NKSA Blue Sombrero Affiliate Program Instructions

Steps for Coaches to Register:

Step 1: Go to the Registration listing module or the Volunteer listing module and select the Program/Division you would like to be a coach for. Click “Register Now” (you can also click “Register Now” when you are signed into your account).

Step 2: Create a new account if you have never logged in or log in with existing credentials.

Step 3: Enter your information and continue

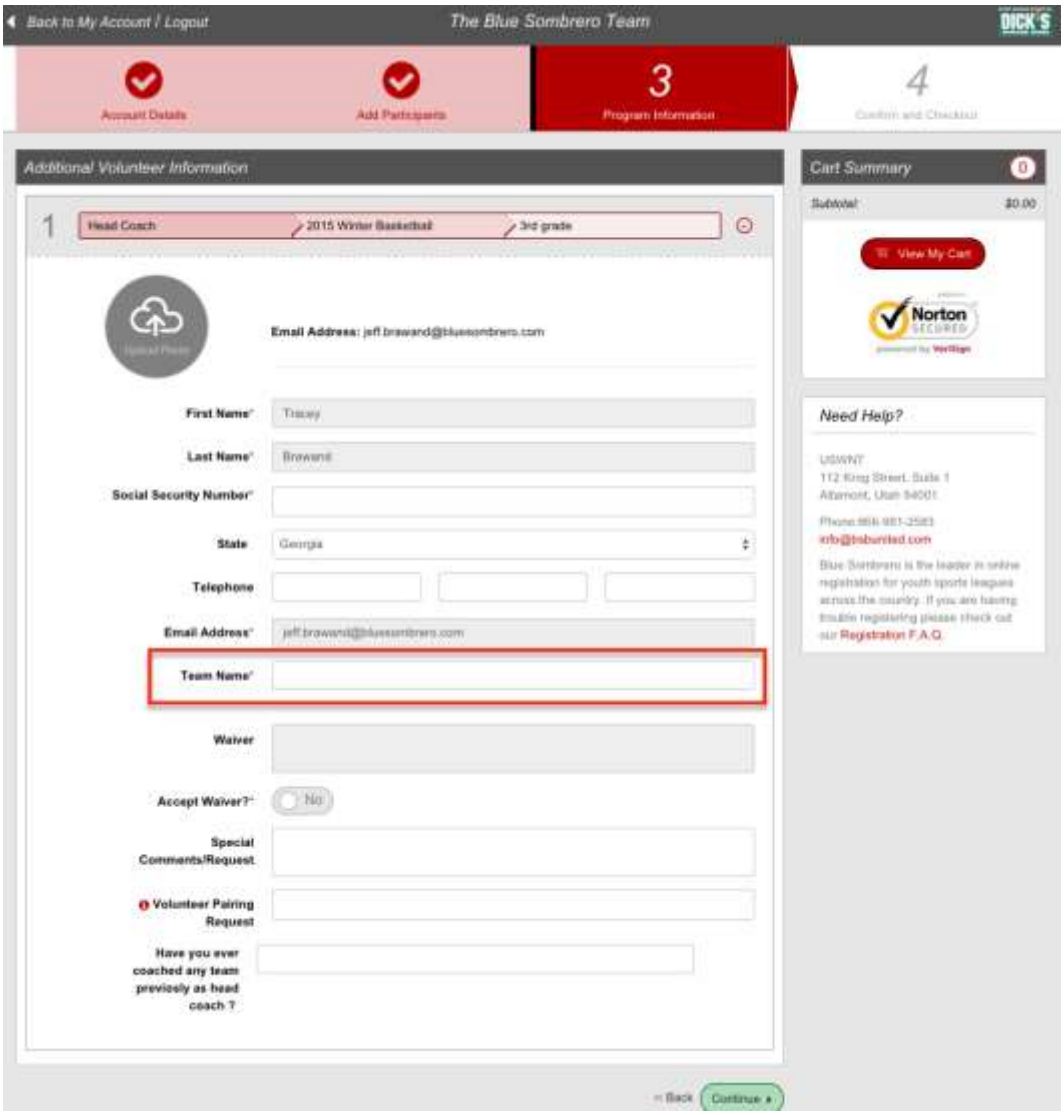
Step 4: Select “I am a team coach or other team personnel” from the “Which Best Describes You” pop-up.

Step 5: Confirm the correct Program is selected for which you want to register as a coach for.

