

## [How to register your team:](#)

The example used is for Youth Minnesota Basketball, but the process will be the same for all tournaments.

After clicking the link to register, you will be brought to a page similar to the one below:

**2019 MN Youth Basketball  
Regional Playoff Registration**

Please choose one:

Are you a \*

- Team Contact/Coach registering your team(s)
- Player (Parent/Guardian) submitting your waiver form

Please do not fill out a team registration and player waiver in the same transaction.

After reading instructions below please choose one:

JOIN A TEAM CREATE A TEAM

**COACHES/TEAM CONTACTS:** When you first register your team for the season, please select "CREATE A TEAM". After you select "CREATE A TEAM", under "Team Name" please put "HS Name-Grade and Gender". Example: "Paynesville-7G" would be for 7th grade girls. The email address you enter will be the person who will receive updates of players who have filled out waivers. For team captain, please put coaches name.

**PLAYERS:** Please select "JOIN TEAM" and select the correct team you belong to. (Ask your coach if you are unsure)

Please first choose whether you are registering your team or filling out a waiver. (NOTE: Registrations and waiver forms should not be completed in the same transaction.)

If you are registering your team for the first time this season, the next thing you will need to do is "Create a Team". By creating a team, you are ultimately creating an account in which all waiver forms as well as any additional regional registrations for your team will be linked to.

**VERY IMPORTANT!!! When entering your team name, please only put the name of your town/school AND grade and gender of team. If the grade and gender are not included and you have multiple teams from the same school listed, there may be confusion for parents/guardians when submitting waivers.**

**Example: if a Varsity Girls team from Paynesville registers, their team name would be Paynesville-VG (exact format), not bulldogs, not Paynesville, not Paynesville Varsity girls...etc.**

Please choose one:

Are you a \*

Team Name

Your Name (Team Captain)

Your Email Address

Add Description

CREATE & JOIN TEAM CANCEL

Please do not fill out a team registration and player waiver in the same transaction.

After reading instructions below please choose one:

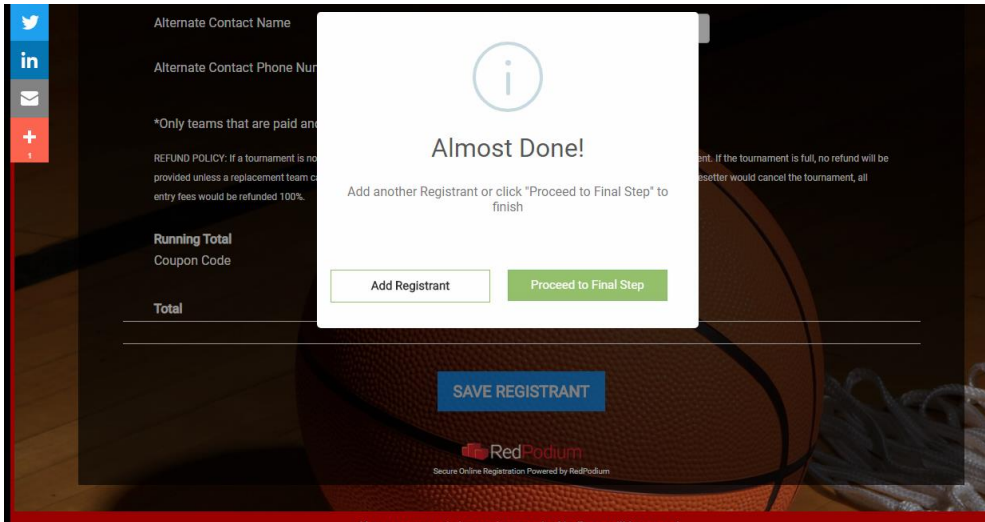
JOIN A TEAM CREATE A TEAM

**COACHES/TEAM CONTACTS:** When you first register your team for the season, please select "CREATE A TEAM". After you select "CREATE A TEAM", under "Team Name" please put "HS Name-Grade and Gender". Example: "Paynesville-7G" would be for 7th grade girls. The email address you enter will be the person who will receive updates of players who have filled out waivers. For team captain, please put coaches name.

**PLAYERS:** Please select "JOIN TEAM" and select the correct team you belong to. (Ask your coach if you are unsure)

The email address entered under the "create a team" section will be the person who receives automatic daily updates when waiver forms are completed. It is up to this person to ensure all players who are listed on the roster also have a waiver form completed before the tournament. **Another Important Note!!** If you are registering the same team for multiple tournaments, after you "create a team" for the first tournament registration, you will then "join a team" for any additional tournaments. Again, the goal is to have one "account" for each team for registrations, waivers, and your roster.

