

Registering a Team Into an Event

- A. Use the Link which is provided by the league
- B. Click on the Apply to WMYSA Seasonal Year (insert years) Team Registration
- C. Click on the button **Join League**
- D. You should then get a pop up screen to Join without submitting a team application.
- E. Click **Okay**.
- F. Click on **Manage Club** in the upper left.
- G. Click on your **Club tab**.
- H. Click on **Teams**.
- I. Under the dropdown box labeled “Enter Teams in an in-house league, Training Program, or other associated event” choose the event provided. For example, for Fall 2017-2018 season it would look like: **WMYSA Seasonal Year 2017-2018 Team Registration**.
- J. Click **Select**.
- K. A message will appear in red saying **Now showing teams NOT entered in WMYSA Seasonal Year (year registering for) Team Registration**.
- L. Select the teams you want to enter into the event by clicking the checkbox on the left next to the team.
- M. Press the button Enter Selected Teams. (just above the check mark boxes).
- N. A pop up will come up asking, “Are you sure you want to enter selected team(s) in WMYSA Seasonal Year (year registering for) Team Registration.
- O. Click Okay
- P. This will submit your team(s) into the Registration event.