SincSports.com Registration Process

The registration process has been designed to help you get your team registered for an event as quickly and painlessly as possible.

We highly recommend using Internet Explorer 8 or 9, Mozilla Firefox, Google Chrome or Safari browsers to make the process as smooth as possible.

1. The first page of the registration process will show you the age groups and fees eligible. On this screen, we will need to find out who you are.
   a. If you are not logged into the system, you will be asked to enter your email address. We will send you an email (Appendix A & Appendix B) and you must click the link in the email to confirm receipt and continue.

   b. If you are logged in already, we will show you the teams you are connected to and a button to "Register other team".
      i. If you do not have teams listed or you want to register a team that doesn't appear in your list, click the "Register other Team" button to continue.
      ii. If your team is listed, click "Register" next to that team (proceed to step 3)

2. After clicking "Register other team," you will be taken to the step where you'll select your team.
   a. Identify your team's criteria

i. Identify the team's gender
ii. Identify the team's state
iii. Identify the team's age

This will give you a list of the teams in the sincSports.com system that match your criteria

b. If your team exists in the list, click on your team name which will open a window for you to review that it is the correct team. If is the correct team, click the "Register this Team" button.

c. If your team is not in the list, click the "Add New Team" button.
Depending on your sport, you may have to select or identify the club you are affiliated with before adding your team.
Type in your team name and click "Add Team"
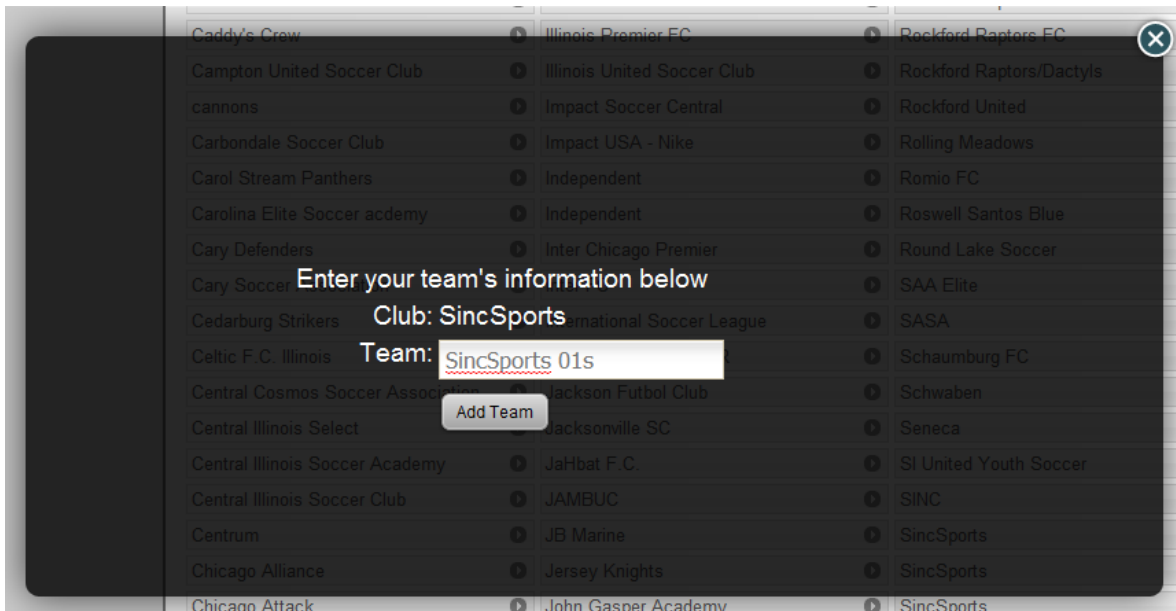
3. After selecting your team or adding a new team, you will be taken to the registration form.
Each event can require from 1-3 contacts and will ask questions to gather the information they need to determine which teams will be able to participate.

a. Team (and club) name in Tournament Program
The team name in this box will be what appears on the team list page and the schedules for the event

b. Team Contacts
Identify your team's primary contacts
   i. Select the team contact from the list (if present)
   ii. Add a new contact by clicking the green plus icon
   iii. Add a contact from your club by clicking the club icon

c. Application Questions
Enter your responses and click the "Submit" button at the bottom of the page.

d. Confirmation Dialog

After clicking "Submit," we will check that all required information has been entered. If you are missing information, we will show you what is missing in the confirmation dialog in red text.

