

# REGISTRATION WEBSITE

## Step-by-Step Instructions

## REGISTER YOUR TEAM

### STEP 1

NOTE: SAMPLE SCREEN SHOTS ONLY; NOT EVENT SPECIFIC DATA

**nfca**  
**TOP RECRUIT**  
**SPRING FLING**  
AN ORIGINAL NFCA RECRUITING EVENT

**EVENT QUICK LINKS**  
[Important Dates](#)  
[Hotels](#)  
[Weather Policy](#)

**TEAMS** **COACHES** **PLAYERS**

**Welcome!**

**Tournament Dates:** April 18-19, 2015

**Location:** Bel Air, MD      NOTE: SAMPLE SCREEN SHOTS ONLY; NOT EVENT SPECIFIC DATA

**Format:** Showcase tournament with four (4) scheduled games per team

**Weather Policy:** Inclement weather is out of the control of the tournament directors, officials, and site managers. In the event of thunder and/or lightning, all games will be suspended for 20 minutes from the last occurrence. Games will resume at their regularly schedule times. Cancelled games may not be rescheduled. If weather disrupts scheduled games, Management has the authority to adjust the schedule as needed, including, shortening games, adjusting the schedule, etc. In the event of extreme weather, it is up to the tournament directors, officials, and the site managers as to whether the conditions are deemed safe to play on. All decisions final. No refunds will be issued for game cancellations, due to acts of God (i.e. rain, severe wind and/or thunder and lightning).

**House Teams:** The NFCA is offering student-athletes not affiliated with a club program the opportunity to play on a "House" team. The registration fee will be \$100.00.

**Divisions:** 2016, 2017, 2018  
*Note: you must play in the division of the oldest player on your team, even if there is only one from that age-group. NO EXCEPTIONS.*  
IMPORTANT: If you register for the wrong division and are required to change, it is important to note that that division may be full and you may be required to go onto the waitlist.

**Coaches:**

- [Register a team](#)
- [Manage your team roster](#)
- [Pay team balance](#)

**Club Admins click here to register and pay for a team**

**Players:**

- [Register](#)
- [REGISTER FOR THE HOUSE TEAM HERE](#)

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### REGISTER YOUR TEAM

#### STEP 2

NOTE: SAMPLE SCREEN SHOTS ONLY; NOT EVENT SPECIFIC DATA

[HOME](#) > [TEAMS](#) > REGISTER

### Team Registration - NFHCA Hotel Policy

Fields marked with \* are required.

The NFHCA Field Hockey event is a stay-to-play event. In order to be eligible to participate in the tournament, each team registering for the tournament must make its' hotel reservations at an approved hotel through the official housing company, Team Travel Source. It is essential that we have full team cooperation (athletes, coaches, parents, etc.) to ensure your placement in the tournament and allow us to secure enough quality rooms at the best possible group pricing.

The stay-to-play policy is in place to help increase the amount of room nights available to teams and clubs and to help police the rates the hotels are offering. By increasing the amount of room nights actually used for the purpose of attending our events, Team Travel Source is able to prove to the host cities our positive impact on their local economy and maintain lower rates for our attendees. Team Travel Source uses a system that directly communicates with the hotels to get the necessary inventory, monitor pick-up and verify eligibility of your team for the tournament.

STAY-TO-PLAY EXCEPTIONS: The following two exceptions are allowed but must be verified as explained below:

1. If you have enough points to redeem them for a FREE stay, you are allowed to do that. Please book the room through the brand and send a copy of your reservation showing that points were used for your entire stay to [info@teamtravelsource.com](mailto:info@teamtravelsource.com). Please make sure to list the athletes name on your email so they are an approved exemption. Please note that just 'receiving points' for staying at a hotel does not qualify for an exemption. You must be redeeming for an entire free stay.
2. If you live within 75 miles from the fields, you are not required to stay in a hotel. This must be able to be verified through [MapQuest.com](http://MapQuest.com).

