



ExCEL



HOW TO – PLAYER REGISTRATION FROM COACH / TEAM INVITE

Step	Action
STEP 1	<p>Receive Roster Invitation Email</p> <p>Once your Coach or Manager has registered the Team and added you to the Team’s Roster, you will receive a Roster Invitation Email.</p>
STEP 2	<p>Follow the steps in the Roster Invitation Email</p> <p>The Roster Invitation email will provide all the information you need to know about logging into your account and registering onto the Roster. Click the link in the email to start the Registration Process.</p>
STEP 3	<p>Log into Account</p> <p>Once you click the link in the email, you will be taken to your site’s log in page. Log in if you already have an account or select the “Not Registered? Create a New Account” option.</p> <p>Note: Make sure the account you log into or create uses the same email address you received your Roster Invite.</p>
STEP 4	<p>Register onto Roster</p> <p>Once logged in the system will take you to the Roster Invitations page. Click the Add to Cart button then select Proceed to Checkout.</p>
STEP 5	<p>Program Specific Information</p> <p>On the “Program Specific Information” page, complete the information and click the “Done” button at the bottom of the page.</p>
STEP 6	<p>Checkout</p> <p>On the Checkout page, complete the Billing and Payment Information -- then click the Place Order button at the bottom of the page.</p>
STEP 7	<p>Registration Completed!</p> <p>After you have checked out, you will receive an Order Confirmation Receipt to the email provided.</p>