

## CREATING A USER

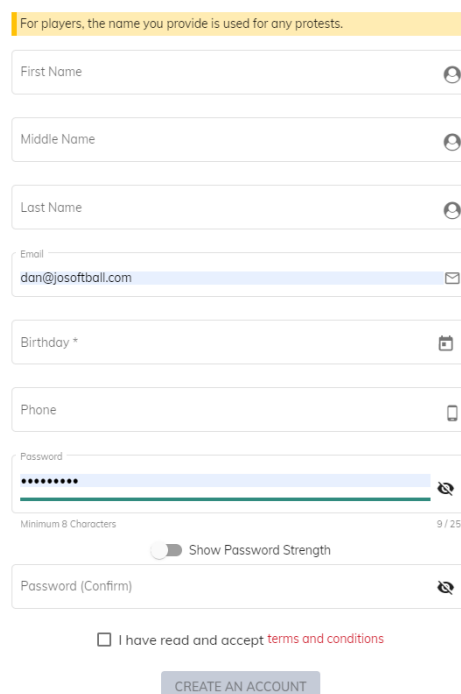
- Go to <https://tournaments.mnsoftball.com>
- Click on the “Door” in the upper right-hand corner.



The screenshot shows a login dialog box titled "LOGIN TO YOUR ACCOUNT". It contains an email input field with "dan@josoftball.com", a password input field with masked characters, and a "LOGIN" button. Below the button are links for "Forgot Password?" and "Don't have an account? Create an account". A blue arrow points from the "Door" icon in the top right corner of the page to the login dialog box.

This is what the login dialogue box looks like.

- You can either log in to your account or create an account. Since this is a new system you most likely will not exist in the system. If you do not exist in the system you can go here: <https://tournaments.mnsoftball.com/#/auth/register>



The screenshot shows the "CREATE AN ACCOUNT" page. It includes a yellow warning box: "For players, the name you provide is used for any protests." Below are input fields for First Name, Middle Name, Last Name, Email (dan@josoftball.com), Birthday, Phone, Password (with a strength indicator), and Password (Confirm). A checkbox for "I have read and accept terms and conditions" is present, along with a "CREATE AN ACCOUNT" button. A blue arrow points from the registration form to a callout box.

This is what the create new user page looks like.



Friendly words of advice. FILL OUT THE FORM COMPLETELY AND ACCURATELY. Enter your birthdate, not your child's birthdate. Do not make up a false birthdate. If you do that, your birthdate may limit the actions you can make in the system.

Make sure to create a password that you will remember and click on "I have read and accept teams and conditions."

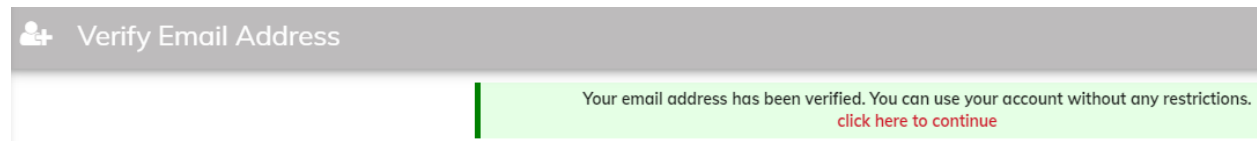
Then click on the gray "CREATE AN ACCOUNT" button.

## VERIFYING YOUR EMAIL ADDRESS

After clicking Create an Account you should get an email in your email account from the system.



Please click on "Verify Email Address". This will take you to the website and will look like this:



## CREATING A TEAM

You should now be at your dashboard page which looks like this:

Now you can click on "Create a Team".



My Family   **Create a Team**   My Events

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**Family Members**  
 The family members section should contain anyone from your family playing sports in the association. You can also include others that need to receive system notifications. Only children in which you are the responsible guardian should be added to your family. Add Family Member ▾

No.	Name	Contact Info	Action
1	<a href="#">Dan Pfeffer</a> Self	(952) 250-3366 mccreateam@softballhistorymn.com	<span style="color: red;">Required-Red</span> <span style="color: yellow;">Review-Yellow</span> <span style="color: green;">Completed-Green</span> <span style="color: grey;">Optional-Grey</span>

Individual Registration ▾   
 Join a Team   
 Edit Profile   
 More ▾

Click on the “Create a Team” tab at the top of the page. Once you click on Create a Team you will see some questions to answer.

**Create New Team**

Sport \*   ← Choose team sport to start   ← Choose team sport to start

Sport is Required   Season is Required   Class is Required

Name of Team \* Team Name is Required

City \*   State \*   County \*

City is Required   State is Required   County is Required

Create Team

1. Select the Sport you wish to register a team for.
2. If your team plays in a USA Softball League, select 2021 League Team. If not, select 2021 Tournament Team.
3. Select your team’s classification.
4. Enter your team name.
5. Enter your team city.
6. Enter your team state.
7. Enter your team county.
8. If you selected 2021 Tournament Team you will be prompted to pay for the team’s registration.
9. Click on Create Team.

## ENTER AN EVENT

You can now enter tournaments by clicking on “Events” in the left-hand menu and then “Event Search” in the top menu.

