REGISTRATION INSTRUCTIONS

STEP-BY-STEP REGISTRATION INSTRUCTIONS

STEP 1: Registration Website
• Goto OgdenPeaksClassic.com
• Click on the REGISTER button

STEP 2: Personal Information
• Click on APPLY TEAM in the upper right hand corner
• Fill in your personal information
• Use the Affinity Username/Password that is associated with the team you are trying to register. If you don't have an Affinity Username/Password or are a team outside of Utah create a Username/Password (and write it down somewhere safe.)
• Click Save & Continue

Fall 2017 Spring 2018	
Birth Year	Age Bracket
2009	U8
2008	U10
2007	U11
2006	U12
2005	U13
2004	U14
2003	U15
2002	U16
2001	U17
2000	U18
1999	U19

STEP 3: Team Information
• Type in your Club Information
• Type in your Team Name - as best as you know it to be for Fall 2017 Spring 2018. (We can update this after your team is created by your registrar and all the players are registered for next season.)
• Designate the birthdate of your oldest player. (This will set the age group your team will play in the tournament. It should be whatever birth year/age bracket you will play in next Fall.)
• Select your Preferred Bracket of play
• Click Save & Continue

STEP 4: Contact Information
• Add the personal information for a second team contact. If you are the team manager, add the Head Coach. If you are the Head Coach, add an Asst Coach or Team Manager.
• You can add as many contacts as you would like. You are only required to have two contacts per team.
• You do NOT have to put in an Affinity username/password for the additional contacts
• Click Save & Continue

STEP 5: Player Roster
• Do NOT enter players by hand.
• If you are a UYSA team, your players will automatically populate when we input your team number for 2017-18. We will contact you to request the TEAM NUMBER after you have registered your players for next year.
• If you are an out of state team, you will provide a paper roster generated by your governing authority along with your player cards at tournament check-in.
• Click Continue

STEP 6: COMMENTS
• Let us know of any particulars concerning your team.
• We will do our best to accommodate your requests.
• Click Continue

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STEP 7: REVIEW APPLICATION
· Look over all your information.
· If you need to make changes, click on the small "EDIT" markers on the right hand side
· If everything looks good, click the SUBMIT APPLICATION button in the upper right hand corner.

STEP 8: PAYMENT
· Payment must be made during online registration process.
· Choose a payment method (Discover, MC or Visa) and click continue
· A 2.9% processing (convenience) fee will be applied to the order
· Provide the credit card information
· Click continue
· Applications are not considered complete until payment is received.

STEP 9: UYSA TEAM NUMBER by 7/9/2017
· Once your team is created in Affinity for the Fall 2017 Spring 2018 season and all of the players and admins that will be playing in the tournament are registered, please copy and paste your team name and ID number into an email to **register@OgdenPeaksClassic.com**
· By June 10, 2017 we will add your team number to your tournament application and it will import your entire roster into the application. You will still have to create a **Tournament Only Roster with game day photos** for tournament check in, but this way you can register for the tournament now without having your new team in the system.

EXAMPLE of Team Name & Team Number Screenshot