    i.   If it is missing contact information, click the click here message to update the information

    ii.   If is it a missing response to a question, click the red 'x' on the dialog and enter your response

    iii.   Once all the information is complete, you will just select your payment option in the dialog
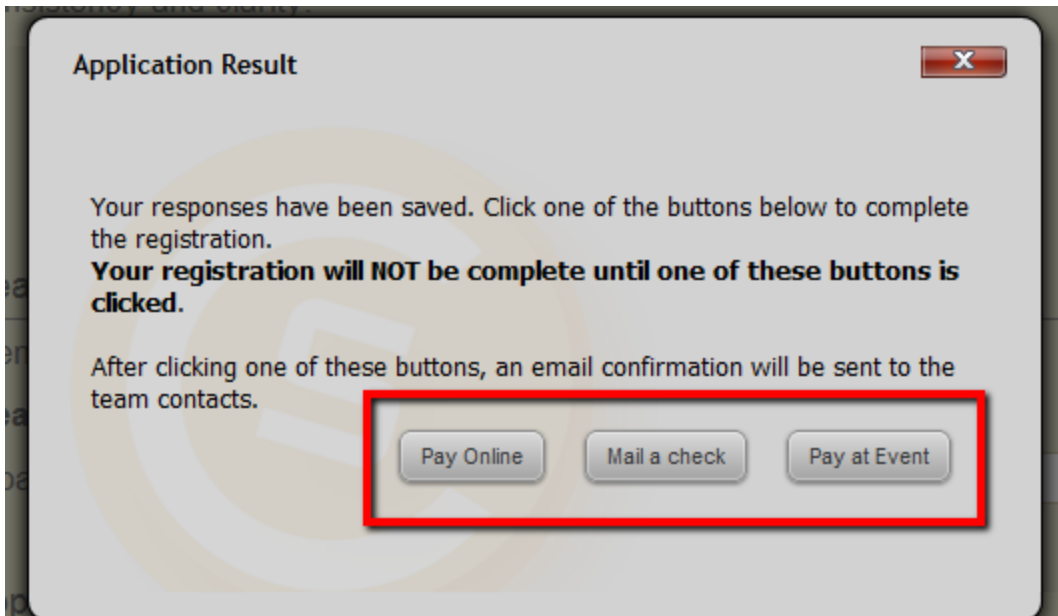
4. At this point, your team has completed the registration process and the team contacts will receive a confirmation email. Each event sets the type of payment options they want to make available. Depending on your selection, you will be taken to:

    a. The payment screen

    b. The confirmation screen where you can see your team's status, responses and team tasks.

Some events will include the roster right into the registration steps. If this is the case, this screen will appear between steps 2 and 3. Simply, enter in the information in the form and click the "Update" button to continue to the registration form.
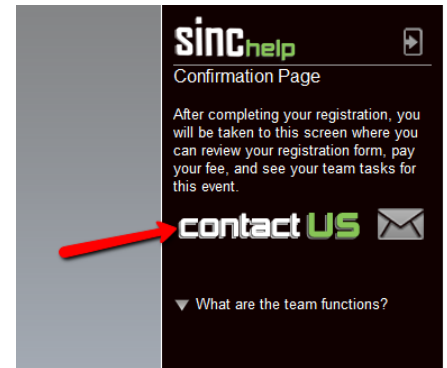
Enhanced help system

You will notice a FAQ tab or HELP tab as you navigate through the website. If you get stuck on the registration process and cannot complete it due to difficulties with the website, please click that tab and then the contact us button.

We want to make sure you get your team registered as quickly and painlessly as possible so please use that tab if you get stuck. The question you are looking for might be right on that help page.

sinchelp

Confirmation Page

After completing your registration, you will be taken to this screen where you can review your registration form, pay your fee, and see your team tasks for this event.

contact US ✉

▼ What are the team functions?

After clicking "Contact Us," you will be directed to the contact us screen. If you are logged in, your information will be filled in, if not, you will need to provide us with your information and then enter your question in the box at the bottom.

SincSports.com Help

Please use the form below contact the **sincSports.com staff**. During normal business hours, we will try to get back to your as quickly as possible with an answer to your question and help you get back on the right track. Some F.A.Q.s for the page you were on will appear in the help panel on the right.

You will get an email response back from us (from the address: no-reply@e.sincsports.com) with a link back to this page. If you do not receive that message in your INBOX, please check your junk or spam folder and then add us to your "Safe Senders" list.