\*Select:  I agree to participate in the NFHCA Hotel Program.  
 My Club team is based less than 75 miles from the event site and I am exempt from the NFHCA Hotel Program.  
 I DO NOT wish to participate in the NFHCA Hotel Program and know that I will not be able to register for this event until the secondary registration date opens, if space is available at that time.

\*Your Initials:

Agree to hotel policy, initial, and then click continue

Teams must book a minimum of 8 room nights to meet the stay-to-play requirements.

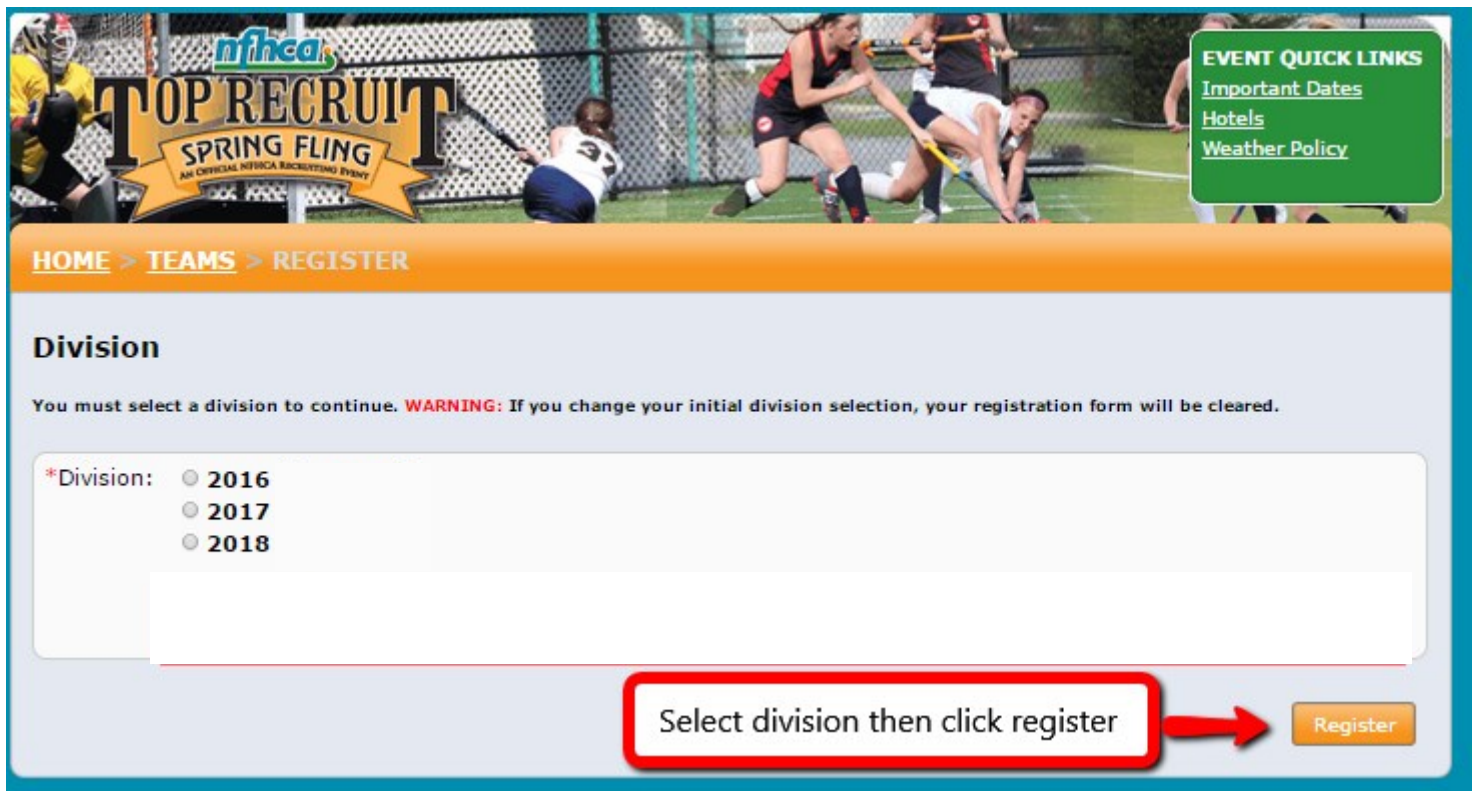
# REGISTRATION WEBSITE

## Step-by-Step Instructions

## REGISTER YOUR TEAM

### STEP 3

NOTE: SAMPLE SCREEN SHOTS ONLY; NOT EVENT SPECIFIC DATA



The screenshot shows the registration process on the NFHCA website. At the top, there is a banner for the 'TOP RECRUIT SPRING FLING' event. Below the banner is a navigation bar with 'HOME > TEAMS > REGISTER'. The main content area is titled 'Division' and includes a warning: 'You must select a division to continue. WARNING: If you change your initial division selection, your registration form will be cleared.' Below this is a form with a radio button selection for the year: '2016', '2017', and '2018'. A red box highlights the text 'Select division then click register' with a red arrow pointing to the 'Register' button.

EVENT QUICK LINKS  
[Important Dates](#)  
[Hotels](#)  
[Weather Policy](#)

HOME > TEAMS > REGISTER

**Division**

You must select a division to continue. **WARNING:** If you change your initial division selection, your registration form will be cleared.

\*Division:  2016  
 2017  
 2018

Select division then click register

Per the NFHCA, teams will be able to roster no more than three (3) players from the next youngest graduation year when registering a team for a Top Recruit event. For example, a team may have up to three (3) 2017s participate on a 2016 team. Players may not play down in any division.

# REGISTRATION WEBSITE

## Step-by-Step Instructions

### REGISTER YOUR TEAM

#### STEP 4

NOTE: SAMPLE SCREEN SHOTS ONLY; NOT EVENT SPECIFIC DATA

**Team**

Fields marked with \* are required.

\*Team Name:  ← Enter a unique team name  
*Team names must be unique and cannot be reused.*

