

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.

U8	\$250	M
U9	\$250	M
U10-U18	\$400	M
Adult	\$1	M F C

Male Female Co-Ed

Event Registration

If you have used sincSports.com before and know your account information, LOGIN at the top right corner to quickly and easily register your team(s).

If you are **new** or unsure of your login information, enter your email below to continue.

Email:

- 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)

Click one of the buttons below to register

Following is a list of teams you are associated with. You may click the name of any of the teams to adjust the team name or age. You will be able to modify the roster after you register. If the team you wish to register does not appear, simply click **Register other Team**.

Sinc Sports Blue (U11 Boys)

Sinc Sports II (U13 Boys)

sincsports test (U13 Boys)

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

Boys Teams	Illinois	U13
Filter by club...	Jump to teams starting with...	Add New Team
	A B C F K L N R S T U	
ATHLETICO CHICAGO FC U12	Raiders FC premier	Sockers - Black
BFC-Red	Raiders Gold	Sockers - White*
Bluelightening	Raiders U13 Premier	Sockers Cup
Cicero Mayas	Ratka U9 Red	Southern Illinois Fire
Coulson	SASA United	Spartan FC Select
FC United Select	Schwaben AC Nationals	spartan select
FCUnited U13 premier 1	sinc Blue	spartan select

- 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.

Apply Schedules Information Documents Teams Colleges Messaging Store

Register this Team

Boys Teams

Filter by club...

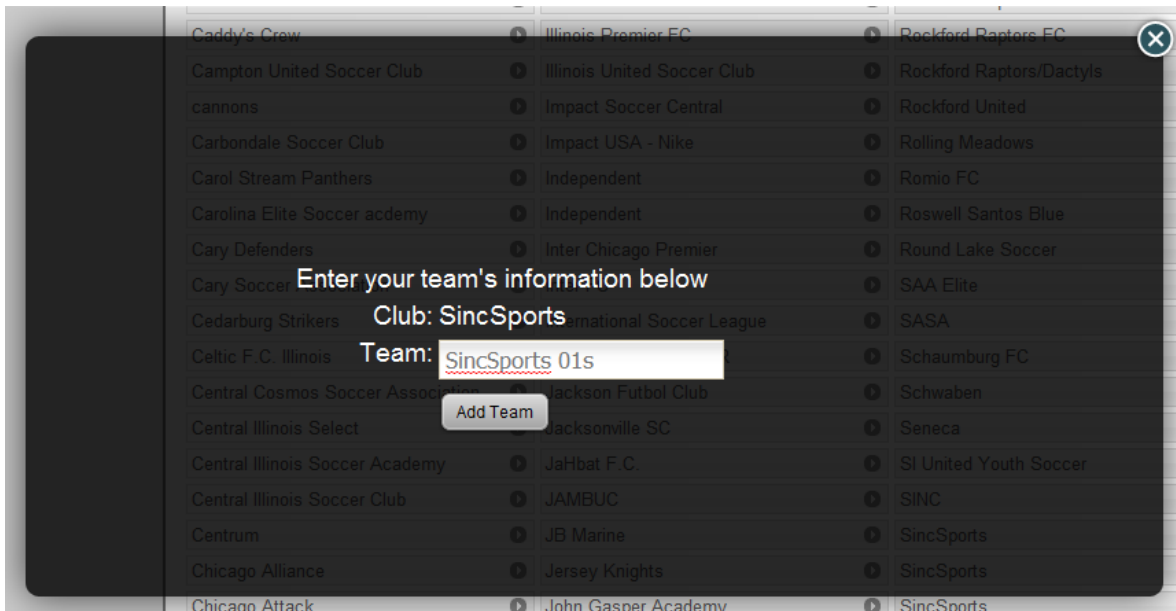
ILLINOIS

Not yet ranked

Games played in...

