

Brian Jolivette/Houston Hoops Tournament Registration Process



Over the past few years many of you have provided feedback or suggestions to improve our tournaments. Well, we have decided to implement the following changes to our registration process effective immediately:

1. **Require teams to enter roster information.** Scoresheets will be populated from the roster information entered by each team. No longer are teams required to complete the scoresheets before each game. Also, the rosters will be entered one time and used to register for all of our events.
2. **Teams can provide additional notes for scheduling restrictions, travel information, and identify coaches coaching multiple teams.** This information is provided to our schedulers to consider when constructing the schedule.
3. **Promotional codes will be used for multiple team discounts.** Contact Brian Jolivette for promotional codes when registering multiple teams.

See instructions provided on the following pages....

Registration Instructions

1. Visit WWW.HOUSTONHOOPS.COM and select "Tournaments" on our main page
2. Select the event to register your team
3. **First time registration:** If you are registering your team for the first time for our 2017 events please follow the instructions below:
 - a. Select "CREATE ACCOUNT"


NEW REGISTRATION PROCESS EFFECTIVE FOR 2017 EVENTS
If you have not registered for any of our events for 2017 you must select "NEW USER" below...

NEW USER	EXISTING USER
First time users will need to create an account which can be used each time you register your team(s) for an upcoming event hosted by Brian Jolivette	If you already have an account you can click below to login and register your team(s) into an upcoming event hosted by Brian Jolivette
	

- b. Complete the registration page. Make sure to enter a valid email address which will be used to communicate to your team. Make note of your "Username" and "Password" which will be used to register your team for future events.

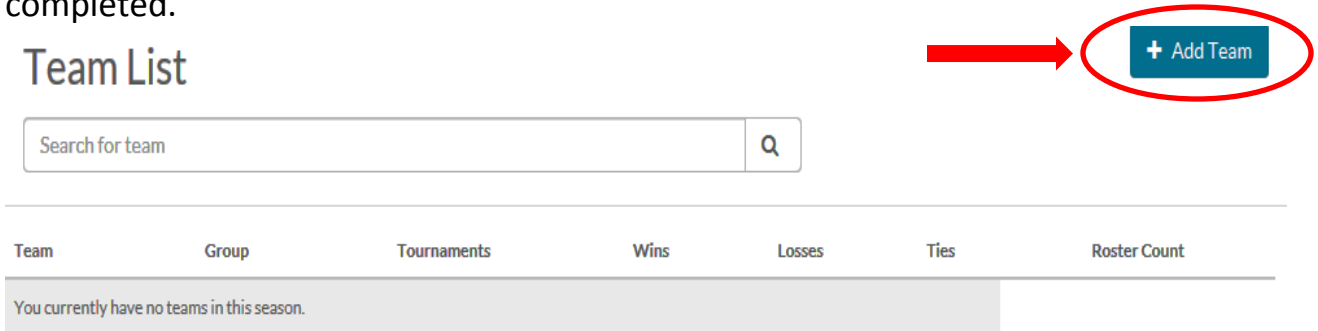
REGISTER

Sign up today.

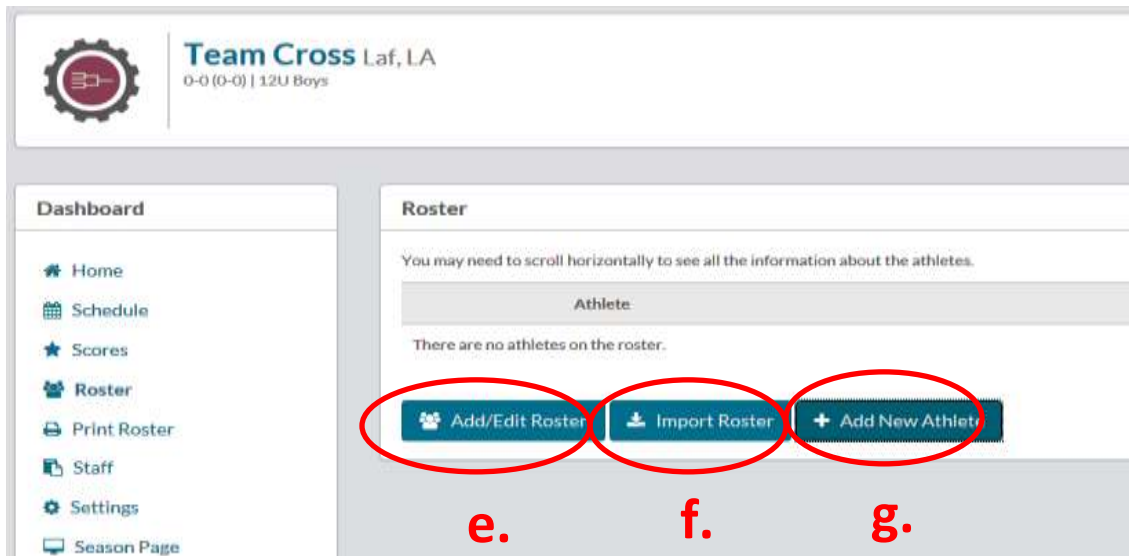
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Creating an account means you're okay with [Tourney Machine's Terms of Service](#) and [Privacy Policy](#).

