

How do I register a team?

Go to www.ncjla.org

1. From the home page click on Team Registration button.



2. Click on the "Register" button for the first team you want to register.

Boys High School Varsity	
<input type="button" value="Register"/>	<input type="button" value="Register"/>
Select this option to register a boys' High School Varsity team.	
Base Cost:	<input type="text" value="\$550.00"/>
Opened:	<input type="text" value="10/08/2012"/>
Closes:	<input type="text" value="12/09/2012"/>
Status:	0 registrations.

3. Click "Continue" if you are over the age of 18 to proceed to the sign in page.

Boys High School Varsity

NOTE: Only persons 18 years of age or older can enter information for this program.

4. If this is your first time accessing your account, enter your email address only then click on the Submit button, you will then be sent a temporary password to that email address. If you already have your password, enter it along with your email address and click on the Submit button. If you have forgotten your password, enter your email address only and click on the Submit button. Your password will be emailed to that address.

Account Sign in

Please sign in to continue with the registration process.

New Registrants - Enter your *EMAIL ONLY* and click Sign in. A temporary password will be emailed to you. Once logged in, you can change your password.

Forgot your Password? - Enter your *EMAIL ONLY* and click Sign in. Your password will be emailed to that address.

Sign in

Email:

Password:
(Case sensitive)

[Click Here](#) for help.

PLEASE VERIFY YOUR EMAIL ADDRESS!

You must enter a valid email address to receive your password.

[Click here](#) if you have trouble logging in with the password that was emailed to you

Note:

Please be sure to check your "Junk" or "Bulk" folder for the password email. Email providers often incorrectly flag mail from this site as bulk email. If this happens to you, be sure to specify that future mail from this site be placed directly in your Inbox.

5. Complete all of the boxes marked with red stars. **If you are also a coach, please put in your US Lacrosse number and your date of birth.** Note you can put in more than one email address if each address is separated by a comma. Note that you can select one of three display options for your contact information. Private is only viewable by administrators. Roster is only viewable to team members with the team password. Public is viewable by the public.

If you are the coach or assistant coach please set your email address and one phone number to "Public" so other coaches and team administrators will know how to contact you.

Click on the Submit button to Continue.

First Name: *	<input type="text" value="Dan"/>	Last: *	<input type="text" value="Miller"/>
Address: *	<input type="text" value="123 NCJLA Lane"/>		<input type="text" value="Private"/> ¹
City, State, Postal: *	<input type="text" value="San Carlos"/>	<input type="text" value="CA"/>	<input type="text" value="94070"/>
Country: *	<input type="text" value="UNITED STATES"/>		
Home Phone: *	<input type="text" value="123-456-7890"/>	<input type="text" value="Private"/> ¹	
Work Phone:	<input type="text"/>	<input type="text" value="Roster"/> ¹	
Cell Phone:	<input type="text" value="123-456-0987"/>	<input type="text" value="Public"/> ¹	Provider: <input type="text" value="No Text Messages"/> ²
Email Address: *	<input type="text" value="webmaster@ncjla.org"/>		<input type="text" value="Public"/> ¹
	<small>(If more than one, separate each with a comma)</small>		
Password: *	<input type="password" value="••••••"/>		
Enter it again: *	<input type="password" value="••••••"/>		
Gender:	<input checked="" type="radio"/> Male , <input type="radio"/> Female		
Date of Birth:	09/30/1961 (birthdays cannot be changed after they are first entered. Please contact an administrator if you need to make changes to the birth date on file.)		
Email reminders of:	Games <input checked="" type="checkbox"/> Practices <input type="checkbox"/>		
	<small>if checked, you will receive a reminder email the day before each event you or your children's teams are involved in. Grayed options indicate that it is club policy that all members receive reminders for that event type.</small>		
<small>Fields marked with an (*) are required for registration.</small>			
<small>1. The dropdown menu to the right of some fields can be used to indicate how you want the information to be used. "Private" means no one other than club administrators can view the information. "Roster" indicates that this information will only be displayed on rosters according to the viewing policy (password protected) set for that team. For team managers, coaches and adult players, you can choose to make information available to the general "Public" on rosters team home page and the Team Contacts page.</small>			
<small>2. You can optionally receive club news items and schedule change notifications via text messages to your cell phone. Use the dropdown list to choose your cell phone service provider if you wish to receive text messages.</small>			
<input type="button" value="Submit"/> ←			

6a. Please read the instructions on this page carefully and complete the information for your first team.

Team Name:

I am the team's:

Please only select "Team Registrar" under the "I am the team's" dropdown above.

Please type in the following code after the team name above:

BVar

The team name plus spaces and the code above is limited to no more than 30 characters.

Examples of a team names with a code: Chico Rebels BVar or Elk Grove Gladiators BVar. Some clubs use colors to differentiate teams in the same category such as Chico Rebels Red BVar and Chico Rebels White BVar. If your club uses the same team name, an alternative is to add a 1, 2 or 3 after the team name so each team is differentiated, e.g., Chico Rebels 1 BVar and Chico Rebels 2 BVar.

Select your club: *

6b. Please read the Withdrawal Policy and check the box that you understand and accept it.

Withdrawal Policy

Read and scroll down to accept the following agreement:

Withdrawal Deadlines:

Between November 1 and December 9 - no penalty for withdrawal.

After December 9 - no fee refunded.

I understand and accept the above *

[Click here for a printable agreement](#)

6c. If known, please fill out the information below. We are asking for this information so that we can have accurate contact information for the up-coming season prior to receiving roster information.

NOTE: The Scheduler's name and contact information are required so please be prepared with this information.

When finished, click the Submit Information button to continue.

What is the name of the game scheduler for this team? *

What is the game scheduler's email address? *

Scheduler's Phone Number: *

If known, what is the name of the Coach for this team?

What is the Coach's email address?

If known, what is the name of the 1st Assistant Coach?

What is the email address of the 1st Assistant Coach?

If known, what is the name of the 2nd Assistant Coach?

What is the email address of the 2nd Assistant Coach?

Fields marked with an (*) are required for registration.

Submit Information

7. If you have registered all of your teams you can pay by credit card for all of your registrations by clicking on the Pay Now button. In lieu of a credit card payment the NCJLA will accept checks. Note the address and payment terms. The total amount due from your organization for all unpaid registrations appears at the top of the Registration Review page.

If you have additional teams to register, click on the Register Another Team button.

REGISTRATION REVIEW

NCJLA / Boys High School Varsity Print

Heads-up! Registration may not be complete if you have an outstanding balance. Please follow the payment instructions below once you've reviewed your entries.

The cost for this program is \$650.00.

Your total amount outstanding for all registrations and purchases so far is **\$650.00**. This includes the following other charges:

NCJLA administrators and key board member registration:	\$0.00
Boys High School Varsity:	\$650.00

Please pay online in our secure payment center. If you have more teams to register, you may continue by clicking the button below or the link at the bottom of this page and later pay for them all using the "Pay Now" button after you've completed the last one.

[Register new team](#) [Pay Now](#)

Or, make checks payable to:

**NCJLA c/o Steve Walker
P.O. Box 172
San Anselmo, CA 94979**

Checks must be received by no later than December 13th, 2013 or teams registered will be automatically withdrawn.

If you need to withdraw a team, contact Steve Walker via email at treasurer@ncjla.org

Withdrawal Deadlines:
Between November 1 and December 8 - no penalty for withdrawal.
After December 8 - no fee refunded.

8. Each time a team is registered you will receive a confirmation email noting your organization's registration of a team.

That's it, your done!