

# REGISTRATION WEBSITE

## Step-by-Step Instructions

## MANAGE YOUR TEAM

### STEP 1

The screenshot shows a web interface for a tournament registration. At the top is an orange navigation bar with links for [TEAMS](#), [COACHES](#), and [PLAYERS](#). Below this is a green 'Welcome!' banner. The main content area contains several sections: 'Tournament Dates: April 18-19, 2015', 'Location: Bel Air, MD', 'Format: Showcase tournament with four (4) scheduled games per team', 'Weather Policy' (detailing suspension rules for inclement weather), 'House Teams' (offering an opportunity for non-affiliated students), and 'Divisions' (2016, 2017, 2018) with a note about age groups. Under the 'Coaches:' section, there is a list of links: 'Register a team', 'Manage your team roster', and 'Pay team balance'. A red rectangular box highlights the 'Manage your team roster' link, and a red arrow points from a larger red-bordered callout box to it. The callout box contains the text: 'To view and manage your team roster click here to login'. Below the coaches section is a 'Players:' section with links for 'Register' and 'REGISTER FOR THE HOUSE TEAM HERE'.

[TEAMS](#) [COACHES](#) [PLAYERS](#)

**Welcome!**

**Tournament Dates:** April 18-19, 2015

**Location:** Bel Air, MD

**Format:** Showcase tournament with four (4) scheduled games per team

**Weather Policy:** Inclement weather is out of the control of the tournament directors, officials, and site managers. In the event of thunder and/or lightning, all games will be suspended for 20 minutes from the last occurrence. Games will resume at their regularly schedule times. Cancelled games may not be rescheduled. If weather disrupts scheduled games, Management has the authority to adjust the schedule as needed, including, shortening games, adjusting the schedule, etc. In the event of extreme weather, it is up to the tournament directors, officials, and the site managers as to whether the conditions are deemed safe to play on. All decisions final. No refunds will be issued for game cancellations, due to acts of God (i.e. rain, severe wind and/or thunder and lightning).

**House Teams:** The NFHCA is offering student-athletes not affiliated with a club program the opportunity to play on a "House" team. The registration fee will be \$100.00.

**Divisions:** 2016, 2017, 2018  
*Note: you must play in the division of the oldest player on your team, even if there is only one from that age-group. NO EXCEPTIONS.*  
**IMPORTANT:** If you register for the wrong division and are required to change, it is important to note that that division may be full and you may be required to go onto the waitlist.

**Coaches:**

- [Register a team](#)
- [Manage your team roster](#)
- [Pay team balance](#)

**Players:**

- [Register](#)
- [REGISTER FOR THE HOUSE TEAM HERE](#)