- c. Add your team information by selecting “Add Team” button. Select “Save” when completed.



- d. After the coaches and team information is completed please enter your roster.



- e. “Add/Edit Roster” button will provide a screen to enter your roster (Player first name, last name, jersey #)

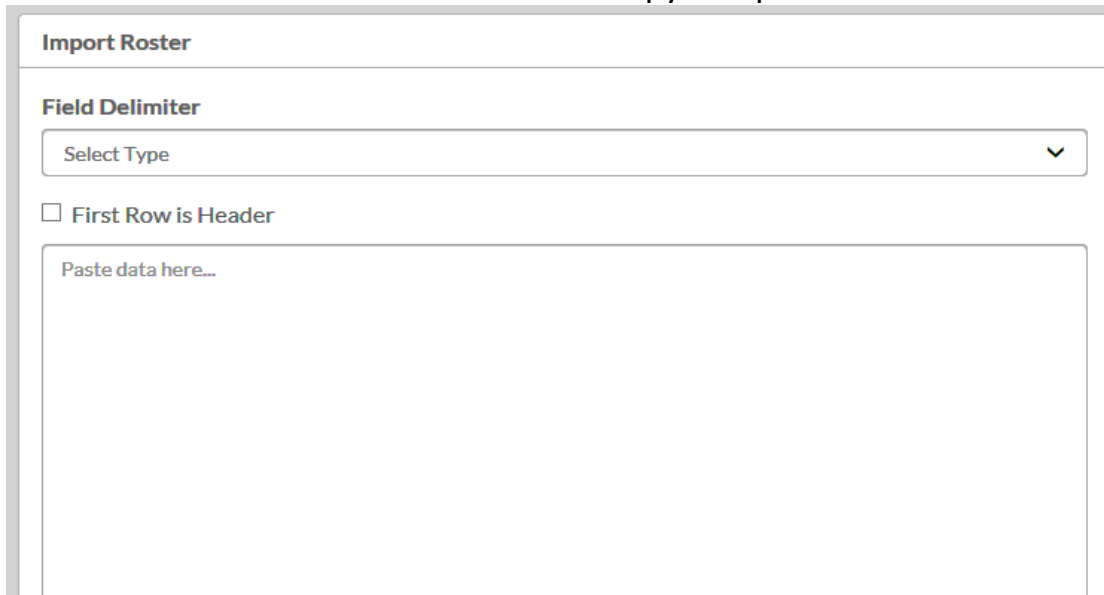
Team List / Team Cross / Manage Roster

Manage Roster

You may need to scroll horizontally to show all fields. You may save each athlete individually or save all the athletes when you are done.

First Name*	Last Name*	#*
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="#"/>
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="#"/>
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="#"/>
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="#"/>
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="#"/>
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="#"/>

- f. "Import Roster" – If your roster is stored in excel or any other document It must be formatted by First Name, Last Name, Jersey # separated by tab or comma. Select the roster from the source and copy and paste in the table below.



- g. If roster already exist you can enter an individual player by selecting "Add New Athlete" button.

4. **Previously registered team:** If you have previously registered your coach and team and you wish to register your team for another event or you wish to modify your roster please select "LOGIN" as noted below.

- a. Select "LOGIN"

NEW REGISTRATION PROCESS EFFECTIVE FOR 2017 EVENTS
If you have not registered for any of our events for 2017 you must select "NEW USER" below...

NEW USER	EXISTING USER
First time users will need to create an account which can be used each time you register your team(s) for an upcoming event hosted by Brian Jolivette	If you already have an account you can click below to login and register your team(s) into an upcoming event hosted by Brian Jolivette
CREATE ACCOUNT	LOGIN

- b. After selecting to Login to Tourney Machine you will see the screen below. Enter your username and password.

SIGN IN

Manage your teams across tournaments.

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[Forgot your Username or Password?](#)

[Don't have an account? Sign up »](#)

- c. You will then see the screen below to perform the following:
- i. Modify your team information
 - ii. Register your team for one of our events

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Summer 2017

i.

Teams

Team

Jammers
0-0 (D-O) | 14U Boys

[Teams Page](#)

SUMMER 2017

Manage your teams and find tournaments.

The Grand Slam ^

The Grand Slam	Start Date	End Date	
OFF DA HOOK	Apr 7, 2017	Apr 9, 2017	<input type="button" value="^"/> <input type="button" value="🗨"/>
SUMMER PREP SHOWCASE	May 19, 2017	May 21, 2017	<input type="button" value="^"/> <input type="button" value="🗨"/>
JUNE JAM	Jun 9, 2017	Jun 11, 2017	<input type="button" value="^"/> <input type="button" value="🗨"/>
HOUSTON NATIONAL SUMMER SHOWCASE	Jul 7, 2017	Jul 9, 2017	<input type="button" value="^"/> <input type="button" value="🗨"/>

- b. If you select “Register for Tournaments” you will see the list of our events (see screen below). Please click on “Register Now” for the event you wish to register.

