS AND COACHES TO JOIN ROSTER

When you have navigated to your team dashboard you will be able to view your roster. As a team manager, you can share a link with your team so that they can join the roster independently.

Inviting Players

The following image is how your **Team Dashboard** will appear. You'll see a section that has the team players listed if there are any yet.

From here, you can select the **Copy** button to copy an **invite link** to share with your team so that they can join the roster. Players receiving the link will have their own simple registration process to complete which will include completing a player waiver and the ability to add-on any additional purchases (i.e. Athlete Combine, Skills Clinic, VIP Tickets, etc.)

Please note – the invite link only works for players; you will have to add coaches manually.
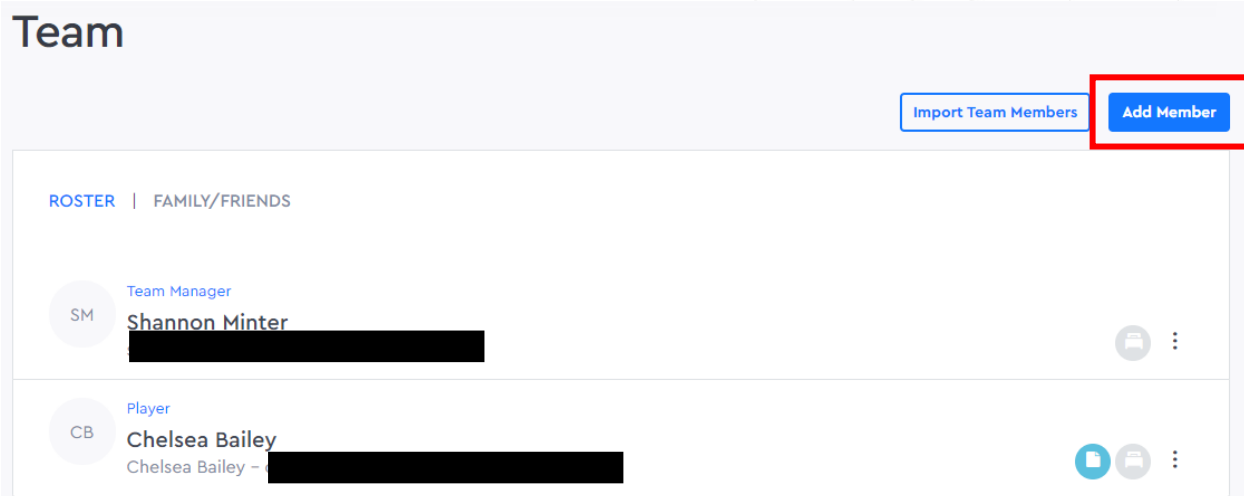
Manually Adding Team Coaches

If you select **Manage Roster**, this will bring you to your team's **roster** where you can begin to build out your roster and add the coaches to your team.

Now that you are on your roster page, to add a coach, please click **Add Member** button on the top right side of the page.

The system will ask you to specify what kind of member you are adding. Click on the bubble next to **Coach**. Select **Next** to proceed.

Add Member(s)   ✕

Add Member	Share Link

What kind of member are you adding?

◯ Coach

◯ Team Manager

◯ Player

◯ Friend / Family

Next

Once the coach has been added, they will receive an email to complete their registration (if applicable) and they will be displayed on your team roster.