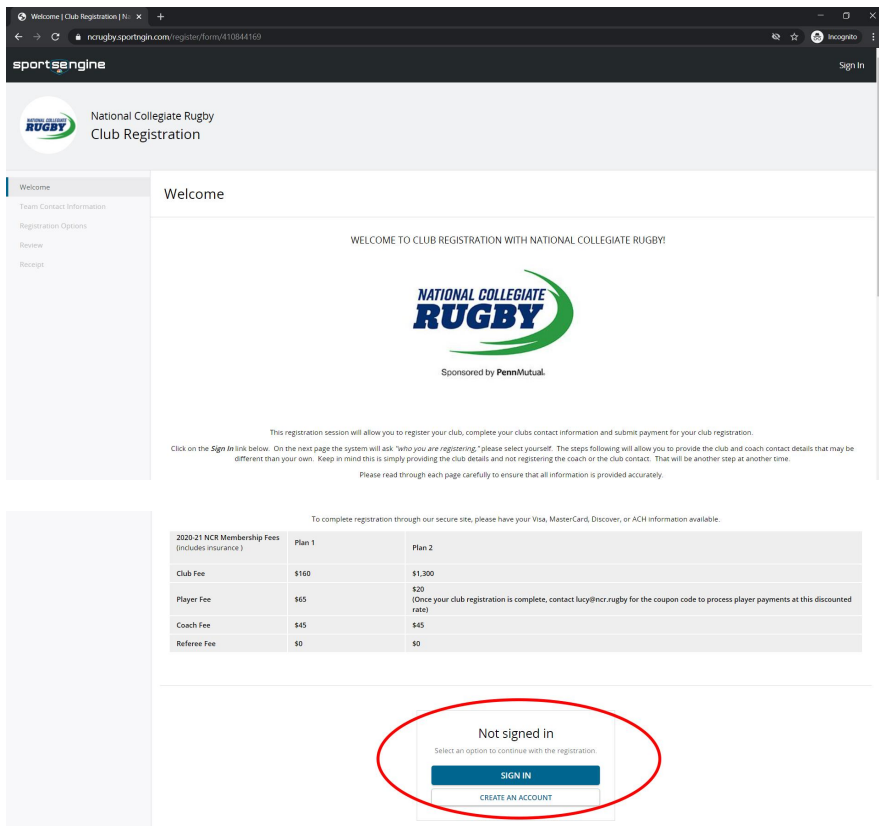


How to register a club

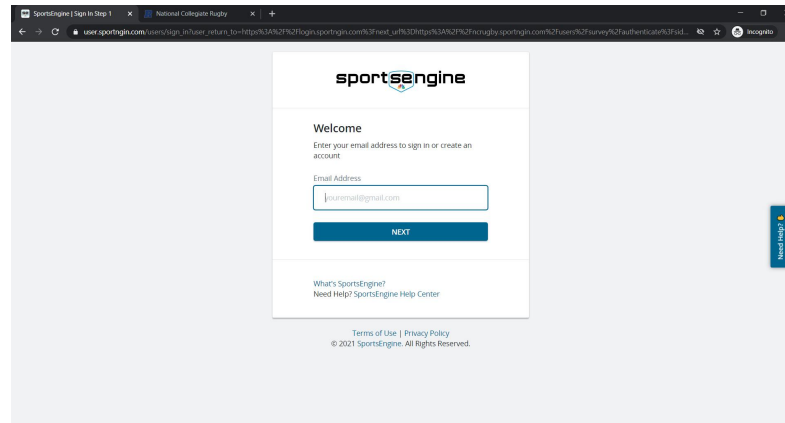
1. Go to ncr.rugby and click on the **Register** button in the upper right corner.



