

TEAM REGISTRATION (for a league or tournament)

- Navigate to our registration site or visit: <https://apm.activecommunities.com/TotalSportsExp>
- To find the event you are registering a team for, click "REGISTER NOW" in the menu bar then use the filter or search function.
- Once found, "Add (the event) to Cart"

FEES NOTE: the fee listed is the total fee due, not necessarily the amount due at registration. There are often options to pay a deposit when registering.

- When registering, it will ask who is "participating in this activity". This should be the person signing up the team (which in some circumstances may not necessarily be a "participant").
- On the next page, use the "Create a New Team" option
 - "Team Coach" Tab - leave as the person signing up the team.
 - "Create Team" Tab - name your team.
 - Set Team Password (optional)

REGISTRATION NOTE: When setting up your team, we recommend NOT changing the **Maximum # of Players** or using a **Team Password**; they both tend to complicate future team activity more than it is helpful.

If you do use a password for the team, be sure to share it with players; they will need it to register on the team.

- You will see a box at the bottom for a "Team Sign Up Email" - share the link with your players/parents for player registration (a Player Registration Guide is also available). This link will allow players to sign a waiver and join your team.
- Payment Plans are available; you will have a "due today" amount and "due at a later date" amount to complete the final balance. There is also an option to pay in full and not use the payment plan.
- Registering PLAYERS - once the team is registered, player registration can begin (see our Player Registration Guide)

TEAM MANAGEMENT NOTE: As the contact who registered the team, you will have access to your online team roster in the "**Team Management Services**" section of your online account. You will be able to view the team(s) you manage, view team rosters, track who has completed waivers, see contact information, and pay bills through your account.

If you are experiencing any issues with this process, feel free to reach out to us by phone or email. 585.458.4263 (Gates), 585.203.0367 (East Rochester) or email us at: info@totalsports-experience.com