

## **Entry Process via web-site (for Masters Teams):**

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 Entry contact details
3. Enter Team Details
4. Enter the Players
5. Enter your Referees

### **Step 1:**

To register your account - from the Home page, click/tap the **Login** tab. 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:**

Entry Contact 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 'Masters Only - Single team'. Complete the Association Registration Details page and click **Submit**. You can now enter your contact details. You must enter a team name, contact name and contact phone number. Click **Submit** to complete your registration.

### **Step 3:**

Enter Team Details - you can now enter your first team. You must enter the division (click/tap to select Men or Women), a team name, coach name and a contact number for the Manager. Other details can be entered at a later date. 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. 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.

### **Step 5:**

Enter your Referees - finally, don't forget to **Register Your Referee(s)**. Masters teams must register referees by the team player registration deadline. Up to eight referees can be registered.

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 Team details, Referees or change your Password.

Don't forget to advise your accommodation details.