

## Athlete Account Creation on COYESS Tournament Website

This site is new. If you encounter any issues or have any questions when using this site please contact Jason Nester at 303 883 7490.

The website can take a 10 – 20 seconds to update from time to time. Once you complete an action on the website, please give it a few seconds and wait for the update to occur. Otherwise you may make changes that catch up all at once.

Please follow the instructions below on how to create your athlete account on the COYESS Tournament website. This setup will cover creating your athlete account, searching available teams, and requesting to be added to a team. If you plan to compete only as an individual, then you do not need to complete the team request part of the instructions below.

Even if you are assigned to a team you can always register for any tournament as an individual and compete individually.

Go to the COYESS website ([Colorado Youth Education in Shooting Sports](https://www.coyess.net)) and select the “Events” link. Then select the Register for Tournaments link.

Or go directly to the Tournament website ([COYESS Tournaments](https://www.coyess.net/tournaments)).

A screenshot of a web browser showing the COYESS Tournaments homepage. The URL https://www.coyess.net is visible in the address bar. The page features a navigation bar with links to various FCE programs like yahoo, Heidi Gmail, FCE, CMS, HRHS, Amazon, FCE staff, Facebook, Google, Yoga With Adriene, and BAND. Below the navigation is a search bar with the placeholder "Tournaments". On the left, there's a logo for "COYESS Tournaments". On the right, there are "Login" and "Sign Up" buttons. The main content area has a large "Welcome to COYESS Tournaments" heading and a "Register for COYESS Tournaments" button.

To create a new athlete account, select the “Sign Up” button in the top right corner.

### Choose Your Account Type

Select how you want to sign up

[Sign up as Athlete](#)

[Sign up as Coach](#)

Already have an account? [Sign in](#)

Select the “Sign up as Athlete” button.

Enter key information including a secure password for your login. Once you have filled in all the details, select the “Create Athlete Account” button at the bottom.

## Athlete Sign Up

Create your athlete account

First Name \*      Last Name \*

Billy      Jean

Email \*

BillyJean@example.com

Password \*

\*\*\*\*\*

---

### Athlete Information

Gender \*      Birth Date \*

Female      03/31/2008

Current Grade \*

12th Grade

Is this your first year competing? \*

Yes    No

Your Division: Varsity

**Create Athlete Account**

At the top of the page select the “Profile” link.

The screenshot shows the COYESS Tournaments website. At the top, there is a navigation bar with links for "Tournaments" and "Teams". To the right of these, there is a user profile section with "Profile", "Welcome, Jane Doe", and "Logout" buttons. The "Profile" button is circled in red. Below the navigation bar, the main content area features a large "Welcome to COYESS Tournaments" heading and a "Register for COYESS Tournaments" button.

Update any profile details that are still missing. It is important to enter your phone number so we can contact you during a tournament.

The screenshot shows the "Profile" page for an athlete named Billy Jean. The "Account Settings" section is displayed, containing fields for First Name (Billy), Last Name (Jean), and Email (Billy.Jean@example.com). The "Role" is listed as Athlete. A "Phone Number" field is shown with the value "Not set", which is circled in red. At the bottom of the section are two buttons: "Edit Account Info" and "Change Password".

The screenshot shows the "Athlete profile information" page. Under the "Basic Information" section, there are fields for Gender (Female) and Grade/Level (10th Grade). Both fields have dropdown arrows at the end. Below these, a note says "Required for tournament HOA calculations". There is also a Date of Birth field with the value "11/22/2010" and a note stating "Date of birth cannot be changed after account creation".

If you know your classifications and membership numbers for the national shooting organizations you can enter them. Make sure to save your profile so we record your changes.

**Shooting Classifications**

NSCA Classification	NSCA Membership Number
B	123424
ATA Classification	ATA Membership Number
A	345346
NSSA Classification	NSSA Membership Number
C	234524

Current Division      Auto-calculated based on grade

**Varsity**

**Save Profile**

\* Required fields must be completed

At this point you have registered as an individual athlete. You can proceed to registering for an upcoming tournament. See separate instructions for registering for tournaments.

## **Find a Team, Request to Join**

This section will instruct an athlete on how to request to join a team. You can use this section to review the available teams, determine the head coach and possible assistant coaches of each team, and see some of the athletes that are part of each team in our system.

You will be able to request to join a team if you wish. We recommend that you do not request to join a team until you have contacted the head coach and he verbally agrees you can join the team.

Alternatively, you do not need to request to join the team. Once you are entered into the system you can let your coaches assign you to your team. We recommend if you follow this approach to message your coach separately so he knows you are in the system and should he can assign you to the team.

