



Team Sports - Overview of registration Process

There is a new process for all team sports:

Football, Hockey, Netball, Netball – Fast 5, Netball – Indoor, Walking Netball, Softball, Touch, Volleyball and Wine Options Game.

To enter your team in the 2018 South Island Masters Games, follow this process:

Creating your team.

- 1) Creating a team is done once only, usually by the team organiser, who could be a player in the team or a Non-Playing Official (NPO) such as the team manager or the team captain.
- 2) There is no cost to create a team.
- 3) A team is created and is pending until at least one player or one Non-Playing Official has entered and joined the team.
- 4) The team is then **accepted** into the competition.
- 5) Once the team has been created **and** accepted, then players and non-playing officials can join the team.

Step by step team registration:

Step 1) Create a Team Manager Account

- a. Go to the web site <https://entersimasters.com/>
- b. Click the orange 'Team Managers' button, to create a team.
- c. Click the green 'New Team' button.
- d. Enter your personal details and create a **login** and **password** for your Team Manger account.
- e. Remember your Login and Password – you use these to manage your team. A team manager account may set up and manage multiple teams across multiple sports.

A team manager account is used to create and manage teams.

Step 2) Create Your Team

- f. Enter your **Team Name**.
- g. Add a 4-digit team **PIN Code**.
- h. Select your sport
- i. If required enter the team details (e.g. grade/age group etc).
 - i) You may be taken to another screen and asked specific questions about your team (e.g. Do you have a team umpire?). Answer the required questions then press Next>> .

You may create as many teams as required. They will be pending until at least one player or NPO has joined.

Your team has now been created but it is not yet accepted.

You can now:

- ii) Logout, (you'll need to log in again to manage your team).
- iii) Add another team - this takes you to **f.** above and you repeat all of Step 2.
- iv) Click on your Team Name to **manage** your team (step 3 below)

Step 3) Manage Your Team

This is the screen you see to Manage your team (we've added the arrows and an explanation of the important buttons).

Team Details (Bold = required)

Team Name: myteam1
Team PIN: 9999
Sport: Touch
Event: Men's Team 35+

Buttons: Save, Cancel, Team Extra Info, DELETE

Team Members

Code	First Name	Last Name	Email	Role	Accepted
No data available in table					

Buttons: Add Team Competitor, Add Team Non-Playing Official

Explanatory Text Boxes:

- Top Left:** Add new members (Team Competitors) to your team – this could be yourself or other team members – you will need all their details and you will then pay the registration fee and sports fee for each team member added. *If you are entering a team member/competitor they must meet the age and gender criteria for that sport/grade.*
- Second Left:** Invite Members to join your team – you'll need their email address
- Third Left:** Add Team Competitors (same as Add Members) to your team – this could be yourself or other team members – you will need all their details and you will then pay the registration fee and sports fee for each team member added.
- Fourth Left:** Add Team Non-Playing Official (NPO) – you can add NPO's – could be umpires, coaches, manager, medics. There is no sports fee for an NPO but they still pay an NPO entry fee. You will need all their details and you will then pay the NPO fee for each team member added. *If you are entering a Non-Playing Official they must be over 18 years old as at 5 October (can be any gender).*
- Fifth Left:** List of members of your team

Additional Explanatory Text:

- Bottom Left:** If you are entering a team member/competitor they must meet the age and gender criteria for that sport/grade.
- Bottom Right:** If you are entering a Non-Playing Official they must be over 18 years old as at 5 October (can be any gender).

- j. To have your pending team accepted, add one or more players or NPOs.
 - i. For Players click **Add Team Competitor** button or **Add Members** button.
 - ii. For NPOs click the **Add Team Non-Playing Official** button.

For each person - Player or NPO you will add you will need to know:

 - First Name and Surname
 - Date of Birth and Gender
 - Email Address
 - Home Address, Suburb, Postcode, Province, Country
 - Emergency Contact Name and Phone
 - iii. You now need to complete payment for the fees for each person you have added to you team.

You do not need to add your full team at this step, just enough to secure your team place in competition.

- k. Once payment is complete, your team is now **accepted**.
- l. You can now enter and pay for other players or Non-Playing Officials to join your team.
- m. You can email invitations to others to join your team – they will be sent just the team name and the team PIN and your personal invitation message (where you can add in other details as required. Players will need the team name and PIN to join your team.
- n. You can now logout of the Team Manager module.
- o. To log back in to Team Manager click on <https://entersimasters.com/login> and use your **login** and **password** from Step 1.

Entering Players and Non-Playing Officials

Only one player or one NPO needs to be entered to have the team accepted. However, multiple players and NPOs can be entered at the same time. If you are planning to enter multiple players or NPOs you will require for each person - their personal and contact details (as above) and you will pay for their full registration fees. You cannot save part way through and return later. It takes time and a reliable internet connection.