Record	Win %	Goals	Goals Against	Goal +/-	Avg. Goals	Avg. Against	Avg. +/-
Coulson	-	-	SASA United	-	-	Spartan FC Select	-
FC United Select	-	-	Schwaben AC Nationals	-	-	spartan select	-
FCUnited U13 premier 1	-	-	sinc Blue	-	-	spartan select	-
Knox U12 Blue	-	-	SincSports 98	-	-	Spirits White	-
Libertyville FC 1974	-	-	sincsports test	-	-	Tango	-
NISL State Cup Winner	-	-	SIYSA Hawks	-	-	TBD	-
NISL State Cup Winner	-	-	SLSG Illinois-Blue	-	-	Team Elmhurst	-

- 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

Club and Team Name in Tournament Program

How should your name appear? The tournament staff may need to make minor changes for consistency and clarity.

Club/League

Team



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

Team Contacts

Identify the primary contact(s).

Team Representatives	Primary Contact
Coach <input type="radio"/>	<input type="text" value="Identify the Coach"/>  

c. Application Questions

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

Application Questions

Competitive Level

The acceptance and seeding committee will make the final decision in team bracketing based on numerous factors including national ranking and competitive history. Once your application has been entered you will be able to enter additional results which will be reviewed by the committee. Please identify where you feel your team should be seeded.

- Highest level
- 2nd level
- 3rd level
- Appropriate level

Submit

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

Club/League IL492

Application Result [X]

A cell phone is required for the Coach. Click Here

Warning: Because of the above error, your changes have not been saved. You must enter the required contact information by clicking the link above or click the X in the red box in the upper right corner of this panel and correct your application.

SincSports

Personal Information [X]

Cell phone is required

User Information Click to Hide

First Name: Jonathan

Last Name: Foley

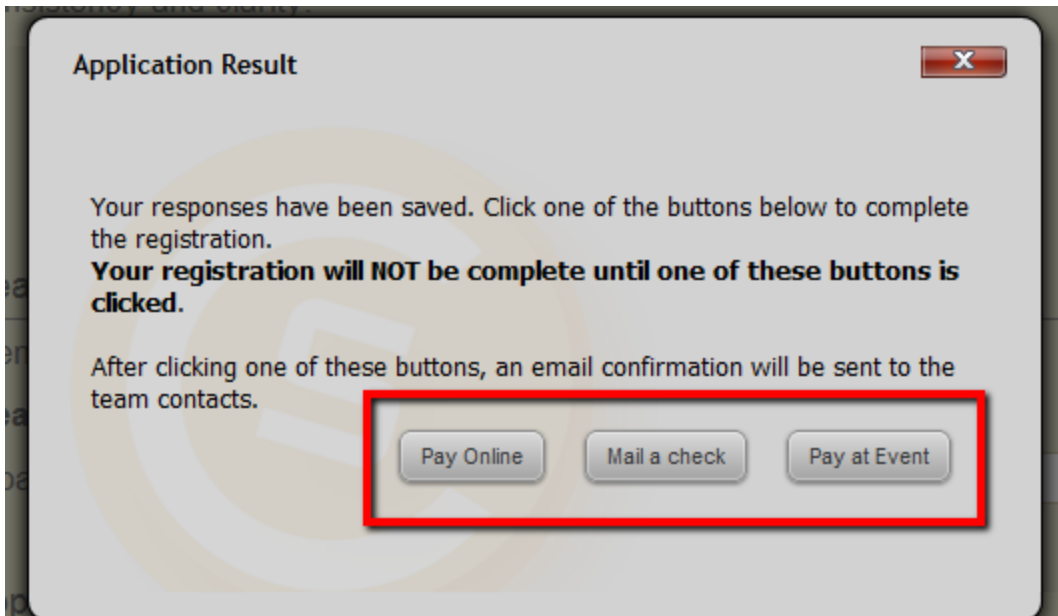
City/State: Chicago Illinois

Zip Code: 60000

Home Phone: (555) 123 - 1234 Cell Phone: (555) 123 - 1234

Login Info / Access Click to Expand

- 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

Welcome to our payment screen


Billing Information

First Name: Soccer Tournament U10-U18 Registration 23
Last Name: **SincSports Blue**
Country:
Address:
City:
State:
Zip:
Home Phone: Code:
Email:

