## How to Register a Team on League Apps

Select which division in the league you would like to register a team for.

- 1. Sign into your league apps account
  - a. If you/your child has played in a league with us in the past, you have an account. If you need a password reset sent reach out and let us know!
- 2. Child Profile
  - a. MyChild this will register your child as an individual in the league.
  - b. Myself as a staff member this will register a team in the league.
    - i. Select Coach when the 'Select an Option' popup appears.
- 3. Details
  - a. If you need to add yourself as a coach to the team under the 'Select a team to join' section, select the team from the drop down.
  - b. If you would like to create a new team under the 'Create a New team' section enter the team's name in the 'Team Name' box
    - i. Enter the expected number of players for your team.
  - c. Under the 'Coach Information' section fill in all the information with a red asterisk
  - d. Click the orange 'Next' button.
- 4. Wavier
  - a. Click the box acknowledging that you have read and agree to the waiver requirements.
  - b. Click the orange 'Save Team and Go to Next Step' Button
- 5. Payment
  - a. When registering a team, we ask that the coach pays the invoice in full.
  - b. You can bypass the payment by licking the 'Skip/Pay Later' button at the bottom of this page.
- 6. Confirmation
  - a. On this page there is an orange 'Invite Players' Button, click this to invite players to your team. This will prompt parents to go in and enter all their child's information to register them for a team.
    - i. Simply enter the parents' emails in the 'To:' section and type out your message to the team and hit 'Send Invites'