Team PIN: Upon registration, you will be assigned a Team PIN number. Your Team PIN will allow for secure access to your team and will be used when you 1) Pay Remaining Balance, 2) Allow your players to enter their personal data for the College Coaches' Handbook. The Team PIN will be provided in the confirmation email after you register.

HIGHEST ↓  
\*Rating:  AAAAA - You consider that your team can compete with the top teams in the country and that the majority of your roster is comprised of DI prospective athletes.  
 AAAA - Your team falls in between AAAAA and AAA.  
 AAA - You consider that your team is very competitive and that the majority of your roster is comprised of DI, DII, DIII prospective athletes.  
 AA - Your team falls in between AAA and A.  
 A - You consider your team to be competitive against others at same level and that the majority of your roster is comprised of DII and DIII prospective athletes.  
↑ LOWEST

**Wait List:** If you are being placed on a wait list, your credit card will be charged a \$50 reservation fee. If we are able to accommodate your team, your reservation fee will be applied towards your registration fee. If you decline our invitation to an available spot to the tournament, you will NOT be refunded your reservation fee.

In order to help create the best matchups and showcase your student-athletes at their best, we ask that you rate your team according to this scale. You WILL NOT be benefitting your athletes by placing them in a division that does not meet their skill level. No one benefits from lopsided scores where one team is over matched.

# REGISTRATION WEBSITE

## Step-by-Step Instructions

### REGISTER YOUR TEAM

#### STEP 5

NOTE: SAMPLE SCREEN SHOTS ONLY; NOT EVENT SPECIFIC DATA

#### Contact Information

Fields marked with \* are required.

**Club Admin Contact Info**

*First Name:	<input type="text" value="Christine"/>	*Last Name:	<input type="text" value="Brus"/>
*Email:	<input type="text" value="customerservice@corrigan"/>	*Confirm Email:	<input type="text" value="customerservice@corrigan"/>
*Phone:	<input type="text" value="(410)805-9381"/>		
*Address:	<input type="text" value="6725 Santa Barbara Ct"/>		
	<input type="text"/>		
*City:	<input type="text" value="Elkridge"/>		
*State/Province:	<input type="text" value="MD"/>	*Zip/Postal Code:	<input type="text" value="21075"/>
*Country:	<input type="text" value="USA"/>		

#### Coach

Fields marked with \* are required.

