

New Users-Creating a Log-In

1. To initially log in – click on the ‘Clubs and Teams’ box.
2. Enter your email address in the ‘UserID’ area
3. Enter your primary phone # in the ‘Phone:’ area.
4. Once your email address and phone number is entered, click on the ‘Register New UserID’ box.
5. After you click on the ‘Register New UserID’ box, it will confirm that an email has been sent to the email address you provided.
6. Click on the link that is included in the email.
7. Enter a new password
8. Re-enter your password.
9. Enter your First Name.
10. Enter your Last Name.
11. Verify your phone number.
12. Click on the Register New User box.
13. Click on the ‘Logon’ box.
14. Enter your email address in the ‘UserID’ area.
15. Enter your password in the ‘Password’ area.
16. Click on the ‘Logon’ box.

Log-In Procedures for Returning Users

1. To initially log in – click on the ‘Clubs and Teams’ box.
2. Enter your email address in the ‘UserID’ area
3. Enter your password
 - a. If you have forgotten your password, still enter your email address in the ‘UserID’ area
 - b. Enter a phone number in the appropriate box
 - c. Click ‘Forgot My Password’
 - d. An email will be sent to your registered email account. If you no longer have access to that email account, create a new log-in with a current email address.
4. Click “Logon”
5. Upon successful logon, if you would like to change your email associated with your account, click on ‘Change my UserID’ under the ‘Account Mgt’ tab.

Team and Rep Entry

1. To enter your club information – click on the ‘Add or Select Current Club’ box under the ‘Club Mgt’ tab.
2. Click on the ‘Add Club’ box.
3. Click the proper ‘Club Gender’ and ‘Club Age Level’
4. When finished – click the ‘OK’ box.
5. You need to enter your ‘Club Name’ exactly how it is in the ‘webpoint’ registration system.
6. Your club code is a 5 letter (all caps) code that is found in the ‘webpoint’ registration system. If you do not know your club code, please contact the Great Plains office and we can assist you.
7. Click ‘OK’ after you have entered the correct information.
8. To go forward and begin entering teams click the ‘OK’ box.
9. Click the ‘Add Team’ box to begin adding teams.

Entering Team Data: ***(If a club has more than one team in a particular age division, enter the highest level of team 1st and so on.)***

10. Enter the team name exactly how it appears in the ‘webpoint’ system
11. Enter the age division of the team
12. Enter the ‘Level of Play’ as the level in which the team will compete at for the season.
 - a. Gold = A team that desires to play in Qualifiers and participate for the chance to receive a bid at the 2011 Girl’s JO Championships. **GOLD TEAMS CAN ONLY PARTICIPATE IN GOLD AND OPEN (SILVER/BRONZE TOURNAMENTS ACCEPTING GOLD TEAMS) DIVISIONS**
 - b. Silver = A team that will primarily play in Silver/Bronze tournaments and occasionally play in a Gold tournament.
 - c. Bronze = A team that will only play in Silver/Bronze tournaments and will not attempt to play in Gold level tournaments.
13. Click ‘OK’ when the team is entered correctly
14. Click on ‘Add Team’ if there are more teams to enter.
15. When all team(s) are entered, you will now have to enter a ‘Team Rep.’ for them (usually the club director)
16. Click on any team(s) ‘numbered select box’ when you are ready to enter ‘Team Rep’ information.
17. Click on ‘Add or Select Current Indv’ under the ‘Indv Mgt’ tab.
18. Click on the ‘Add Individual’ box.
19. Enter the Club Director’s information. (You must enter an email address)
20. When all the information is entered, click the ‘OK’ box.
21. Click on ‘Home’ when you have confirmed all of the information.
22. Click on ‘Select Club Rep’ under “Club Mgt” (DO NOT ENTER INFORMATION)
23. Click on the ‘Select Rep’ Box
24. Click on the Club Director Name
25. When the name is highlighted in blue – click on the ‘OK’ box.
26. Click the ‘OK’ box.

In order to register for tournaments a 'Team Rep.' must be assigned to each team.

27. Click on 'Select Team Rep' under the 'Team Mgt' tab. (DO NOT ENTER INFO)

28. Click on the 'Select Rep' Box

29. Click on the Club Director Name

30. When the name is highlighted in blue – click on the 'OK' box.

31. Click the 'OK' box.

You will have to add a 'Team rep' to all of the teams listed for the club.

32. Click on 'Add or Select Current Team' under the 'Team Mgt' tab

33. You will have to click on the 'numbered select box' next to each team and repeat the process of entering 'Team reps' for each team.

Tournament Entry

1. Begin by clicking on 'Add or Select Current Club' to select club.
2. Click on the 'numbered select box' next to the club you wish to enter into tournaments.
3. Click onto 'Add or Select Current Team' under 'Team Mgt' to select the team you wish to enter into tournaments.
4. Click on the 'numbered select box' next to the team you wish to enter into tournaments.
5. Click on 'Enter Tournament' under 'Team Mgt' when you are ready to enter a tournament.
6. To see the available tournaments there are different search criteria that you can use.
 - 1) Gender
 - 2) Level
 - 3) Division
 - 4) Date

We strongly suggest only using the 'DATE' criteria as you will be able to see all of the options that your team can sign up for on that date.

7. Click on the date that you wish to enter.
8. Once date is selected, click on the 'View' box to search for tournaments on that date
9. To enter your team, click on the division that you wish to enter the team.
10. Double check the following
 - 1) Tournament Name (Sample Tournament)
 - 2) Division (F14 Gold – "female = F", "14 is the age division", "Gold is level of tournament")
 - 3) Date
11. Once the information is verified, click the 'OK' box.

You will now be sent to the 'Current Status of Events Entered!' screen.

The status will be listed as 'P' which means pending. The team will remain pending until the tournament director receives payment and accepts the team.

There is also an option to click 'delete' if you wish to remove yourself from the tournament. Once the team is accepted by tournament director this option will be removed.

To see contact information for the tournament director you can click on the name of the tournament director under the 'contact' heading.

12. Click on the name of the tournament (Sample Tournament) under the 'Event' heading. This will generate a PDF version of an entry form.

13. This form should be printed and sent to the tournament director along with tournament entry fees.
14. Verify that everything is correct on the top portion of the form
You do not have to fill out any of the roster portion!!!
Disregard the line regarding certified referees and scorekeepers.
15. Sign and date the entry as the tournament director may use the date of entry to eliminate teams if the tournament is full
16. After printing and closing the entry form, you can click the 'close' box and you will be returned to the main menu.