Tournament List

Search for a tournament by Name, City or State



April 2017



OFF DA HOOK
Above All Sports
Apr 7 - 9, 2017

Register Now
Feb 1 - Apr 3, 2017

May 2017



SUMMER PREP SHOWCASE
Above All Sports
May 19 - 21, 2017

Register Now
Feb 1 - May 10, 2017

June 2017



JUNE JAM
Above All Sports
Jun 9 - 11, 2017

Register Now
Feb 1 - Jun 1, 2017

July 2017




HOUSTON NATIONAL SUMMER SHOWCASE
Above All Sports
Jul 7 - 9, 2017

Register Now
Feb 1 - Jun 30, 2017

- c. After selecting the event you wish to register for you will be prompted to enter registration information and proceed to checkout and remit payment.

ABOVE ALL SPORTS



OFF DA HOOK

Above All Sports (281-414-8103)
Apr 7 - 9, 2017

Team *

Division *

Are you traveling to Houston for the OFF DA HOOK tournament? *

Additional information for the tournament director...

Promo Code

Disclaimer
No refunds provided..

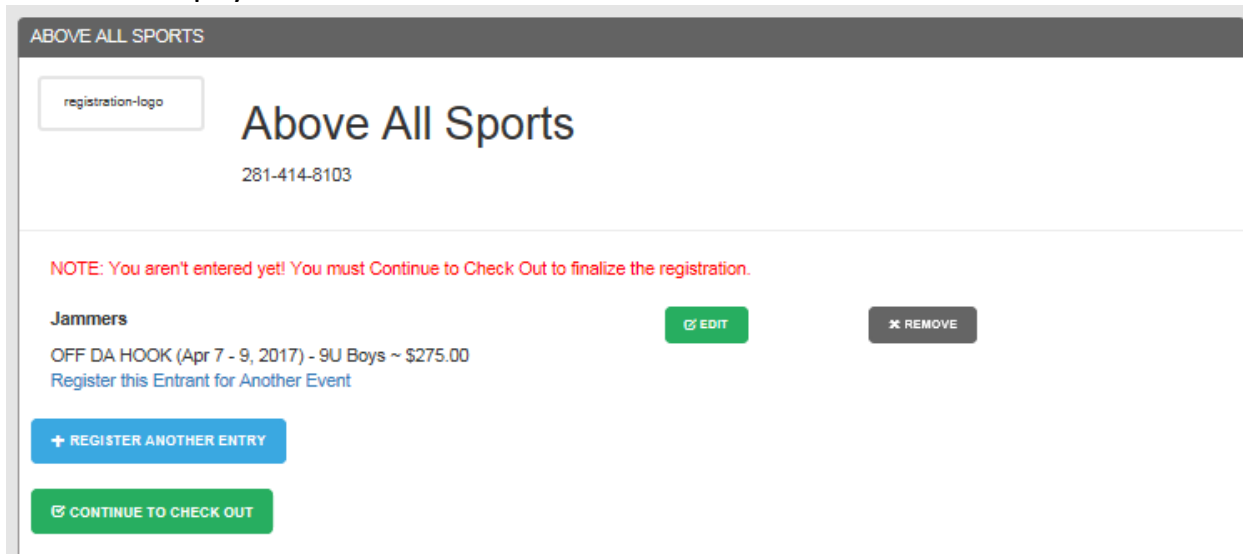
Disclaimer Acknowledgment (You must check this box to acknowledge you have read and agree to the above disclaimer)

REGISTER NOW

PAY DEPOSIT \$100.00

- i. Select your team and select the division you wish to participate in.
- ii. **“Are you traveling to Houston for the OFF DA HOOK tournament?”** If your team resides in a city or state outside of Houston Texas please select “Yes”. If your team is local to Houston select “No”.
- iii. **“Additional information for the tournament director”**. Please provide any information you wish to inform our staff. For example:
 - If a coach is coaching multiple teams please provide the team and div
 - Provide game date and time restrictions if your team is not available to play on a specific date and time. If you are a local team please be reasonable with your requests as our events will begin on Friday evening.
- iv. If you are registering multiple teams you must contact Brian Jolivette 281-414-8103 for promotional code discounts. Discounts are as follow:
 - Team 1: Regular price for 1st team
 - Team 2: \$25 discount for 2nd team only
 - Team 3 or More: \$50 discount for each team beginning with team #3
- v. Click on “Register Now” to proceed to register another team or proceed to checkout and remit payment.

d. After selecting “Register Now” you will be ready to register your next team or remit payment.



e. If you are mailing in your payment please select “Cash/Check” button and follow instructions. If you are paying by credit card please select “Credit Card” button.



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281-414-8103

Select Payment Method

CASH/CHECK

CREDIT CARD

Jammers	\$275.00
OFF DA HOOK (Apr 7 - 9, 2017) - 14U Boys	
Total Registration Fee	\$275.00

RETURN TO REGISTRATION SUMMARY

Registration Complete