

## Entry Process via web-site (for Associations):

The entry process requires five major steps:

1. Register your Account
2. When activated by the Technical Delegate (TD), select your entry type and fill out the Association details
3. Enter your team(s)
4. Enter the Players
5. Enter your Referees

Step 1: To register your account - from the Home page, click/tap the **Login** tab, then click/tap **'New User? Register your Account'**. Complete the registration details and then click **Register**. When the TD activates the account, you will receive an email advising you can proceed.

Step 2: Association details - from the Home page, click the **Login** tab, enter the email address and password you submitted on the Registration page. Select your Entry Type, which will be 'Association – Multiple Teams'. Complete the Association Registration Details page and click **Submit**.

Step 3: Enter Teams - you can now enter your first team. Men's Division 1 is pre-selected – to change divisions, click/tap on the Division box to select your desired division. You must enter a team name and all of the details for a coach, plus a contact phone number. Assistant coaches, managers and accommodation details are optional at this stage – they can be completed later. Click **Submit** to enter your first team.

Step 4: Enter Players - you may now enter details of the players in that team. Note that a minimum of 7 players must be registered with first name, last name and their shirt number. Only one invited player is allowed. The VVI player ID is optional, but is preferred if available.

After your players have been entered, click **Register**. Players can be added/deleted later and numbers can also be changed.

If you don't have all the details, click/tap **Back to Team List** and follow the prompts to enter your next team.

Each team must be entered separately. Select the preferred division and complete the details for this team. All details can be updated at a later stage.

If any invited players have been registered, click/tap on the Clearance Form tab and when the form is displayed, print it out. Fill in the details on the form and forward the first copy to the host association by the player registration deadline and give the second copy to the player being invited to play by the other association. **DO NOT** email the clearance form unless a valid signature is inserted on the form.

Step 5: Enter your Referees - finally, don't forget to **Register Your Referee(s)**. Division One teams are required to register their referees by the entry deadline – refer section 3L(ii)(b) of the Regulations. Division Two teams must register referees by the team player registration deadline. Up to eight referees can be registered per association.

At any stage up until the date and time registrations close, as displayed on the Home Page, you will be able to log back in and modify any part of your details: Click/tap from the menu to update your Association details, Team details, Referees or change your Password.

Don't forget to advise your accommodation details.