

The Teamsnap registration system allows for more seamless integration of our tournaments. Your team appears automatically when you register, and it is also easier for us to manage document submissions, avoiding last minute requests for waivers, rosters, COIs, etc. The following guidelines show how to access and manage your registration.

While you are able to upload rosters and COIs upon initial registration, most users will want to add these documents at a later time. This document covers the use case of returning after initial registration to submit the mandatory info.

First, you can access you registration by navigating to events.teamsnap.com. You will then log in using the credentials you supplied when entering the tournament. This could be your info you normally use fir other Teamsnap activities, or it can be different if you chose to create a different account.

Once you log in you will be presented with a similar view to Figure 1 (in my case I created a team called Test in the 10U division). Make sure you click on “Upcoming Events” as the default view will likely be past events. In Figure 1, you can see 3 options, Roster, Documents, and Conflicts. First, let’s get conflicts out of the way. If you click on conflicts, you can add additional information about availability for our consideration. However, note that we will not guarantee to grant any requests in this section, the only request we guarantee is not scheduling you for a Friday game if you click on Unavailable.

The screenshot shows the Teamsnap user interface. At the top left is the Teamsnap logo. At the top right, the user's name 'Joel Zolnier' and a shopping cart icon are visible. On the left side, there are two main menu sections: 'My Events' with 'Upcoming Events' (highlighted) and 'Past Events' buttons, and 'My Account' with 'Teams' and 'Receipts' buttons. The main content area is divided into two sections. The top section is 'Unpaid Orders', which contains a table with the following data:

Date	Order #	Total	Remaining Balance	
Aug 21, 2020		\$650.00	\$650.00	Make Payment
Jul 29, 2020		\$750.00	\$750.00	Make Payment
Jul 29, 2020		\$750.00	\$750.00	Make Payment

The bottom section is 'Upcoming Events', featuring a team logo for 'Test' and the following details: 'Test | 10U (Coed)', 'Roster (Players: 0 (0%) | Invites: 0 | Lock Date: 09/25/2020)', 'Documents', and 'Conflicts (0)'. Below this, an event titled 'Raiders Brawl in The Fall Weekend 1 - 10U, 12U, 14U, 15/16U' is listed with dates 'Sep 25 - 27, 2020' and location 'Ellicott City, MD'.

Figure 1. Accessing your registration. Note you need to click on “Upcoming Events”

Next, let's review the documents section. This is where you are required to upload your COI, and this is the only way that a COI will be valid (I cannot manage people emailing COIS as that is too hard to track). When you click on "Documents," you will be presented with the page shown in Figure 2.

Team Documents for Test

Name	Associated Document
Certificate of Insurance (COI)	+ Add Document

Figure 2. Uploading the COI

Click on "Add Document" to upload your COI. Remember, the COI must include the following as additional insured:

Howard County Youth Program, Inc.
 HCYP, Inc.
 PO Box 6441
 Ellicott City, MD 21042

Finally, you will need to enter your roster by inviting players to join your team, as shown in Figure 3. Note that this step is mandatory as it will also require the parent to execute the COVID-19 waiver. Figure 4 shows the window you will see when clicking on "Invite Player."

Manage Roster for Test



Raiders Brawl in The Fall Weekend 1 - 10U, 12U, 14U, 15/16U
 Sep 25 - 27, 2020
 Ellicott City, MD

⚠ Rosters need to be finalized before September 25, 2020. They will be locked on this date.

[Invite Player](#)

[Print Roster](#)

Non-Players (1)

Name	Email	Mobile Phone
Joel Zolnier Head Coach		

Players (0) 0% of required players for this event

#	Name	Email	Mobile Phone
No players on roster			

Player Invites (0)

Name	Email	Sent
No player invites		

[Close](#)

Figure 3. Area for roster invites

Note that it will be the parent's responsibility to fill out items such as birth date, jersey number, etc. Be sure to double check these as your players accept the invites. Also please let your parents know that the COVID waiver is mandatory and players without a waiver will be unable to play.

**Invite Player to join Test for Raiders Brawl in
The Fall Weekend 1 - 10U, 12U, 14U, 15/16U**

✕
esc

First Name *

Last Name *

Email *

Invite Player Close

Figure 4. Inviting your roster member

This covers the process for rostering, waivers, and COIs. If there are any questions please send a note to jzhcyp@gmail.com.