



## TOURNAMENT ONLINE REGISTRATION

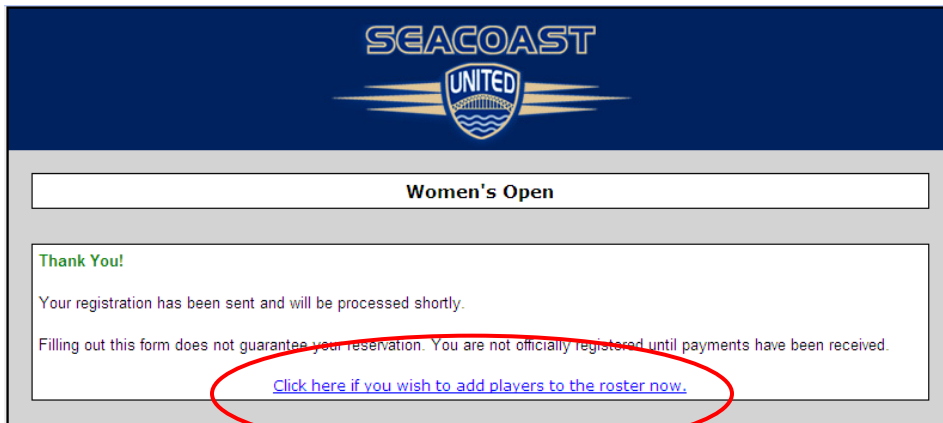
Online registration is now available for teams wishing to participate in Seacoast United Maine Tournaments/Jamborees. This registration process is simple and much more convenient in keeping track of team payments for both team contacts and Seacoast United Maine staff.

### To Register:

1. Locate the tournament/jamboree registration page on the Seacoast United Maine website. A direct link to our tournament page can be found here:  
[http://www.seacoastunitedmaine.org/tournament/index\\_E.html](http://www.seacoastunitedmaine.org/tournament/index_E.html)
2. Click on the registration link for the division you wish to submit a team. This will redirect you to our online registration page for that specific league. As the team contact, you will need to submit your contact information, or the coach's contact information. The contact entered in the system will become the main contact for your team for this event.

This system will allow you to pay the balance in full, or submit a \$100 deposit to reserve your space in the league. ***Space cannot be reserved without payment.*** Tournaments/Jamborees fill on a first-come first-served basis. ***Please enter only ONE email address in the required field.*** Additional email addresses can be added in the Notes & Comments section of the registration page.


3. Once your payment has been submitted, the system will prompt you to add players to your roster. **Teams who already have state medical release forms completed for each participating player do not have to fill out this roster information.**



**Note:** If you do not have the information for all players on your roster, you will be able to add them later. Our system will send you a confirmation email with a link to access your player roster:

Thank you for registering Merrimac with Seacoast United. Don't forget, you can manage your roster and enable individual payments from your team by visiting the following page:  
<http://login.ezfacility.com/APP/OnlineRegistrations/ManageMembership.aspx?SubGroupID=163939&ClientID=1234567>

Clicking the link to add players will bring you to a similar registration page:



**Merrimac**

**Team Roster**

Name	Home #	Work #	Cell #	Email	Waiver	Total Due	Balance	
Kelly, Kelly		603-926-8444			✔	\$750.00	\$750.00	<a href="#">Pay</a>

**Player Information**

First Name \*

Last Name \*

Home Phone \*

Address

Work Phone

City

State

Zip

Cell Phone

Gender \*   
Male

Date of Birth  m/d/yyyy

Email Address \*


T-shirt Size   
▼

Amount this player should pay:  
\$

If you provide an amount, the player will receive a link in their email to a website where they can make a credit card payment against the invoice. You can also submit payments on their behalf using links on this page; you must do this for any player who cannot pay by credit card. To change this amount, remove the player from the roster and enter their information again. Once a payment is received for a player, you cannot remove them. The total amounts supplied here may not be more than the invoice total. Your balance includes any remainder.

Add Player To Roster

Once your player has been added, the roster at the top of the screen is updated:



**Merrimac**

**Player successfully added.**  
**You may add another below, or close your browser when finished.**

**Team Roster**

Name	Home #	Work #	Cell #	Email	Waiver	Total Due	Balance	
Kelly, Kelly		603-926-8444		kkelly@seacoastunited.org	✔	\$675.00	\$675.00	<a href="#">Pay</a>
Lynch, Ellen	978-123-4567			your@emailaccount.com	✘	\$75.00	\$75.00	<a href="#">Pay</a> <a href="#">Delete</a>

**Player Information**

First Name \*

Last Name \*

Home Phone \*

Address

Work Phone

This software will allow you to evenly distribute your player payments according to who is listed on your roster (if necessary), or allow you to add players to your roster with no individual payment required (set amount to \$0). In order to enter a player on your roster, the minimum information you will need is a player's name, email address, and a phone number.

After each player has been added, he/she will receive an email stating:

Ellen Lynch, you were registered for Merrimac by Kelly Kelly. Your registration fee is \$xx.00. Pay securely online at <https://login.ezfacility.com/APP/OnlineRegistrations/MemberView.aspx?SubGroupID=163939&ClientID=1234567>

Your player can complete their personal information and then click on the link to make their payment (if required), and to electronically sign their medical waiver.

Questions on this process can be directed to Kelly Kelly at [kkelly@seacoastunited.org](mailto:kkelly@seacoastunited.org).