

## SSNL Online “Register For A Tournament” How-To

With our new web site now launched we will begin the process of making all our tournament registrations online. All Provincial Tournaments are to be registered for and completed online and we will also do some select Qualifier Tournaments as well (you will be notified if your qualifier will be online otherwise you fill out the paper form provided in each sport page and send to your convenor).

The following are the steps required to complete the online tournament registration.

### **Step 1**

- As always you would not register for any tournament unless you have already qualified for it via the normal SSNL routes.
- Once you have qualified you visit our site [www.schoolsportsnl.ca](http://www.schoolsportsnl.ca) and click on the “Visit Now” button under the SSNL logo.
- At the top right of the next page there is a “Log In” button. Click this button and enter your login information. **IMPORTANT NOTE: You must have completed the online membership registration in order to be able to log in.** If you have not done this please click the Membership Registration button first at the top right and fill out that form. (SSNL Online Membership Registration How-To is on our site under Resources & Forms section).

### **Step 2**

- Once you’ve logged into your account a red button will appear at the top right of all SSNL site page’s that says “Account.” Click this button.
- For schools registering for the first time you can fill out your school contact info and upload your team logo here.
- At the bottom of this Account page is the Tournament Registration section. Select a sport from the drop down menu. The tournament list and a registration form will appear.
- In the drop down below that, select your tournament from the list available.

### **Step 3**

- Fill out the Teacher Sponsor and Coach information
- Click “Add Athlete.”
- Fill out the Athlete information for your team. **IMP. NOTE:** If you have registered teams before your players will be in the “Player Name” drop down field. If you have any new players to add then you must select “New Name” in the “Player Name” drop down field first and then enter the athlete’s name in the text box marked “Player Name.”
- **IMP. NOTE:** Make sure you leave the last player’s info that you are entering in the fields. If you click “Add Athlete” button again the program expects you to add another athlete.
- Check your Principal acknowledgement box.
- Click “Register”

### **Actions**

- Once registered, your submission will be received by Karen Richard for approval. Karen will approve your form and your team will show up on that tournament’s lice page. The convenor will be notified. Your team is now registered.