After completing the first page of the registration form, click save registrant. It will then ask you to “add registrant” or “proceed to final step”. If you have more registrations to complete (ex. same team in another tournament or another team altogether) click “add registrant” and complete additional registrations in the same manner. If you have completed all registrations, then choose “proceed to final step”.



Next is billing information. You can choose to pay with a credit/debit card or choose to pay offline. Please note: If choosing to pay offline, your registration is not valid until payment is received. **If paying offline, you must also reply to the confirmation email you receive once your form is submitted to let the Pacesetter office know when payment can be expected.**

A screenshot of the "Billing Information" form. The form has a title "Billing Information" and a checkbox "Copy John Doe's address information." Below this are fields for "Name" (First Name, Last Name), "Payment Method" (Credit Card, Offline), "Country" (United States), "Address" (Street Address, City, State, Zip/Postal Code), "Email" (Email Address), and "Phone Number" (###) ###-####). A blue "SUBMIT" button is at the bottom. A note at the bottom states: "Pacesetter Sports recommends online payment to hold your spot in the tournament. Please note: registration is not considered complete until payment is received in the office. If paying offline, please notify the Pacesetter office as to when payment can be expected: 320-243-7460, or reply to the confirmation email you receive."

After submitting the entire form, a confirmation page will appear. You will also then receive a confirmation email. In the email, there is a link that will take you to the coaches corner page on our website. This page will have additional information on what else needs to be completed before your team can be placed in the bracket. This includes forwarding on the waiver link to parents/guardians so they are able to complete the online waiver form. (Please ensure you have given them the team name so they are able to “join a team” so all waivers for your team are listed in the same account.) A how-to for waivers can be found below. Waiver copies will NOT need to be turned in at the tournament. Coaches/team contacts must also complete a team roster. A copy of the roster will need to be turned in at each tournament your team participates in. Instructions on how to complete the roster can also be found below.

## [How to complete your roster:](#)

When filling out your roster, it will again ask you to “join a team” or “create a team”. Because we are unable to link the registration form and roster form at this point in time, you must “create a team” again. **Please use the same team name that is on your registration form.** (This part is mostly for office use, so it is easier to compare the roster with waivers in order to see what players still need to complete them.)

**Roster-2019 MN Youth Basketball Tournaments**

Please complete your team roster.

All rosters must be submitted before teams will be placed in the tournament bracket. A copy of your roster also needs to be turned in at each tournament.

\*Every player must fill out an online player waiver form before their first tournament. Please ensure you have sent the link to all players. Only one player waiver form per season is needed.

Please "CREATE A TEAM" using the same name as your registration form (This will be on your confirmation email.)

Gender of the team \*  
 Male  
 Female

Grade of team 2018-19 \*  
(Choose One) ▾

School Name(s) \*  
[Text Input] ?

Team Contact Name \*  
First Name [Text Input] Last Name [Text Input]

Team Contact Email \*  
Email Address [Text Input]

The roster will ask for player name, grade, if they attend school within the school district and the name of the school they attend. If the player does not attend school within the school, be prepared to enter in the players home address also.

## [How to complete your waiver:](#)

Choose the “Player” option. Next click “join a team” a dropdown menu will appear. **Please ensure you select the correct team.** This was your team is connected to the correct account. Complete and sign the form. When you have finished this form, please ensure you select "SAVE REGISTRANT". You then must choose to "ADD REGISTRANT" or "PROCEED TO FINAL STEP". Once you "PROCEED TO FINAL STEP", a new page will appear. You must enter your email and hit submit.

**(If you do not receive a confirmation email, your waiver was not submitted correctly.)**

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Regional Playoff Registration**

Please choose one:

Are you a \*  
 Team Contact/Coach registering your team(s)  
 Player (Parent/Guardian) submitting your waiver form

Please do not fill out a team registration and player waiver in the same transaction.

After reading instructions below please choose one:

Team Name [Text Input] Select or search for a team in the list ▾

**COACHES/TEAM CONTACTS:** When you first register your team for the season, please select "CREATE A TEAM". After you select "CREATE A TEAM", under "Team Name" please put "HS Name-Grade and Gender". Example: "Paynesville-7G" would be for 7th grade girls. The email address you enter