**Coach Contact Info & Coach Password**

*Coach Name:	<input type="text" value="Chis Tomlinson"/>	*Confirm Email:	<input type="text" value="christine@corrigan.com"/>
*Email:	<input type="text" value="christine@corrigan.com"/>		
*Phone:	<input type="text" value="(410)805-9381"/>	*required	
*Coach Password:	<input type="text" value="testpassword"/>		
*Confirm Coach Password:	<input type="text" value="testpassword"/>		

**Helpful for Clubs  
with multiple teams**

The coach password will allow the coach to login and manage the team roster.

**IMPORTANT:** If you plan on registering additional teams and would like to manage all teams using one account, please make sure your Coach Password is identical for all teams. You must also ensure that the email address you provide as the coach e-mail is the same for each team. (The system will not allow you to create a duplicate password for a different email address).

**Please be sure to only give this password to the team coach!**

Club Admin information will self-populate in the payment section to save key strokes later.

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### REGISTER YOUR TEAM

#### STEP 6

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#### Payment

A **NON-REFUNDABLE** deposit is required to register, regardless of division. The remaining balance will be due by March 03, 2015. Fields marked with \* are required.

Total:

Accepted Credit Cards: VISA MasterCard AMEX DISCOVER

\*Name as it appears on card:

Billing Address: \*Address:  \*required

\*City:  \*required

\*State:  \*required

\*Zip Code:  \*required

\*Country:  \*required

\*Credit Card Number:  No dashes or spaces. \*credit card invalid

\*CVV Security Code  \*required  
([what's this?](#))

\*Exp Date: month:  year:

A non-refundable \$700 deposit is required at time of registration.

# REGISTRATION WEBSITE

## Step-by-Step Instructions

### REGISTER YOUR TEAM

#### STEP 7

NOTE: SAMPLE SCREEN SHOTS ONLY; NOT EVENT SPECIFIC DATA

#### Important Information

##### Dates:

March 3, 2015 - Balance Deadline

March 10, 2015 - Online Rosters Due

March 20, 2015 - Team Pools/Divisions and Schedule Posted

April 13, 2015 - Player Registration and Waivers Deadline

Inputed by Club Coaches

Once club coach rosters a player the player can login using the team pin# and accept the electronic waiver and fillout a player bio for college coaches

##### Contact Information:

##### Corrigan Sports

Office: (410) 605-9381

Fax: (410) 605-9389

Email: [fieldhockeyhelp@corrigansports.com](mailto:fieldhockeyhelp@corrigansports.com)

Address: 6725 Santa Barbara Ct. Suite 114  
Elkridge, MD 21075

Event Director: Morgan Cook  
x 236

[fieldhockeyhelp@corrigansports.com](mailto:fieldhockeyhelp@corrigansports.com)

By clicking Register, I confirm that there is no refund of my deposit should the team not participate in the event.

After clicking Register, please be patient as registration may take up to a few minutes.

Register

##### Dates:

March 3, 2015 - Balance Deadline

March 10, 2015 - Online Rosters Due

March 20, 2015 - Team Pools/Divisions and Schedule Posted

April 13, 2015 - Player Registration and Waivers Deadline

Do not click Register more than once. Do not leave this page or click back while processing

##### Contact Information:

##### Corrigan Sports

Office: (410) 605-9381

Fax: (410) 605-9389

Email: [fieldhockeyhelp@corrigansports.com](mailto:fieldhockeyhelp@corrigansports.com)

Address: 6725 Santa Barbara Ct. Suite 114  
Elkridge, MD 21075

Event Director: Morgan Cook  
x 236

[fieldhockeyhelp@corrigansports.com](mailto:fieldhockeyhelp@corrigansports.com)

Processing...

Please wait.

Processing could take up to a minute.

Do not click back on your browser!

By clicking Register, I confirm that there is no refund of my deposit should the team not participate in the event.

After clicking Register, please be patient as registration may take up to a few minutes.

Register

Click REGISTER button when complete to submit registration.