



Basketball Tournament Registration

Step-by-Step Instructions



When registering for the tournament, a coach must create the team before players can register.

Coach Instructions:

- Create an account or login.
- Choose Myself as Staff Member.
- Fill in the gender, team name, phone number and how many players you want to split the team fee between
 - If the coach is paying the full fee, uncheck the box “divide team player fee among players?”
 - If you want the players to split the fee, put the number of players in the box below
- On the next page, check the boxes that you have read and agree to both waivers.
- The team is now created and you can invite players to register.
 - Team fee is required before inviting players. Please pay online or mail a check.
 - If you are mailing in a check, email Krystal at krystalw@roughridercenter.com
- Hit complete, then the invite players button. Email an invitation link to all players. You can also manually add players to your roster without sending them invites (see below).
- Coach is now done with registration (the team will not officially be in the league until at least 5 players are registered and the fee is paid in full).

Coach Manually Adding Players to Roster Instructions:

- After creating the team, go back to your Dashboard.
- You should see your team you just created. Right next to your team name, that are two buttons: ‘Invite players’ and ‘add players.’ Click ‘add players.’
- Fill out required forms for each player: First and Last name, gender, birthdate, emergency contact name and number, grade and photo likeness question. Jersey number box is optional.
- Click save player or save and add another player. Repeat for all players.

Player Instructions from coaches invite:

- Go to your email invitation and click accept invite.
- Fill out the registration information.
- On the next page, put in player’s grade.
- Then check the boxes that you have read and agree to both waivers.
- Confirm information.
- The player is now registered (the team will not officially be in the league until at least 5 players are registered and the fee is paid in full).