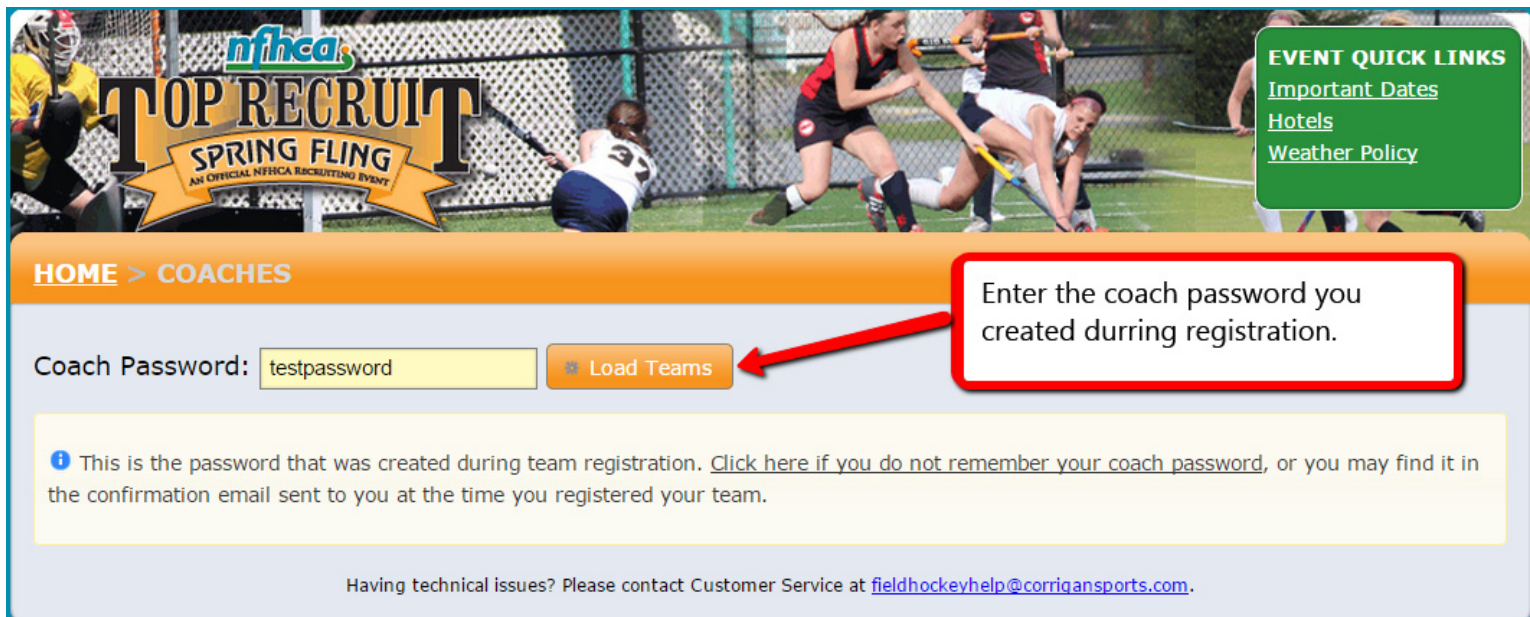
To view and manage your team roster click here to login

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### STEP 2



The screenshot shows the NFHCA Top Recruit Spring Fling registration website. The header features the event logo and a banner image of field hockey players. A green box in the top right corner contains 'EVENT QUICK LINKS' with links for 'Important Dates', 'Hotels', and 'Weather Policy'. Below the header is an orange navigation bar with 'HOME > COACHES'. The main content area has a 'Coach Password:' label, a text input field containing 'testpassword', and a 'Load Teams' button. A red arrow points from a callout box to the 'Load Teams' button. The callout box contains the text: 'Enter the coach password you created during registration.' Below the password field is a yellow information box with a blue 'i' icon and text: 'This is the password that was created during team registration. [Click here if you do not remember your coach password](#), or you may find it in the confirmation email sent to you at the time you registered your team.' At the bottom, there is a footer with the text: 'Having technical issues? Please contact Customer Service at [fieldhockeyhelp@corrigansports.com](mailto:fieldhockeyhelp@corrigansports.com).'

You can find it on the confirmation email that was sent at the time of registration or have your password emailed to you again. You may need to get this information from your club manager if they used their personal email address when registering the team(s).

If you are coaching multiple teams, you will be able to access both from the same interface as long as you used the same email and password combination when registering

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## STEP 3

The screenshot shows the 'ROSTER' page for a team named 'Test1'. The page has a navigation bar with 'HOME > COACHES > ROSTER'. Below the navigation bar, there are filters for 'Team: Test1', 'Division: 2016', 'Sort: Jersey', 'Filter: All (Active)', and 'Count: 03'. The roster table lists three players: 1. Tomlinson, Christine (PENDING), 2. Cornell, Maddie (REGISTERED), and 3. brus, christine (PENDING). Each player entry has 'Edit' and 'Delete' links. A red arrow points to the 'Team' dropdown menu with a callout box. A blue arrow points to the 'REGISTERED' status label with a callout box. A green arrow points to the 'Export' button with a callout box. At the bottom, a red notice bar states: 'Notice: This team has an outstanding balance that must be paid. Click here to make a payment.' Below the notice bar, there is a footer with contact information: 'Having technical issues? Please contact Customer Service at [fieldhockeyhelp@corriganports.com](mailto:fieldhockeyhelp@corriganports.com)'.

