

Team Registration Instructions for TDs

StellarXplorers has begun using SportsEngine for a Registration platform.

I HIGHLY SUGGEST YOU READ THESE INSTRUCTIONS BEFORE BEGINNING THE NEW REGISTRATION PROCESS.

For those Team Directors who have already registered for StellarXplorers VI, we need you to register again using SportsEngine. SportsEngine will allow you, the TD, to register, review, and edit student Team Members as well as add other non-student Team Members, such as an Alternate Team Director (if needed), Team Mentor(s), Team Assistant(s), and Chaperones (should you qualify for the National Finals). We realize those who have already registered need to do it again, but we feel the benefits will outweigh the additional time. If you run into any problems or have questions, please email Bill Yucuis at stellarXplorers@afa.org.

How to Register a New Team: You ONLY come here to register a new team. You cannot review or edit previously registered teams from this site.

The SportsEngine StellarXplorers VI Registration site:

<https://stellarxplorers.sportngin.com/register/form/404061208>

Either Sign In (if registering an additional team) or Create an Account (if you are registering your first team). You will have three sections to complete: Team Information, Team Member Information, and Payment Options. All these categories can be reviewed and edited once the initial Registration is complete and the process is described in the **Review and Edit Team Information** section later in this document.

Team Information (non-students): Here you will complete the Team Director information, School/Organization information, Verification Official information, and Additional Team Members (non-Student Competitors), if necessary. If your team is already verified, you still have to complete the Verification Official information, but you will not have to be verified again. For first time TDs, the Verification Official needs to be a school Administrator, usually the Principal (not SASI if JROTC) or if not a school organization, someone higher in your chain of command who can verify that you can work unsupervised with students. To select Additional non-student Team Members, click on the small box next to the appropriate category and the required information blocks will appear. You can add these Team Members later by following the directions in the **Review and Edit Team Information** section later in this document.

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Team Member (students) Information: For Team Number, if you know your StellarXplorers VI Team Number (already registered using old system), type in that number.

If this is your first time registering, just type in a number (1-5) which indicates this is your first, second, third, etc. team you are registering. You would then be assigned a Team Number upon verification and you can change it by following the directions in the **Review and Edit Team Information** section later in this document.

One of the quirks of SportsEngine is you MUST complete information for two team members before the initial registration can be finalized. If you don't know your team members yet, just put "bogus" information in the first two Team Member sections. For example, I have used such things as Team Member Name of "a", Email of a@b.com, and select a shirt size. You will be able to add, review, and edit student Team Members by following the directions in the **Review and Edit Team Information** section later in this document.

Once you enter Team Member information, hit Review. It gives you the option to review and edit what you have entered. When satisfied, you have the option to Register Another Team or Continue To Shopping Cart. **REGISTRATION IS NOT COMPLETE UNTIL YOU CHECKOUT.** If you know you will have multiple teams (up to five teams total), you can do that now. If you decide to register additional teams later, you can also do that by using How to Register A New Team, shown earlier. *Unfortunately, when you register additional teams, SportsEngine requires you to complete all the Team Information again when registering a new team.*

Payment Options: Once satisfied, hit "Continue to Shopping Cart". If you want to pay your registration fees at this time, select option "Pay in Full Now" and it will allow you to pay using a credit card. Since Registration fees are not due until December and some teams may have their fees waived (i.e. Title 1 schools), **most teams will just select the Payment Option of "Pay Offline"**. If your Registration fee is not waived, you will be sent an Invoice at a later date and you will have the option to pay using a credit card or pay StellarXplorers directly with a check or Purchase Order.

How to Review and Edit Team Information: To review and edit your team, you must go to <https://www.sportsengine.com/> and Sign In. In the left column, select Registrations. Your Team(s) will appear, and you can then select any of your registered teams. To edit Team or Team Member sections, click on the small pencil icon to the right side of each Section.

How to Register Additional Teams at a Later Date: You need to go back to <https://stellarxplorers.sportngin.com/register/form/404061208> Sign In to register an additional team(s), up to a total of 5 teams.