2. On the next page read through the instructions and click on **Sign In (if you have a SportsEngine Account) or Create Account (if you do not have a Sports Engine Account)** at the bottom of the page

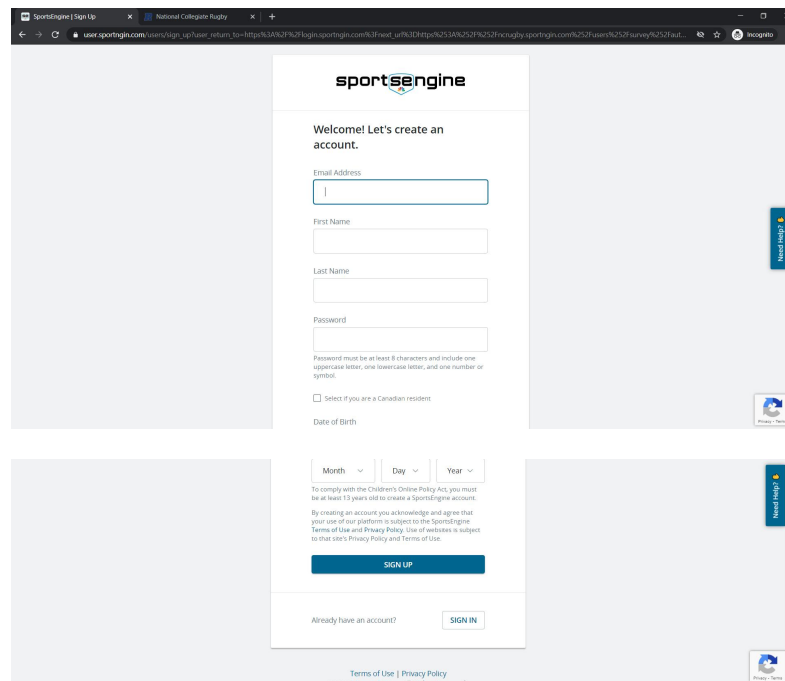


- a. If you select **Sign in** enter your email address to proceed.



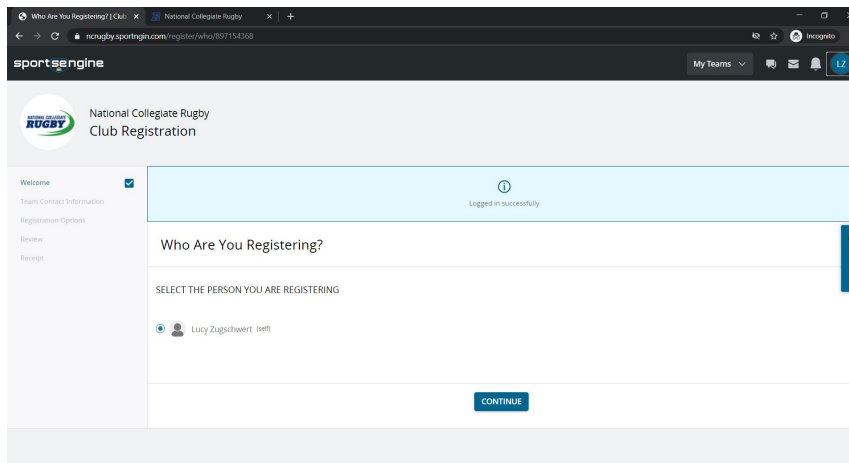
The screenshot shows the SportsEngine sign-in page. At the top, the SportsEngine logo is displayed. Below the logo, the heading "Welcome" is followed by the instruction "Enter your email address to sign in or create an account". There is a text input field for the "Email Address" containing the placeholder text "youremail@gmail.com". Below the input field is a blue button labeled "NEXT". At the bottom of the page, there is a link for "What's SportsEngine? Need Help? SportsEngine Help Center" and a footer with "Terms of Use | Privacy Policy" and "© 2021 SportsEngine. All Rights Reserved.".

- b. If you select **Create Account** enter your account details. Then you will be emailed an email verification link to create to set up your account.