**Events**

Followed / Recent List   **Event Search**

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Event Search

Sport \*   Class   State   Time Period \*   Event Name

Fastpitch   ▾ All   ▾ Minnesota   ▾ 2021   ▾ de

Clear   Search



After searching and getting a list of events you can click on the event name hyperlink. Once you do that you should see red boxes that allow you to enter the tournament, see the facilities, and see what teams have entered the event.

Class	Dates	Fee	Available Spots	Actions
100	Aug 5 - 8, 2021	\$450	100	<a href="#">Enter by Jul 29</a> <a href="#">Facilities</a> <a href="#">Teams</a>
80	Aug 5 - 8, 2021	\$200	24	<a href="#">Enter by Jul 29</a> <a href="#">Facilities</a> <a href="#">Teams</a>

## INVITING PLAYERS TO YOUR NEW TEAM

You can invite players to the team you just created by clicking on “Teams” in the left-hand column and “My Teams” in the top menu.

Followed / Recent List    Team Search    **My Teams**    Create New Team

**My Teams**  
 Adding Player to your roster - Our system is designed to have family accounts for all participants. A representative from each family will create a user account. There are two ways to get players added to your roster. 1) Player Invite - Click the yellow roster button, the next page you are on has a player invite button. OR 2) Providing the Roster Password - Once the family representative logs in, they can go to the "My Family" section on their dashboard. The option "Join a Team" will be available for each family member. They will click the "Join a Team" button and by providing the correct Roster Password the person will be placed on the team.

Quick Search

Season & Sport	Class	Team Name	Action
2021-FP	18G	<a href="#">Dan Pfeffer Test Team</a>	<a href="#">Roster</a> <a href="#">Roster Password: 7744125762955</a> <a href="#">Events</a>

Now you can click on the yellow “Roster” button.

Team Roster

Quick Search ×

Uniform #	Player Name	Age	Player/Guardian	Email	Phone	Status	Action
No record found							

And click on the green “Invite Players” button.



The screenshot shows a web form titled "Invite Player" with a close button (X) in the top right corner. Below the title are three tabs: "Invite Player", "Your Players", and "Search Existing Player". The "Invite Player" tab is active and contains the following fields: "Player's First Name \*" (with a sample value "player"), "Email" (with a sample value "player@address.com"), and "Phone" (with a sample value "555-555-5555"). A "Send Invite" button is located at the bottom of the form. Three blue arrows originate from the bottom left and point to each of the three tabs.

You now have three (3) options to invite players to participate with your team:

1. You can "Invite Player". This is most used to invite a new player to the system.
2. You can use "Your Players". This is for players that have played on teams with you in the past.
3. You can "Search Existing Player". This would be for players you know exist in the system but have not played on your team.

Invite Player requires you to know the player's Name, Email Address, and Phone Number.

Your Players will have a list of players to select from.

Search Existing Player will require you to select a state and search on a name and then select from a list of players.

## JOINING A TEAM

Once you "Invite Player" they will get an email asking them to join the system just like you did.

If the player exists in the system, they will get an invitation to join your team. The invitation will also exist on their Dashboard > My Family tab next to your player's name and it will say "Join a Team".



## Family Members

The family members section should contain anyone from your family playing sports in the association. You can also include others that need to receive system notifications. Only children in which you are the responsible guardian should be added to your family.

Add Family Member ▼

No.	Name	Contact Info	Action						
			Required-Red	Review-Yellow	Completed-Green	Optional-Grey			
1	Dan Pfeffer <i>Self</i>	(952) 250-3393 dan@josoftball.com	Individual Registration <span>▼</span>	Join a Team	Ace Level 1 <span>▼</span>	SafeSport Trained <span>▼</span>	Background Check <span>▼</span>	Umpire Registration	Edit Profile
More <span>▼</span>									
2	Chandler Grimsley <i>Child</i>		Individual Registration <span>▼</span>	Join a Team	Edit Profile	More <span>▼</span>			
3	Stone Pfeffer <i>Child</i>		Individual Registration <span>▼</span>	Join a Team	Edit Profile	More <span>▼</span>			

## OR JOIN A TEAM THIS WAY

### MN Hype Gold ✕



- Go to <https://tournaments.mnsoftball.com/#/auth/register>
  - If you have an account already, login to your account.
  - If you don't have an account, create one and verify your email address.
- Go to **Dashboard > My Family** tab, Find your name in the table and click **Join a Team**.
- Find your child in the table, then click **Join a Team** on their row.
- A window will open where you will supply this Roster Password: **SPMN25762950**

Copy URL

Copy Roster Password

- If you are standing next to a player with a cell phone you can go to your team page on your phone, and they can scan the QR Code with their phone and accept your invitation to the team. This might be the easiest way since most teams get together before the season to practice.
- Or they can follow the separate set of instructions from the same page above to the right of the QR Code.

## SUPPORT

If you are having issues with the website or your email account, please let Dan Pfeffer know at [dan@josoftball.com](mailto:dan@josoftball.com).

Or you can use the Report Issue Tool at the lower right of the website and follow instructions.

