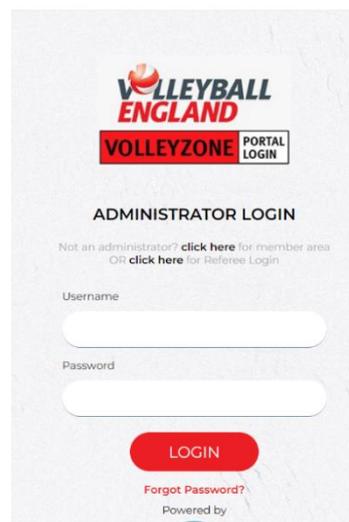


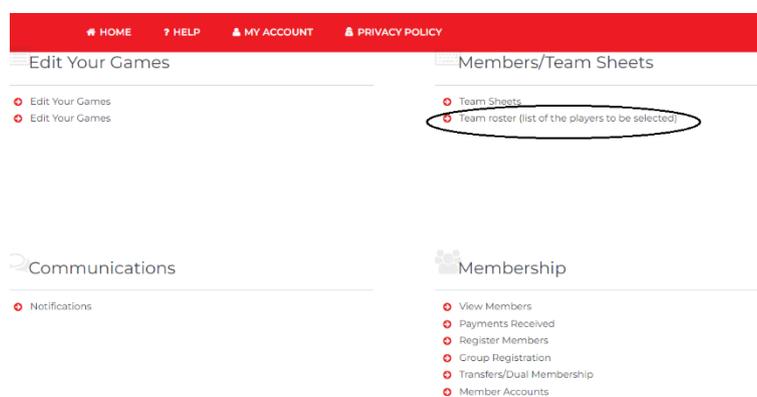
Step by Step Guide

Entering team in an event

1. Login to your club admin profile [here](#).
2. Enter your username and password.



3. On the home page, navigate to 'Members/Team Sheets'
4. Click on 'Team Roster (list of the players to be selected)'



5. On the team roster page, you will see a list of all the club teams. Identify the team you want to enter the event. (to create/add your team to club refer to our [step-by-step guide here](#))

- Click on  against the team's name to enter your team into an event.

Team Roster (list of the players to be selected)

Rosters List Settings Back

Options
+ Add

Search/filter options

Club	Team	Age	Gender	Competition	Roster	Main	Needs Approval	Players	Roster Coaches	Events	Actions
	U18 boys open team	U18 Open		--	ABC	--	--	0	0	0	

- Select the association the event is organised by. Please note to be able to enter a team into certain event, you must have created the team with relevant gender and age group during team creation stage. The events that will appear for you to buy will be filtered by the association, age group and gender of your team. For e.g you will not see an option to enter an U17 Girls (Region Volleyball association) into a national league or vice versa.

Events / Programs

Please select the events/programs you want to enter ABC into Back

Select Association running the Events: London Volleyball Association
Volleyball England
Volleyball Association

Search/filter options

Name	Group	Price	Processing Fee	Taxes	Actions
Total 0 1 of 1					

Waitlist

Basket 0.00

Taxes: 0.00
Total: 0.00

Continue

- Identify the event you want to enter your team into and click on 'Add'.

Please select the events/programs you want to enter ABC into Back

Select Association running the Events: Volleyball England

Search/filter options

Name	Group	Price	Processing Fee	Taxes	Actions
U18 Tier 2 Boys Junior Grand Prix #4 <small>You are entering Grand Prix #4 The Tier 2 Junior Grand Prix Series consists of four Grand Prix events.</small>		16.00	0.00	0.00	Add
U18 Tier 2 Boys Junior Grand Prix #3 <small>You are entering Grand Prix #3 The Tier 2 Junior Grand Prix Series consists of four Grand Prix events.</small>		16.00	0.00	0.00	Add
U18 Tier 2 Boys Junior Grand Prix #2 <small>You are entering Grand Prix #2 The Tier 2 Junior Grand Prix Series consists of four Grand Prix events.</small>		16.00	0.00	0.00	Add

Waitlist

Basket 16.00

1. U18 | Tier 2 | Boys | Junior Grand Prix #4

Taxes: 0.00
Total: 16.00

Continue

- Click on continue and follow on-screen instruction to finish your purchase.