Go back to the top of the page and hover over the “Teams” menu to see the drop downs. You should see “Browse Teams” as a drop down under the Teams menu. Click on Browse Teams.

The screenshot shows the COYESS Tournaments website. At the top, there is a navigation bar with links for "Tournaments", "Teams", "Profile", "Welcome, Jane Doe", and "Logout". The "Teams" link has a dropdown arrow icon. Below the navigation bar, the page title is "Profile". Underneath the title, it says "Jane Doe • Jane.Doe@example.com • Athlete". In the center of the page, there is a button labeled "Browse Teams".

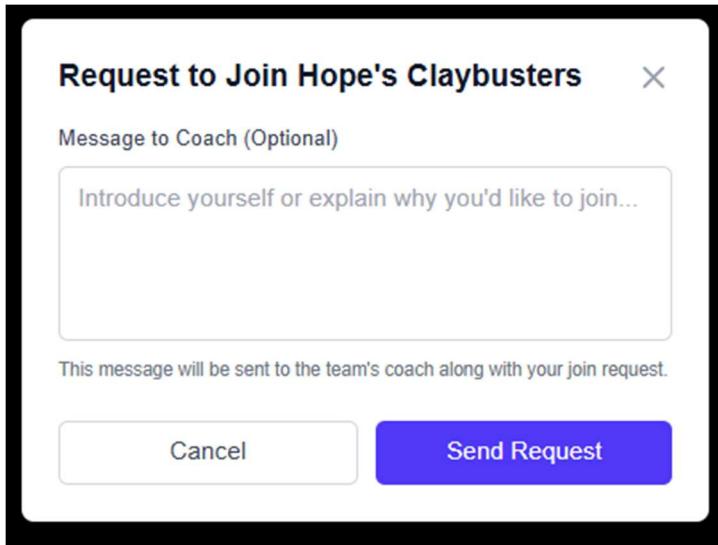
If your coach has created your team, it should be listed below. You can verify it is your team by the team name, the coaches listed, or even your teammates who have already joined. If you do not see your team name, then stop and contact your coach separately. Once he confirms the team is created you can continue below to request to join.

Select the “Request to Join” button.

The screenshot shows the COYESS Tournaments website on the "Teams" page. At the top, there is a navigation bar with links for "Tournaments", "Teams", "Profile", "Welcome, Billy Jean", and "Logout". The "Teams" link has a dropdown arrow icon. Below the navigation bar, the page title is "Teams". It says "Browse teams and request to join one." There is a section titled "Your Current Team" which shows "Unaffiliated". Below this, there is a section titled "Browse Teams" which lists three teams:

- High Plains Drifters**  
Coaches: Tim Wolfe, Jason Nester  
12 members
  - Carter Brown
  - Aspen Ward
  - Gage Phelps
  - +9 more...[Request to Join](#)
- Hope's Claybusters**  
Coaches: Bob Hope, Steve Hope  
0 members[Request to Join](#)
- Mountain Crushers**  
Coaches: John Smith, Dee Dee  
5 members
  - Hank Williams
  - Barb Waters
  - Jackie Dempsey
  - +2 more...[Request to Join](#)

You will be prompted to send a request to join the team. You can enter a note but it is optional.



The Teams page should update and you should see a request to join a team above the list of teams. You should let your coach know you requested to join. They can then log into the system and approve your request.

The screenshot shows the COYESS Tournaments website. At the top, there is a navigation bar with icons for tournaments and teams, and a welcome message 'Welcome, Billy Jean' and a 'Logout' button. The main content area is titled 'Teams' and has a sub-instruction 'Browse teams and request to join one.' Below this, a section titled 'Your Current Team' shows 'Unaffiliated'. A yellow box highlights the 'Pending Athlete Join Requests' section, which lists 'Hope's Claybusters' with 'Coaches: Bob Hope, Steve Hope' and a small yellow circle with the word 'pending'.

Once you are approved by the coach you will see it is approved in the system.

 COYESS Tournaments

Tournaments ▾ Teams ▾

Profile Welcome, Billy Jean Logout

## Teams

Browse teams and request to join one.

Your Current Team  
**Hope's Claybusters**

---

### Browse Teams

**High Plains Drifters**

Coaches: Tim Wolfe, Jason Nester

12 members

- Carter Brown
- Aspen Ward
- Gage Phelps

+9 more...

**Hope's Claybusters**

Coaches: Bob Hope, Steve Hope

1 member

- Billy Jean

---

✓ Your Team

**Mountain Crushers**

Coaches: John Smith, Dee Dee

5 members

- Hank Williams
- Barb Waters
- Jackie Dempsey

+2 more...