



Overview of the Team Registration Process

Step 1 - Register

Select the "group" aka "division" you want to register for, click the register button.

Enter your team name and complete remaining registration questions, items with a red * are required.

If your team has a number/colour assigned by your home association, please include it with your team nickname. ie: London Leafs Team #1 or London Leafs Team Red.

Add your primary admin. This is your team's main contact for the tournament (usually the team manager)

Add alternate admins (Head Coach). These people will also have access to your team's registration and will receive tournament communications.

Click Submit Registration Button - Your status will now be SUBMITTED

Confirm your information, your email address, and click Complete Registration

Your status will now be PENDING

The page you are now on is your team's self-management portal - you will use this page a few times leading up to the tournament.

*** you will receive an email notification confirming your status & tournament organizers will receive a notification of your Registration*

Step 2 – Account Creation and Email Verification

Once tournament organizers have reviewed your registration, they will mark it as accepted or declined. If accepted, you'll need to create an account with this website in order to login and continue with the next steps.

Note: being accepted by the tournament does not guarantee your spot, you will need to make your payment.

*** you will receive an email notification of your status being changed to Accepted or Declined.*

In the bottom of the email is a link to your team self-management portal. Click that link to continue with next steps.

An account with this website allows you to complete payment information, manage your contacts, and submit required rosters & travel permits.

Click the Account Information button, then

Click the Create New Account button -or- Click the Login with Existing Account if you already have one

To create the account, enter your name, a username, a password and the email address you used to register your team.

Last step - verify your email address.

*** an email just been sent to you with a verification code.*

Enter this code into the verification code box

Click the Verify Email button. - this will send you to your team's self-management page

Your status will now be ACCEPTED

Step 3 - Manage Payments

Payment arrangements can only be made once a team has been "Accepted".

On your self management page click on the Fees and Payments tab.

Click on the Manage Payments button

Click on one of the available payment type buttons

- For e-transfers choose the fee amount and enter the date of the transfer.
- For cheques/checks choose fee amount, enter date of mailing and the cheque/check number.

Click Request Payment Verification button

Important: when sending a cheque/check or e-transfers, add the team name and division on your memo line or e-transfer instructions box. You will see the mailing instructions on your screen - they have also been emailed to you.

*** Tournament organizers have been notified of your payment being sent. Once the tournament receives your payment, they will apply the amount to your account. Any balance owing will show in your Fees and Payments section on your self-management page.*

Your status will only be CONFIRMED when full payment is received by the Tournament Organizer

Congratulations, you are in the tournament.

Step 4 - Documents, LineUps & logos

Tournament organizers require documents from you. This includes OMHA Team Roster & Travel Permit.

In the Uploads tab, click the Manage Uploads button to submit these documents.

Upload your team's logo to your Team Self Management page. To the left of your team's name is a blank jersey with the word "upload" under it Click upload and select the file from your computer. Click Save.