

JUNIOR PLAYER REGISTRATION

Step 1: Log on to www.signuptoplay.com

Step 2: Click on "Create an account"

- a. Select Account Type. In this case, choose "**Junior Member**".
- b. Type in your information to see if you already exist in the database, and click "**Find Me**" if you played last season. Be sure to use the name that was on your membership card. If you are not found, try another version of your first name (nick name vs. proper name).
- c. If you are found, your user name and password will be shown. Just close that window. Log out of SignUpToPlay and then log back on using your Username and Password. **Then go to Step 3.**
- d. If you are not found, click the "Create Login" box.
- e. Type in the information in all boxes. For the box requesting a USAV number, leave that blank (even if you have one from last year). Once completed, click the "Continue" box.
- f. Type in your user name (4-10 characters) and your password (4-10 characters). Re-enter your password and click "Continue". You will then see a box pop up indicating that you have successfully created your login.
- g. Write down your user name and password and keep it safe!!
- h. Log back into SignUpToPlay.com using your new username and password.

Step 3: After you are logged on, you will see a screen with a task bar on the left.

Home	The page that is displayed when you logged in
My Info	Your personal information, the place where you will print off your USAV form
Club Info	The place where you will affiliate yourself with a team/club
Event Info	Displays a list of events currently using SignUpToPlay
Tryouts	The page that you will use to register for club tryouts
Password	Displays your user name and your concealed password

To continue with registering, go to **My Info**. Fill out as much information as possible on that form. The click "**Save**". A message will appear indicating that some information is missing or that your information has been saved. If information is missing, fill it in, then click on "save" again.

Step 4: Printing your Badger Region/USAV Membership form

- a. Click on the USAV Form button. The Badger Region/USAV Membership Form will appear with all of your information.
- b. Click the print button on your browser. **Make sure your printer is set to .25" margins to ensure that all information will print on two pages.**
- c. Make sure all the information is correct. Read the USAV Code of Conduct on page 2. **Both parent AND player must sign both pages of your membership form.**

Send the Badger/USAV Membership form along with a tryout form (after you complete the "Registering for Tryouts" process below) and required fee to each club that you will tryout with. DO NOT send any forms or fees to Badger Region.

Once you are selected for a club, the club director will send your form and membership fee to Badger Region.

Step 5: Registering for Tryouts

Click the **"Tryouts"** button on your home page task bar.

Click **"Register for Tryout"** to begin the tryout registration process.

Select the state that your tryout is located in.

Select the club tryout that you wish to register for then press "Save". (Only tryouts offering online registration will be shown.)

A copy of your tryout registration form will display automatically. Fill in any missing information.

Use your browser's print button to print a copy of the form. **Make sure your page margins are set to .25 to ensure the page will print on one sheet of paper.**

Note: Due to recent legislation, anyone registering online that is under the age of 12 yrs. will need to verify adult authorization via a credit card authorization. Your card will be charged .50 for the authorization. No other fees will be charged to your card.

Send the following to each club you will be trying out for:

Badger/USAV Individual Membership form,

Club Tryout form

**USAV Medical Waiver and Release Form (see web page under "Forms"),
and required fee**

DO NOT send any forms or fees to Badger Region. Once you are selected for a club, the club director will send your form and membership fee to Badger Region.

Only clubs that have registered their tryouts with STP will be listed on the Tryout Registration. If you do not find your club listed, contact the club director.

Deleting your Tryout Registration

To remove yourself from a tryout, click on the desired tryout in the list of tryouts.

When the tryout information is displayed, click the "Delete" button. Your registration will be deleted. This will not delete your personal information from your personal account, only from that tryout.