

HOW TO REGISTER FOR CHAMPIONSHIPS

GO TO REGISTER.JAMZ.COM

Or, on the JAMZ website, you can click on the blue **“Register”** button on the championship page. 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.

1 STEP

ADD YOUR ATHLETES

On the dashboard, you will select **“Step 1”**. You have two (2) options for adding athletes. This is how you’ll create your Organization Roster, which 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.

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 Team”** to create a team. Now you’ll associate athletes to a 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.

*Don’t forget to add your whole team and city/school name. We can’t identify you as Varsity or Jr. Pee Wee.

2 STEP

REGISTER FOR THE CHAMPIONSHIP*

On the dashboard, select **“Register”** then **“Championships”**.

- Select the Championship (enter invite code if private event)
- Select Team Type (Youth, School or All Star)
- Choose your Championship Team from the Drop Down
- Select Level, Performance Type, Skill Level and/or Style Type

PAYMENT OPTIONS

Once you select **“Submit and Make Payment”** you’ll be asked to select a payment method.

- OPTION 1** - Mail-in Check - Choose mail-in check, print invoice & mail w/ check (no personal checks).
- OPTION 2** - eCheck - Enter all check account info (no personal checks) and submit.
- OPTION 3** - Credit Card - Enter all credit card info and submit.

*If you are mailing in a check, don’t forget to click the PAY NOW option - so you don’t get charged late fees. This will change your account to Payment Pending until we receive the check and post it to your account.

3 STEP

VIEW REGISTRATION/EDIT TEAMS/ROSTERS

To make changes to a registered team, go to Step 3 (big yellow box on dashboard) & follow these steps:

- Click on yellow **EDIT** button on the dashboard next to the team that needs a change.
- Change your Roster, Coaches, Name of Team, Level, Style Type, etc.

IMPORTANT!

- **DO NOT make changes in Step 1.** This will not change them at the event level. Use Step 3 instead.
- **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. You cannot check your team in without all E-signatures complete. To verify they’ve been completed, log in and go to Step 1. **X** = Not Signed, **✓** = Signed. We do not offer paper forms for this. Email registration@jamz.com if you have questions.
- **We DO NOT accept payment or registration 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. Please check the Payment Deadline for each event.

