## **How to Register for WNSL Tournaments**

## Note, All Head Coaches should take the responsibility of registering teams for the tournament.

## **WNSL Teams**

- 1. On the top right of your screen (above the West Nashville Sports League Banner), there is a "Log In" button. Click that.
- 2. Enter your username and password. If you do not remember your username and password, please click on the "Forgot Username and Password" button to get a reminder. **PLEASE DO NOT CREATE A NEW ACCOUNT**. If you have changed your email address or are unable to receive a password reminder, please send an email to support@bluesombrero.com for help.
- 3. Once you have logged into your account, click on "View Available Programs" beside the participants name, and select the correct age group for the tournament.
- 4. Continue through all steps of registration, however, in the place of "Participant Information", please use the coach's information and continue to the checkout screen.
- 5. If paying by credit card, please make sure that all of your billing information is entered correctly!
- 6. Click on "Submit" at the bottom of the checkout screen.
- $\ensuremath{^{**}}$  If you are registering more than one team, please register each team under a different participant.  $\ensuremath{^{**}}$

Please note, if you do not hit "Submit" at the end of the payment screen or you do not receive a confirmation email (please check your spam folder), your registration is NOT COMPLETE. For questions about whether or not your registration has been submitted please contact support@bluesombrero.com.

## **Non-WNSL Teams**

- 1. On the top right of your screen (above the West Nashville Sports League Banner), there is a "Register" button. Click that.
- 2. Enter all required fields and create your online registration account. (Once your account has been created, you will receive an account creation email. Note that this is NOT an order confirmation e-mail.)
- 3. You will be instructed to enter the participant's information, instead enter the coaches information and select the appropriate tournament in the available programs.
- 4. Fill out the teams information and follow the steps through to the checkout screen.
- 5. On the checkout screen, enter your selected payment method information and click "Submit." If you do not press "Submit" on the checkout screen, then your order is NOT complete!
- 6. If paying by credit card, please make sure all billing information is entered correctly.
- 7. Click on "Submit" at the bottom of the checkout screen.
- \*\* If you are registering more than one team, please register each team under a different participant. \*\*

Please note, if you do not hit "Submit" at the end of the payment screen or you do not receive a confirmation email (please check your spam folder), your registration is NOT COMPLETE. For questions about whether or not your registration has been submitted please contact support@bluesombrero.com.