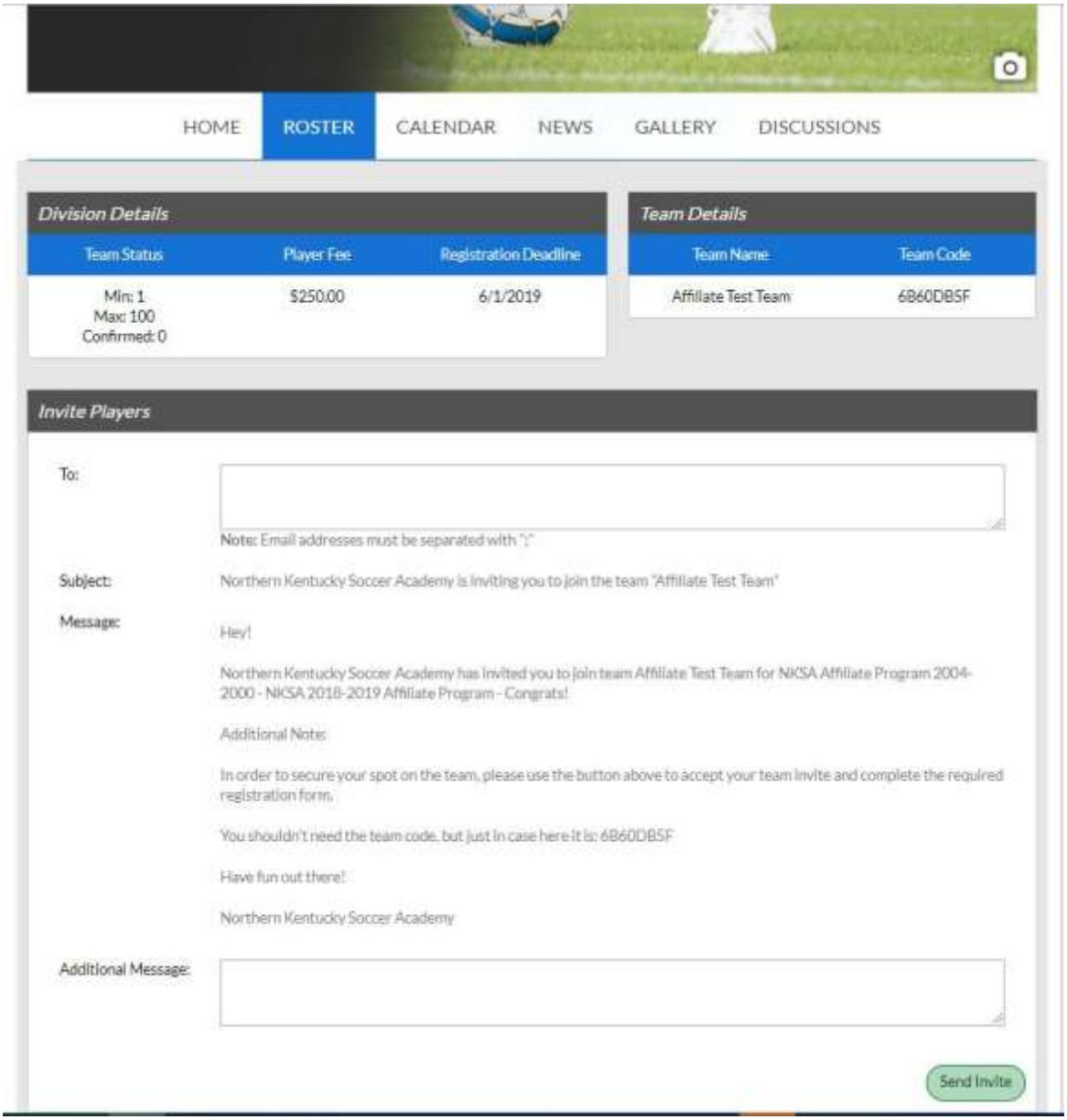
Step 6: Confirm the correct Division is selected for which you want to register as a coach for.

Step 7: Select yourself to be the Head Coach

Step 8: Enter your remaining information. This is where you will enter your Team Name.
(Be sure to include gender and age group, ie. BU12)



Step 9: Your team page is created!
From here you then can invite players to your team by entering their email address. You can also send payment reminders and pay open invoices for players. This page also tells you how many players have joined your team and what the minimum and maximum players per team are. PLUS, the team code is on this page too. You can pass this code out to anyone who you would like to join your team. ***When you enter emails on this page, each email will already include the team code.***



Head Coach can also use this page to invite others to volunteer for team roles.

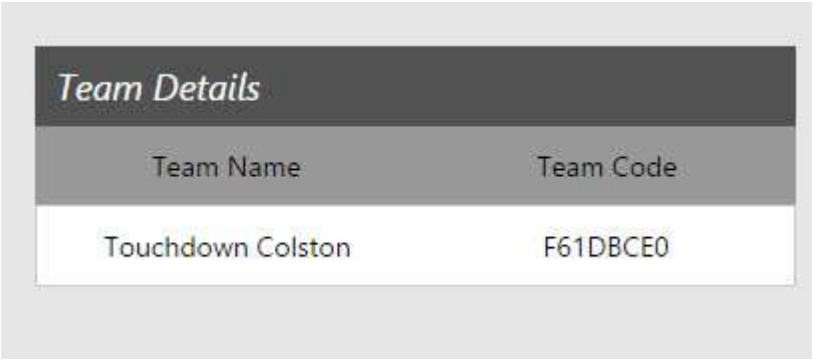
Once the Team Page is setup you can access it at any time from your account by clicking on Volunteer Opportunities.

FAQs for Coaches

Can I invite additional coaches/team personnel to my team?
Yes! Just like you invited players to the team, you can do the same for coaches/team personnel. Just go to your team page, and select Manage Roster Invites. Send out your roster invites, and you are good to go.

How do I update my team page?
Here is some additional information on the team page functionality: https://bluesombrero.zendesk.com/forums/21118618-Team-Pages

What happens if a player loses their team registration email invite?
Easy! The player just needs to ask the coach for the invite code which can be found on their Manger Roster Invites page! Then the player can simply enter the code during the player registration process to join the team.



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Steps for Users With Team Code/Invite to Register:

Step 1: Click on the "Accept Invite" button from your invitation email or go to the Registration listing module and select the Program/Division you would like to register for. Click "Register Now" (you can also click "Register Now" when you are signed into your account). If you received an email invite, simply click on the link in the email.

Step 2: Create a new account if you have never logged in or log in with existing credentials

Step 3: Enter your information and continue

Step 4: Select "I am a parent or guardian registering a participant" from the "Which Best Describes You" pop-up.

Step 5: Enter the participant's information

Step 6: Select the Program for which you want to register for (this step will be skipped if you clicked on "Accept Invite" from your invitation email).

Step 7: Confirm the correct Division is selected for which you want to register for.

Step 8: Enter the Team Code (if it isn't automatically populated) and any additional information required.

Step 9: Pay your invoice and you are all set!