Account Type: ○ Athlete ○ All other accounts

First Name: [   ]
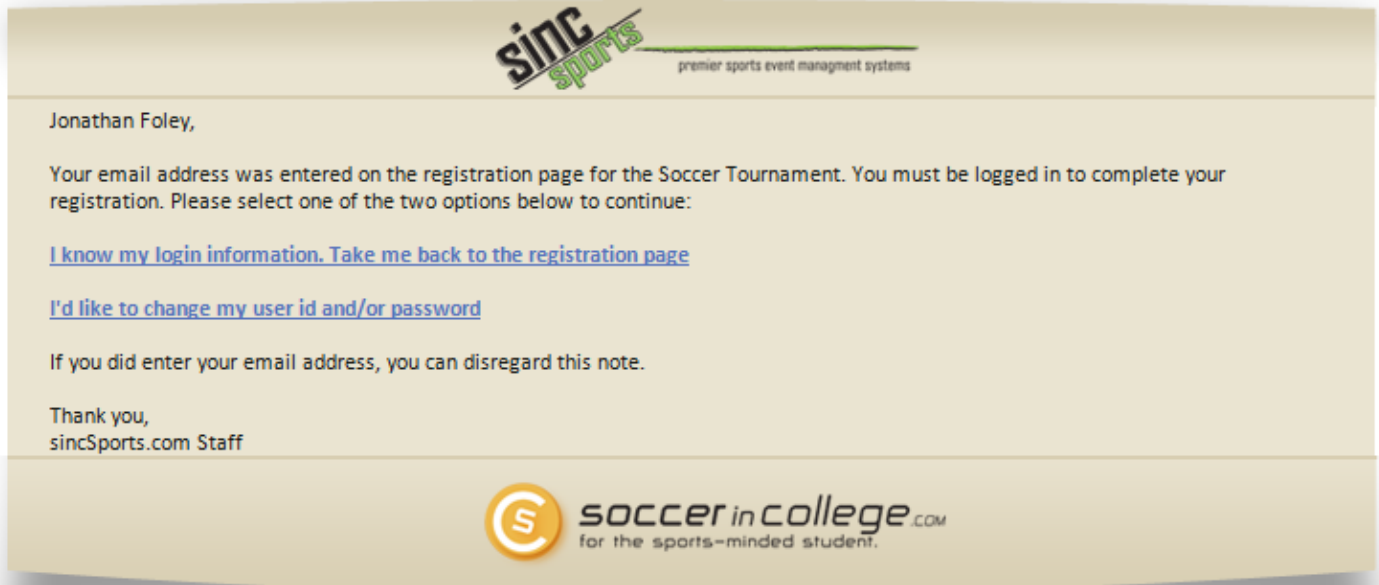
Last Name: [   ]

State: Select State   ▼

Email: [   ]

Confirm Email: [   ]

How can we help?

[   ]

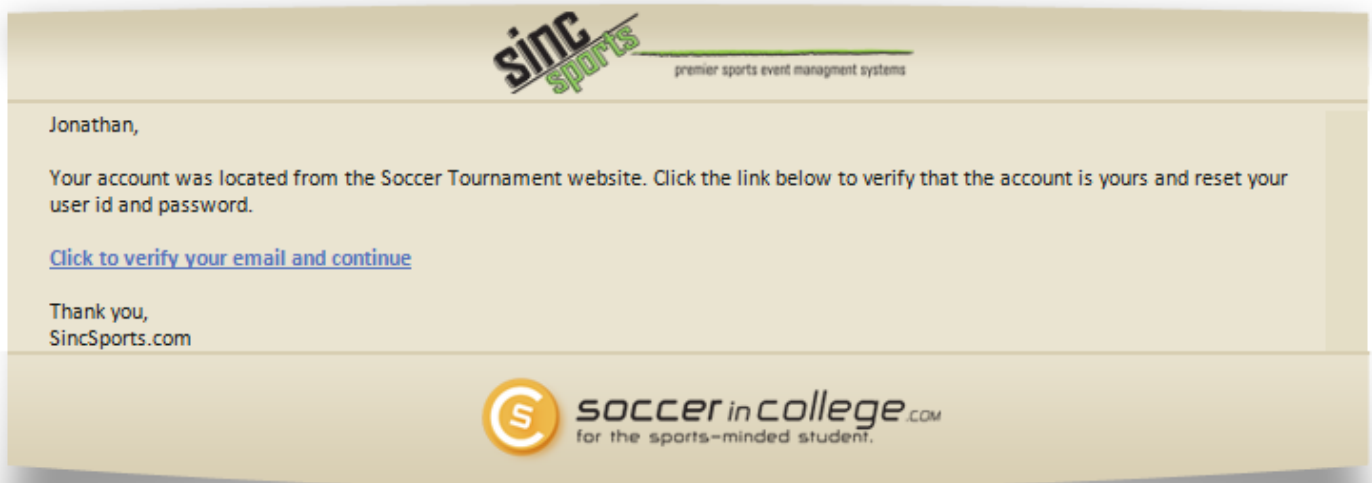Send Message

Appendix

Appendix A

Email sent to a user who already has an account. You can either click the link to login and continue, or the other link to adjust your userid and password

Appendix B

Email sent to a new user. You must click the link to confirm your email and you will be asked to set your userid and password.