



Dear Team Management

Please find below a section by section guide on how to set up your University teams, so you are ready to accept your player registrations.

Once this is completed, we will issue BUCS game Day rosters from your signed up players and coaches

WHAT TO DO NOW?

Your first job as Team President (or Your Team Admin) is to set up your University Team. **PLEASE ENSURE** you set up **ONE TEAM** only.

At this point you will need to know if you are having your players pay as individuals, or if you require your AU/SU billed for all your registrations.

This Option is called 'PrePay' (and will cover this at 'COMPLETE FORM' Stage of Team Registration) , at a later point in your team reg.

STEP ONE

Select **CREATE A TEAM**

Password: **1516**

STEP TWO



Your Individual sign in.
This doesn't active you as a player, but just team Admin.
You can set your own registration, or use a 'Facebook Sign up'

STEP THREE


Confirmation page, that you are the correct person.
If so, click on the Select Participant

this is the last point of starting over, if you have incorrectly signed up.



STEP FOUR

Complete your personal details

English (United States) -

SELECT CATEGORY | SIGN IN | **COMPLETE FORM** | CHECKOUT

Registration

BUCS Season 2015-16 Registration - TEAM PRESIDENT - CREATE A TEAM
Your spot will be held for 15 minutes while you complete checkout.

* Required fields

Note: Registering in this price type will only create a team. You will not be included as a participant in this event.

Note: You cannot register for someone else, because the CREATE A TEAM requires all registrants to create a team and team must be created by themselves.

Select participant

* Who are you registering for this event?

This event requires that each adult 18 and over register themselves and sign the required waiver(s). Please ask your friends/family to establish their own account and register online.

Yourself, 18 or older(Russ Hewitt) This is not you

Participant information

[Edit personal info](#)

Participant name	Russ Hewitt
* Gender	<input type="radio"/> Male <input type="radio"/> Female
Date of birth	4/1/1972
Email address	hewittsrok@btinternet.com
* Day phone	<input type="text"/>
* Country	<input type="text" value="Select one..."/>
* Address	<input type="text"/>
Address line 2	<input type="text"/>

STEP FIVE – TEAM INFORMATION (Correct Full University Team Name & Address)

This is not Your Personal address, but the Athletic Union/University Address

And Please create a Unique TEAM PASSWORD.
Your players will require this password to Sign up.

This protects you to sign 'Your own students' Only.

THIS IS ALSO THE 'PREPAY' SECTION

This is an important part of your Team Registration process.

Select '**NO**' at if you wish your player to pay individually



Team information

* This registration requires you to join or create a team.

Create a team

Team members register themselves. As the team captain, you can use the team captain center to manage and invite team members.

* Team name

Team description

IMPORTANT INFO

Team Managers are required to pass on the password for their team to their players for the players to be able to join. Team Managers are not automatically registered as a player. If you are also a player please register again, choosing the Player option.

* Team password

* Prepay for team members No
 Yes

If you require your University to be billed for ALL of your player and Coach registrations then please SELECT '**YES**' on PrePay

As you can see below, you can now ADD how many people you would like to request a PREPAY allocation for.

This will allow the system to Add Player or Coaching Credits to your Team Account. And then BAFA will invoice your AU/SU direct (at the end of each month)

* Prepay for team members No
 Yes

Category	Price	Number of team members	Cost of member
PLAYERS & COACHES - Player Male	GBP 20.00	<input type="text"/>	GBP 0.00
PLAYERS & COACHES - Player Female	GBP 10.00	<input type="text"/>	GBP 0.00
PLAYERS & COACHES - Coach (BAFA NL Paid since 1/4/15)	GBP 0.00	<input type="text"/>	GBP 0.00
PLAYERS & COACHES - Coach (played in BAFA NL 2015)	GBP 37.00	<input type="text"/>	GBP 0.00
PLAYERS & COACHES - Coach (University specific Coach fee)	GBP 57.00	<input type="text"/>	GBP 0.00
TOTAL			\$0.00

Add the number for each, for your team.

