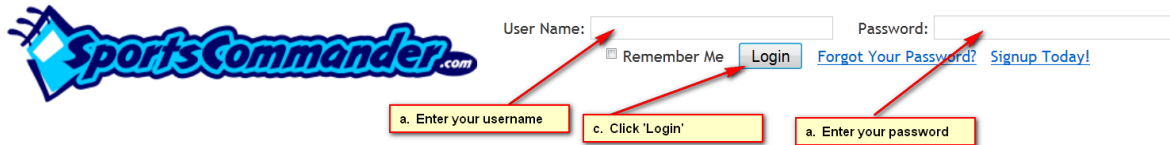




CHRVA Documentation

How to Register for Events as a Club Director

1. Visit web site at: <https://events.sportscommander.com>
 - a. Enter your username
 - b. Enter your password
 - c. Click 'Login'



2. Choose 'Register for Events'

Welcome to SportsCommander.com!

[Home](#)

My Account

[View My Profile](#)

[View My Player Info](#)

My Club

[Club Details](#)

[My Teams](#)

[Financial Transactions](#)

[Register For Events](#)

Events

[Mens/Boys Events](#)

[Womens/Girls Events](#)

[CoEd Events](#)

[Reverse CoEd Events](#)

[All Events](#)

Player Info

You have not entered any player info. [Click here](#) to enter information for yourself or your children/dependents.


Club Director

You are registered as club director for the club CHRVA Club #1

[3](#) active teams

[1](#) registrations awaiting payment

Choose 'Register for Events'



3. Choose 'Register' button on an event that you have teams that match the gender and age bracker for (adults).

Available Events Registered Teams Unpaid Teams Awaiting Documents

Know about an event that you don't see listed here? [List it now for FREE!](#)

Filter

Event Name: Gender:

Age: Team/Ind:

Timeframe: Only Events With Openings

Governing Body:

Sort by: [Name](#) [Start Date](#) [Registration Date](#)

test

Mens/Boys Tournament Event Dates: 9/19/2012 12:00 AM - 9/20/2012 12:00 AM
test Registration Dates: 11/3/2011 8:00 AM - 9/19/2012 12:00 AM
test, AL Cost: \$200.00
Male: Adult

Unable to register teams for event, registration has not yet started

CHRVA Test Event

Womens/Girls Tournament Event Dates: 12/31/2012 12:00 AM - 1/1/2013 12:00 AM
My Venue Registration Dates: 10/22/2011 5:00 AM - 12/31/2012 12:00 AM
Test, PA Cost: \$200.00
Female: Adult

Find an available event, and click 'Register'

4. Choose the appropriate level to register at for your teams.

Register Teams For Event

Event Summary

Event Name:	CHRVA Test Event	Governing Body:	Chesapeake Region (USAV)
Event Type:	Tournament	Venue:	My Venue, Test, PA
Total Team Count:	60	Event Date(s):	12/31/2012 12:00 AM - 1/1/2013 12:00 AM
Cost Per Team:	\$200.00	Registration Dates:	10/22/2011 5:00 AM - 12/31/2012 12:00 AM

Please select the age and level that you would like to register for.

AA Womens/Girls (Adult) Maximum Teams: 20 Current Openings: 18 Teams You Already Have Registered: 3 Teams Available To Be Registered: 3	View Status Register Now
BB Womens/Girls (Adult) Maximum Teams: 20 Current Openings: 20 Teams You Already Have Registered: 0 Teams Available To Be Registered: 3	View Status Register Now
A Womens/Girls (Adult) Maximum Teams: 20 Current Openings: 20 Teams You Already Have Registered: 0 Teams Available To Be Registered: 3	View Status Register Now

Choose the appropriate level for your teams to register.

5. Register teams for event.
 - a. Check the team you wish to register.
 - b. Choose appropriate referee options
 - c. Choose appropriate scorekeeper options.
 - d. Choose 'Proceed with Registration'

Register Teams For Event

Event Summary

Event Name:	CHRVA Test Event	Governing Body:	Chesapeake Region (USAV)
Event Type:	Tournament	Venue:	My Venue, Test, PA
Total Team Count:	60	Event Date(s):	12/31/2012 12:00 AM - 1/1/2013 12:00 AM
Cost Per Team:	\$200.00	Registration Dates:	10/22/2011 5:00 AM - 12/31/2012 12:00 AM

BB Womens/Girls (Adult)

Current Openings: 20

If you select more teams than there are openings, some of your teams will be placed on the waitlist.

Please select the teams you would like to register

Team Name	Status
<input type="checkbox"/> Team AA	
<input type="checkbox"/> Team A	
<input checked="" type="checkbox"/> Team BB	

a. Check the team you wish to register.

Please select your referee option:

- This team does not have a certified referee (+75)
- Work one game in pool play
- Work both games in pool play (-25)

b. Choose appropriate referee options.

Total cost will be updated as you choose options.

Please select your score keeper option:

- No scorekeeper (+25)
- Have scorekeeper

c. Choose appropriate scorekeeper options.

d. Choose 'Proceed with registration'

Total Cost: 50

[Proceed With Registration](#)

[Return To List](#)

6. Complete Registration
 - a. Choose appropriate payment method.
 - b. Add any notes to coordinator.
 - c. Click 'Complete'

Complete Event Registration

You are registering the following teams for the following event:

Event Summary			
Event Name:	CHRVA Test Event	Governing Body:	Chesapeake Region (USAV)
		Venue:	My Venue, Test, PA
Event Type:	Tournament	Event Date(s):	12/31/2012 12:00 AM - 1/1/2013 12:00 AM
Total Team Count:	60	Registration Dates:	10/22/2011 5:00 AM - 12/31/2012 12:00 AM
Cost Per Team:	\$200.00		

Level: BB Womens/Girls (Adult)
Current Openings: 20
If you select more teams than there are openings, some of your teams will be placed on the waitlist.

Team Name
Team BB

Referee Option: This team does not have a certified referee (+75)
Score Keeper Option: No scorekeeper (+25)

Cost for this event: \$300.00

Your total cost is \$300.00.

Please select a method of payment:

- PayPal** - You will be redirected to PayPal's site to complete your payment. You must complete the PayPal payment process before your registration can be confirmed.
- Pay By Check** - You must mail a check to the tournament director before your registration can be confirmed.

a. Choose appropriate payment method.

NOTE: Your position is not confirmed within the tournament until your payment has been processed. If all the openings are filled before your payment is completed, your team(s) will be placed on the waitlist.

Additional notes to the tournament director:

b. Add any notes to coordinator.

Complete Registration

c. Click 'Complete'

7. Complete Payment
 - a. If using Paypal, follow screens to complete payment on Paypal site.
 - b. If paying by check, do note mailing address and pay to information as listed on confirmation screen.

Event Registration By Check

You have chosen to pay by check. Your registration will be confirmed when your payment is processed by the tournament director.

Event Summary

Event Name:	CHRVA Test Event	Governing Body:	Chesapeake Region (USAV)
Event Type:	Tournament	Venue:	My Venue, Test, PA
Total Team Count:	60	Event Date(s):	12/31/2012 12:00 AM - 1/1/2013 12:00 AM
Cost Per Team:	\$200.00	Registration Dates:	10/22/2011 - 12/31/2012

Event	Event Start Date	Team	Status
CHRVA Test Event	12/31/2012	Team BB	Waitlist, Awaiting Pay

Please mail a check for \$300.00 to the address below:

Test
1111
Somewhere, PA 19040

Please make the check payable to "Test Event stuff", and include the following tracking code on your check: REG18

Note payment information and handle immediately.



[Return To List](#)