Loudoun Soccer In-House Tournament Coach Registration Instructions

1. Log into your User Account and click Register Now at the top of the screen.

2. Locate the “Fall Classic 2019 (Rec Head Coaches Only)” option from the menu list, and click “select.”

Scroll to the bottom and click “Continue”. 
3. Confirm the contact information, and click Continue. DO NOT mark the team code checkbox.

4. A pop-up message will then appear. Click Continue.
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5. Choose yourself as the coach, and click Continue.

6. Confirm your contact information, and answer the tournament related questions. Click Continue at the bottom.
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7. Click continue to add your child (if applicable) to the tournament roster. At this time, the total amount due will be displayed in the Order Summary.

8. Click Continue to proceed.
9. Submit Payment. The amount due is for the team. Your child’s name has no payment due, since you’re adding them to the roster. Click Continue to proceed to the payment screen.

10. Submit credit card information, click Continue, then click Submit Order.

Upon payment, you can then begin building your team roster with the links provided, or by accessing your Team Page within your account.