Please take note,

Coaches that were active for BAFA NL 2015 Season (from 1st April 2015) have already paid their yearly Coaching fee = **£0.00 due**

BAFA NL players (Since 1st April 2015) are just required to pay for the add-on Coaching Insurance & BAFCA Membership = **£38.00 due**

Finally Coaches registering for University season, full Registration fee (including Liability Insurance) = **£58.00 due**



STEP SIX

ONCE selection completed, please Agree to Active Agreement

AND add Electronic Signature

Waivers and agreements

Please read the following agreement and waiver carefully. It includes releases of liability and waiver of legal rights, and deprives you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

* I agree to the [Active Agreement and Waiver](#)

By entering my name below, I assert that I have reviewed and agree to all of the waivers and agreements I have selected above.

* Electronic signature

[Start over](#)

[Continue](#)

Now Move on to **STEP NINE** (of this guide)

STEP SEVEN

Final page, Apply **Coupon Code: 1516** (For Team Invoice request)

Or if you require your players and coaches to individually Pay

You Select '**NO**' for prepay

This will allow you to complete team set up, but no invoice will be created. Instead your team members will need to pay individually to complete roster registration.

TEAM INFORMATION

Create a team

Team members register themselves. As the team captain, you can use the team captain center to manage and invite team members.

* Team name

Team description

Prepay for team members No
 Yes [?](#)

* Team password

IMPORTANT INFO

Team Managers are required to pass on the password for their team to their players for the players to be able to join. Team Managers are not automatically registered as a player. If you are also a player please register again, choosing the Player option.

PRE-PAY INFORMATION

Please ensure you send invitations to your team members after you have registered. You can do this via your myevents.active.com portal which you access by clicking on the link in the confirmation email.



STEP EIGHT

Click 'Complete' button to finalise team



SELECT CATEGORY

SIGN IN

COMPLETE FORM

CHECKOUT

Review cart & check out

ORDER DETAILS

[+ Add Another Registration](#)

ITEMS	TOTAL
BUCS Season 2015-16 Registration - TEAM PRESIDENT - CREATE A TEAM Russ Hewitt	GBP 0.00
BUCS Season 2015-16 Registration - Team Creation Fee UNIVERSITY ABC	GBP 0.00
	Subtotal GBP 0.00
	Total GBP 0.00

CHECK OUT

No payment is required.

COMPLETE

STEP NINE

Coupon Code will allow BAFA to Invoice your AU



Pre-paid registration for - BUCS Season 2015-16 Registration - PLAYERS & COACHES - Player Male or Female	GBP 20.00 x 5	GBP 100.00
BUCS Season 2015-16 Registration - Team Creation Fee UNIVERSITY ABC	GBP 0.00	GBP 0.00

Coupon code	Subtotal	GBP 1,234.00
<input type="text" value="1516"/> <input type="button" value="APPLY"/>	Total	GBP 1,234.00

CHECK OUT

Congratulations!

You have set your team up and ready for your Player & Coaches Registrations to start.

You will now receive a confirmation email shortly



JANUARY 15-17, 2016

REGISTER NOW!

Thank you! Your transaction is complete.

YOU WILL RECEIVE A CONFIRMATION EMAIL SHORTLY.

Print

The email you receive will invite you to log in and start your team activity



ACTIVE REGISTRATION CONFIRMATION

Dear Russ Hewitt,

Congratulations! You are now registered for the [BUCS Season 2015-16 Registration - TEAM PRESIDENT - CREATE A TEAM](#). Please check the [event's website](#) for updates.

Your players & coaches have two options to join your team:

If you have secured their spot through the pre-pay option then you have to invite them into your team by logging in to <https://myevents.active.com/> and then clicking on the link "-> Invite pre-paid team members".

If you have not pre-paid and your players and coaches are paying themselves through the ACTIVE system, then simply send them the link to the registration form and tell them the team name and password you have chosen.

Your team *UNIVERSITY ABC* has been created successfully under BUCS Season 2015-16 Registration. Get started: [Sign in](#) and manage your team and invite new members.

Russ Hewitt

RussHewitt72@gmail.com

[Edit](#)

Registration Details



Please be prepared to present this email at the event

Registration ID:	R-0JX56DBH
Participant:	Russ Hewitt
Date:	October 31, 2015
Location:	British American Football, c/o Harris Young & Beattie, Chartered Certified Accountants, 1 Franchise Street Kidderminster, Worcestershire DY11 6RE

Registration category BUCS Season 2015-16

[end]