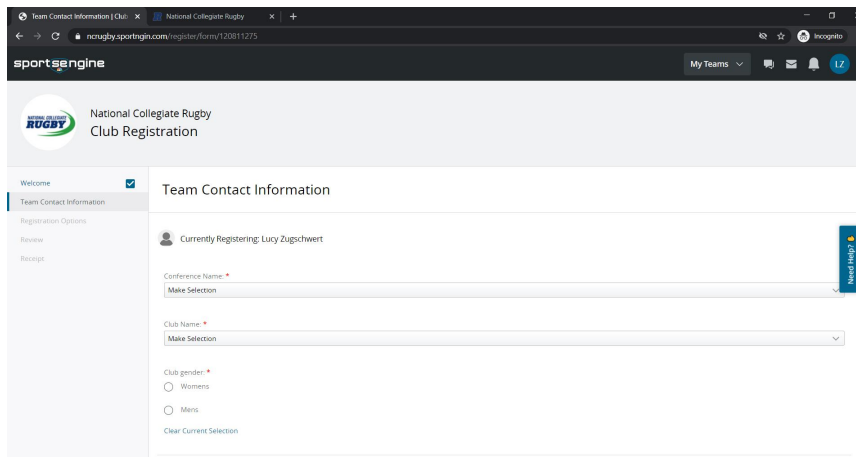
The screenshot shows the SportsEngine sign-up page. At the top, the SportsEngine logo is displayed. Below the logo, the heading "Welcome! Let's create an account." is followed by a form with several fields: "Email Address", "First Name", "Last Name", "Password", and "Date of Birth". The "Date of Birth" field is split into "Month", "Day", and "Year" dropdown menus. Below the form, there is a checkbox for "Select if you are a Canadian resident" and a "SIGN UP" button. At the bottom, there is a link for "Already have an account? SIGN IN" and a footer with "Terms of Use | Privacy Policy" and "© 2021 SportsEngine. All Rights Reserved.".

3. On the next page select your profile and click continue



The screenshot shows a web browser window with the URL ncrugby.sportngin.com/register/who/807154368. The page title is "National Collegiate Rugby Club Registration". The user is logged in successfully. The main heading is "Who Are You Registering?". Below this, it says "SELECT THE PERSON YOU ARE REGISTERING". There is one selection option: "Lucy Zugschwert" with a radio button. A "CONTINUE" button is at the bottom. A sidebar on the left contains navigation links: "Welcome", "Team Contact Information", "Registration Options", "Review", and "Receipt".

4. Next select your **conference, club, gender, club/coach contact information and address** and click **submit**.

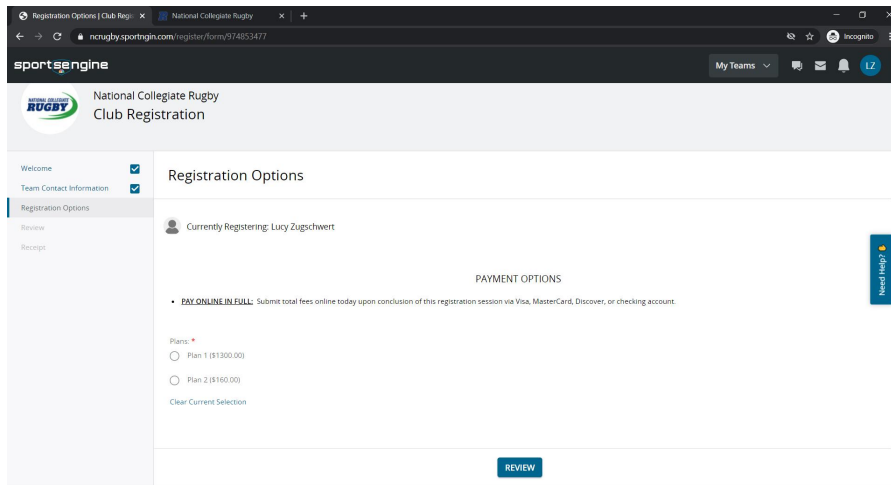


The screenshot shows the same web browser window, now at the "Team Contact Information" step. The URL is ncrugby.sportngin.com/register/form/120611275. The user is currently registering for "Lucy Zugschwert". The form includes the following fields:

- Conference Name: * (Make Selection)
- Club Name: * (Make Selection)
- Club gender: *
 - Womens
 - Mens
- Clear Current Selection

A "Need Help?" button is visible on the right side of the form.

5. Select which plan you will choose for your club fee and click **Review**. The details regarding the different fee options can be found online [HERE](#).



6. Review the information you entered and click **Continue**

7. On the next page click **Checkout** and enter your credit card or bank account information.

NOTE: The Club Contact/Coach information is not a registration for that role it is simply contact information for this club. This should be your club contact, club sports director etc.