

PLAYER REGISTRATION (on a team)

- Once a team has registered, players (or parents for their child) will need to register online, joining the team's roster and signing the TSE Waiver in the same process.
- Navigate to our registration site or visit: https://apm.activecommunities.com/TotalSportsExp
- To register on your team, you will first need to know what league or tournament the team has signed up for.
 - click "REGISTER NOW" in the menu bar then use the filter or search function to find the league/tournament you are registering a player in.
- Once found, "Add (the league/tournament) to Cart"

FEES NOTE: the fee(s) listed WILL NOT be charged to the player. In the next step, the system will recognize this is a player registering and should zero out any fees that populated.

- In the "Select Your Team" section, use the dropdown menu to find and select your team.
 - Enter the Team Code (if one was applied to your team)

PASSWORD NOTE: if a password is required, whoever set-up your team would have created it. TSE does not have access to the password (we can only reset or remove it).

- Answer any applicable questions and agree to the waiver then proceed to a fee-less check out.
- Once checked out, you will have signed TSE's Waiver and added the player to the team roster.

If you are experiencing any issues with this process, feel free to reach out to us by phone or email. 585.4263 (Gates), 585.203.0367 (East Rochester) or email us at: <u>info@totalsports-experience.com</u>