TEAM REGISTRATION INSTRUCTIONS

1. Go to **www.ecvavolleyball.org**
2. Click the red icon that says "**Registration**."
3. Scroll down to the bottom of the registration "**Welcome**" page. If you are a returning user, **log in** using your credentials. **If you are a new user, create a new account** with SportsEngine.
4. Once logged in, select **"User Mode"** in the upper right hand corner of the screen.
5. **Create a Team Profile** account.
6. On the left hand side of the screen, select **"Register A Team."**
7. Select "**A Team**."
8. **Enter ALL of the required team and player information.** Be sure not to leave any fields blank. Note that you must enter information for all players on your anticipated roster. You will have the ability to go back and edit it later if necessary.
9. After completing payment, be sure to click all the way through and submit your registration. Do not log out without submitting it. When completed, an email receipt will be sent to you.
    - If you choose to "Pay Offline" by mailing a check, please follow the mailing instructions listed on the screen. If your college or university requires an official invoice with an EIN number from the ECVA, please email ECVA Treasurer, Brian Stump, at bstump@ecvavolleyball.org.
    - Please also note that if you choose to "Pay Offline," you will NOT be able to pay online with a credit card at a later date, without having to re-do the entire registration from the beginning.

Additional Note:
TEAM PAGES: All ECVA member teams are invited to take advantage of a free team web page hosted by SportsEngine. The individual that registers your team online will be given editing privileges to your team's page, which will be linked directly to the league site. Other individuals may be given editing permissions if requested. You may upload roster information, a team schedule, photos, videos, and other information to your team page. Your team account with SportsEngine also offers you a host of organizational

features to help you manage your team. For instance, all of your team communications can be managed directly through the site by your page administrator(s).