\$400.00

Payment Options

Credit Card Mail a Check



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

SincSports

SincSports Blue



Team Functions HIDE

Modify Team Application	<input type="button" value="Application"/>
Pay Application online	<input type="button" value="Pay Application"/>
Enter your team's prior results	<input type="button" value="Prior Results"/>
Update team roster	<input type="button" value="Roster"/>
Express team roster update	<input type="button" value="Quick Roster"/>
Upload the team roster from an excel spreadsheet	<input type="button" value="Roster Upload"/>
Upload a team photo	<input type="button" value="Team Photo"/>
Upload the team or club logo	<input type="button" value="Team Logo"/>
Print Player Release form	<input type="button" value="Player Release"/>

Team Contacts

These are your tournament contacts. Please be certain they monitor their email accounts for important updates from the tournament committee.

Team Representatives	Primary Contact
Coach	✓ Jonathan Foley

Team Information

Age Bracket	U10-U18
Competitive Level	2nd level

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.

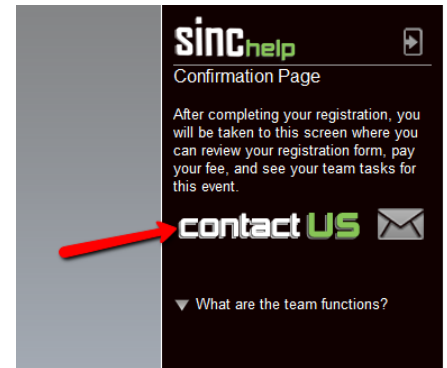
Official Roster

Num	First Name	Last Name	Gender	Email	Birthdate	Graduation
01	<input type="text"/>	<input type="text"/>	Male <input type="button" value="v"/>	<input type="text"/>	01/01/1999 <input type="button" value="12"/>	2017 <input type="button" value="v"/>
02	<input type="text"/>	<input type="text"/>	Male <input type="button" value="v"/>	<input type="text"/>	01/01/1999 <input type="button" value="12"/>	2017 <input type="button" value="v"/>
03	<input type="text"/>	<input type="text"/>	Male <input type="button" value="v"/>	<input type="text"/>	01/01/1999 <input type="button" value="12"/>	2017 <input type="button" value="v"/>
04	<input type="text"/>	<input type="text"/>	Male <input type="button" value="v"/>	<input type="text"/>	01/01/1999 <input type="button" value="12"/>	2017 <input type="button" value="v"/>
05	<input type="text"/>	<input type="text"/>	Male <input type="button" value="v"/>	<input type="text"/>	01/01/1999 <input type="button" value="12"/>	2017 <input type="button" value="v"/>

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.



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 you 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: 

Email:

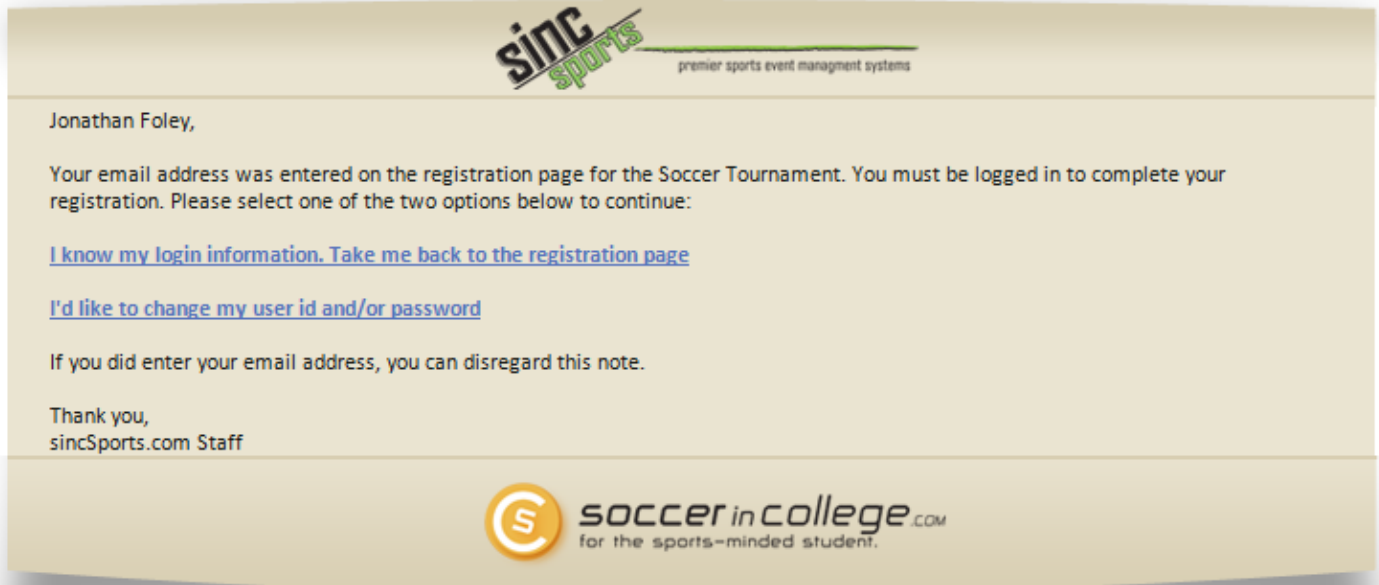
Confirm Email:

How can we help?

Appendix

Appendix A

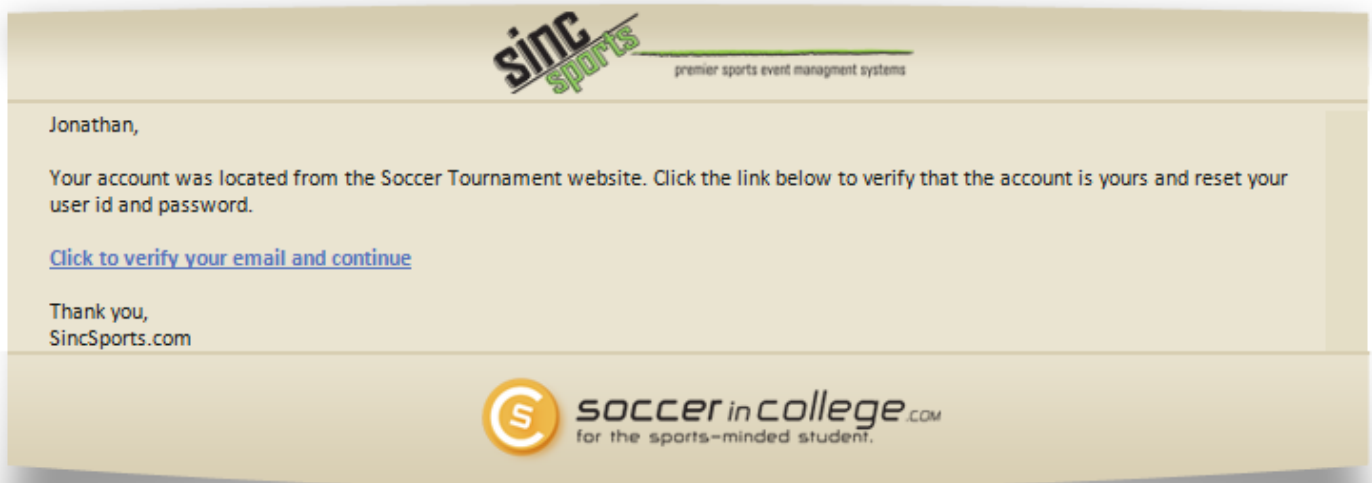
Email sent to a user who already has an account. You can either click the link to login and continue, or the other link to adjust your userid and password



Message sent from [Soccer in College](#)

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.



Message sent from [Soccer in College](#)