

HOW TO REGISTER FOR CHAMPIONSHIPS

1

GO TO REGISTER.JAMZ.COM

Or, on the JAMZ website, you can click on the blue **“Register”** button at the event level. This will take you to your dashboard of your current account. You’ll be asked to create an account if you don’t already have one.

2

ADD YOUR ATHLETES

On the dashboard, you will select **“Organization”**. You have two (2) options for adding athletes. This is how you’ll create your Organization Roster. This is an alphabetical list of all athletes that are associated with your account. Do not worry about which team they are on just yet.

- OPTION 1** - Click **“Add New”** and enter each athlete individually. - OR -
- OPTION 2** - Click **“Download CSV Template”** and add all athletes here in this spreadsheet. Do not change the headers. Only coaches need an email and cell number associated with their name. Save the file to your desktop. Click **“Import CSV File”**, drag and drop it into the CSV box.

3

CREATE /MANAGE YOUR TEAM(S)

Choose **“Teams”** next to the Organization Roster tab. You have two (2) options for creating new teams.

- OPTION 1** - Click on **“Add New”** and create a team. Now you’ll associate athletes to the team. - OR -
- OPTION 2** - Use a team that you’ve already created from the previous season. Edit the roster first if your athletes have changed.

4

REGISTER FOR THE EVENT

On the dashboard, select **“I Need to Register My Team for an Event”** and follow the prompts.

- Choose **“Championships”**
- Select the Championship
- Select your team type: **Youth, School or All Star**
- Choose your team from the dropdown
- Check mark the Music Compliance box
- Choose the Category and Division for your team

5

FINAL STEPS

- Save - Add another team - OR -
- Submit/Pay - **ALL PAYMENTS MUST BE MADE BY THE DUE DATE - NO EXEMPTIONS.** Payment can be E-Check, Credit Card, or Mail in a check. Don’t forget to mark **“Mail-In Check”** after you select **“Pay Now”** and send a copy of your invoice with payment. NO personal checks accepted.

IMPORTANT!

- **To make changes after you register**, click on the yellow **EDIT** button on the dashboard next to the team that needs a change. DO NOT make them in the Teams section. This will not change them at the event level.
- **Make sure your Agreement of Compliance Forms are complete.** An email for electronic parent signatures will be emailed to the coach. The coach should forward this to all parents. If the athlete is already on file, they will not need a new signature for events. Email registration@jamz.com if you have questions regarding this. You cannot check your team in without all E-signatures complete (Agreement of Compliance).
- **We DO NOT accept payment for any teams at the event.** All teams will pay the late fee if not paid on time. We will not reverse late fees for any reason.