HOME > COACHES > ROSTER

Team: Test1 Division: 2016 Sort: Jersey Filter: All (Active) Count: 03

Player ID	Player Name	Status	Email	Position	Actions
1	Tomlinson, Christine	PENDING	chris@corriganports.com	FW	Edit Delete
2	Cornell, Maddie	REGISTERED	matt@corriganports.com	M	Edit Delete
3	brus, christine	PENDING	customerservice@corriganports.com	M	Edit Delete

Click here to toggle between different teams if you registered multiple teams under the same password

Players listed as registered have completed their bios and waiver. Players listed as pending are missing either their bios or waiver

Click here to export roster to excel

Add New Player Send Email Select all players Export

**Notice:** This team has an outstanding balance that must be paid. [Click here to make a payment.](#)

Having technical issues? Please contact Customer Service at [fieldhockeyhelp@corriganports.com](mailto:fieldhockeyhelp@corriganports.com).

If you have an unpaid portion of your registration fee, you will see the NOTICE on the bottom of the page. The due date is noted by clicking on IMPORTANT DATES on the top header.

As we host more NFHCA tournaments, you will be able to copy your roster from one tournament to the next and then make updates and edits.

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### MANAGE YOUR TEAM

## STEP 4

HOME > COACHES > ROSTER

Team: Test1 Division: 2016 Sort: Jersey Filter: All (Active) Count: 04

**Add player details here then click save**

First Name: Last Name: Email: Positions: FW M FB G Save Cancel

**Click here to roster a player**

**Tomlinson, Christine** PENDING chris@corriganports.com FW Edit Delete

**Cornell, Maddie** REGISTERED matt@corriganports.com M Edit Delete

**brus, christine** REGISTERED customerservice@corriganports.com M Edit Delete

Once a player is rostered with a valid email they are automatically sent and invitation to register for the team complete their player bio and accept the waiver. The sooner your roster your players the more time they will have to complete their registration for the college coaches books.

Add New Player Send Email Select all players Export

If you do not know the email addresses, it will be your responsibility to send the players their team log in information manually so their bio info will be available to the college coaches. You are **STRONGLY** encouraged to input the email to save you this step.

It is important to enter the jersey numbers accurately during this step. Players will be able to view their jersey number but will not be able to edit it. This is the make sure the information is correct for the college coaches.



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### STEP 5

#### YOUR PLAYER REGISTRATION INFORMATION

Christine Brus, you have been placed on the roster to play for the Test1 in the **2015 Top Recruit Spring Fling** event. Please [click here](#) to officially register to play in the event. **The Team PIN is 12345**. You MUST register to be included in the College Coaches Handbook. This must be done by April 13, 2015. You may contact the team coach, Chris Tomlinson, at [chris@corrigansports.com](mailto:chris@corrigansports.com) if you have any questions.

Automatically emailed to your players if you input their email address when rostering your team.

Includes players name, team pin and a coaches email address for your team.

Having technical issues? Please contact Customer Service at [fieldhockeyhelp@corrigansports.com](mailto:fieldhockeyhelp@corrigansports.com)

The link will take your players directly to their player page.

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### STEP 6

#### PLAYER HAS REGISTERED

This email is to inform you that christine brus has registered for the 2015 Top Recruit Spring Fling event. They will now show as 'Registered' under Roster Management.

#### WAIVER, RELEASE AND INDEMNITY AGREEMENT

Acceptance of my participation in this event is without responsibility of any kind by Corrigan Sports Enterprises, Inc. or any other entity sponsoring the event. I do hereby for and on behalf of myself and my heirs and legal representatives release and forever discharge Corrigan Sports Enterprises Inc., the National Field Hockey Coaches Association, event sponsors, all directors, officers, employees, agents and representatives of each, from liability for any and all claims, damages, injuries, losses, expenses, costs, and attorney's fees, in any way connected with or arising out of my participation in this event.

Once a player has successfully completed their registration and waiver you will receive this email indicating the player has done everything they need to do for the tournament.

Player irrevocably grants to the sponsors of the Game, the Promoter of the event (including other sponsors and Corrigan Sports) absolute right and permission to use his name, image, voice, likeness, and biographical materials and any indicia of identity in any and all media, including, but not limited to print, radio, television, film, Internet and for any lawful purpose whatsoever, including editorial, advertising, promotion of the Team and/or the Game, and/or commercial exploitation in connection with Game-related materials.