



sportacularevent.com

## **Hello Teams IT'S TIME TO REGISTER FOR THIS EVENT**

On behalf of the Sportacular Event Team we wanted to take a moment to say how much we greatly thank you for your patience and support.

We have been in business for 20 years and have hosted over 250 Hockey Canada Sanctioned events. We know so many of you by first names and many of you have been with us for so many years.

We all dearly miss our hockey indeed. We all hope for Zero interruption to have a complete season.

We at Sportacular Event have not hosted an event for close to 560 days and are ready and excited as we have our own Covid plans and protocols but we are also functioning under various jurisdiction across the province. Please also understand especially this year we have no historical data to gauge what divisions will fill and which may not.

Each team and their families are all trying to navigate what works best and with so many not working everyone would like the same outcome, to play have fun and stay safe.

We ask if you have a current acct with us or need to create an acct in order to formally register we ask you take a few moments and review the required info before starting.

We also request the Manager creates the acct to ensure as the main contact to families they are a PRIMARY CONTACT as discussed below.

## **HOW TO CREATE YOUR TEAM ACCOUNT & REGISTER ONLINE FOR SPORTACULAR EVENTS [www.sportacularevent.com](http://www.sportacularevent.com)**

Hello Team Officials.

**ALL TEAMS REQUIRE JUST 1 TEAM ACCT TO REGISTER FOR ANY AND ALL SPORTACULAR EVENTS.**

**Please follow these steps below to assist you in your needs to officially register for our events...Please read carefully.**

It is important to make [info@sportacularevent.com](mailto:info@sportacularevent.com) a SAFE Sender inside your mail settings to ensure information arrives safely rather than into your Spam and Junk Filters.

## **SYSTEM NOW Offer "U" Divisions We ask where possible to create a brand new acct as the registration system has changed**

However If you still would **LIKE TO REUSE A PREVIOUS ACCT** simply make all your updates and Edits ( coaching staff – players etc) directly inside the account and SAVE THE CHANGES. IF you are in a different division from last year, understand only our office is able to make that change. All you are required to so is in the section that says **ASSOCIATION NAME** in the Profile, **ADD** in the following word such as "**WE ARE NOW U13AA**" after the Association Name as an example I.E Brampton Canadettes **WE ARE NOW U13AA**

**ALWAYS BE SURE TO SAVE THOSE CHANGES.** Go ahead and once you register we will adjust and update your account before we accept you into your first event for the season...

## **IF NOT THEN WE NEED YOUR TO CREATE A NEW ACCT**

All teams need to create a team account in order to register. REMINDER

Please go to this link to create your account <http://sportacularevent.com/signup>

This account gives you access using you Login and Password 24-7 to make updates etc.

It takes about 5 minutes to do. PLEASE NOTE ALL ACCOUNTS MUST HAVE A HEAD COACH & TEAM MANAGER CONTACT INFORMATION Regardless if they are the same person...

If you are missing info all you need to do today is use TBA as I stated you can always go back in a week time at your leisure and make updates

**LOGIN NAME** – you will be requested to **CREATE A LOGIN NAME** – **Please Use your personal or Work email address** as your Login Name. This allows the server to quickly find your acct in the system should you require new passwords or retrieval of acct information.

**PASSWORD** - Use something simple easy to remember for a password like **your full name** seeing as the site is encrypted for security and the information found within the account does not house items such as personal banking information

Once you hit the submit button leave the site and go to your inbox. This is an automated email instructing you to test your new acct info and start creating your team and let you know you have not officially registered for any events yet. Thus the importance of ensuring [info@sportacularevent.com](mailto:info@sportacularevent.com) is a SAFE SENDER in your inbox and to avoid it going to SPAM.

ONCE YOU LOGIN TO TEST YOUR ACCT Inside your accts you will see on the LEFT HAND SIDE INSIDE YOUR NEW ACCT.

**Bench Staff** –ALL Accounts Need a **Head Coach & Team Manager** inside their acct this is for contact purposes regardless if they are the same. Please at this time use your own name and contact info for both Head Coach and Team Manager if you don't have one at this time. You can always log back in and make the update once a manager has been secured.

Please also click on the little box marked **PRIMARY CONTACT** so you BOTH get all our Updates.

**Team Roster** – Each Acct requires a **MIN 5** Players in the acct. You will add 1 player at a time...again if you don't have all your players selected yet or know jersey #s simply use **TBA** to fulfil the min 5 required.

Once you have completed the Bench Staff and Team Roster you will click on the tab marked **EVENT REGISTRY**

This is where you will find the **ACTUAL EVENT NAME** click on the **REGISTER NOW** button and continue to fill in some final info until you get to **SUBMIT**...once that has been clicked on you will get an automated message telling you we have your team in our system.

The moment we accept your team, another new email will arrive in your inbox with a different **Subject line including CONFIRMED PENDING PAYMENT**

That email include everything you need to make payment etc. All Teams are urged to continually watch the site event pages for DEADLINES and various updates.

We sure hope you can join us. If you have any question or difficulties please email us at [info@sportacularevent.com](mailto:info@sportacularevent.com)

Thank you kindly if needed please Go to [www.sportacularevent.com](http://www.sportacularevent.com) to view updated listings Thank you