

NOTE: Only CLUB ADMINISTRATORS can enter teams into events. You also need to ensure that the teams are set up for your club otherwise you will not be able to enter.

If you have any trouble setting this up or you're not sure on how to do it, please email admin@ukultimate.com and we'll be able to help. There is also a ["how-to" document for setting up teams](#) which may be useful (PDF below).

1. As a Club Administrator, log in to the new part of the website via <https://ukultimate.azolve.com/Account.mvc/LogIn> with your usual log in. If you have never logged on to the new website, more information can be found [here](#).
2. Select the "EVENTS & COURSES" tab which can be found in the green banner across the top of the page and then click on the "Competition".
3. Select the event that you wish to enter a team into. This will then bring up the relevant event page.
4. Choose the "Club booking" option in the "Booking Details" section. This will take you to the event ticket page where you can choose which teams you want to enter into each division.
5. Ensure that you are entering teams into this event for the correct club (this will only be relevant if you are a Club Administrator for more than one club). To know whether you have selected the right team it should say "YOUR TEAM NAME Club booking THE EVENT NAME" underneath the "Back to Event" button. For example, if I was entering Clapham into Open (South) Regionals it would say "Clapham Ultimate Club booking (Club Open (South) Regionals - 28th/29th July)". If you need to select the right club, use the double arrow circle button which can be found next to the sentence outlined above.
6. Once the correct club has been selected, the list of teams for that club should appear in the light grey table in the centre of the page.
7. *If you are having trouble with this i.e. no teams are being shown, you may need to set up the team(s) for your club. If this does not make sense or you're unsure of how to fix this issue, please see the other ["how-to" document for setting up teams](#). (PDF below).*
8. Before selecting what teams you want to enter into the event, you need to ensure that you're entering them into the correct division (if it is a multi-division event). The different tickets (i.e. divisions) will be listed in grey boxes above the table of team names. The event that you will be entering teams into will be highlighted by being dark grey, and to change the ticket that you want to buy you can just select one of the lighter grey boxes (when relevant). Once the division ticket is selected, it will also be stated as the title above the grey table, followed by the cost of the team entry fee.
9. To enter a team into the event, once the correct division has been selected as above, you need to click the light grey tick box in the row corresponding to the team you want to enter. It will turn green once selected. Once all of the teams you wish to enter have been selected, click the yellow "Confirm registration" button at the top right hand side of the page. The total number of teams that you have selected to enter will also be shown in brackets on the yellow confirmation button.
10. The next page will then show the registration form which will need to be completed for EVERY team that you have entered. If you have entered more than one team into one division, you will be able to navigate between the team registration forms using the left and right arrows next to the team name at the top of the page. If you have entered teams into more than one division then you need to select the division using the grey boxes at the top, similar to before (step 7). All mandatory questions will be need to be completed for every team before you will be able to proceed. Once you have completed all of the fields, you can move forward to the checkout by using the yellow confirmation button.

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11. You will now be taken to the final stage of the process, the checkout page. If you do not wish to enter any other events then you can now make payment for the team entry fee(s) using the options outlined above. Alternatively, if you want to enter another event then you just need to select the "EVENTS & COURSES" tab in the green banner at the top of the page and proceed through steps 3-11 again until you have entered all the events you wish to. Your basket will remember the events that you have entered until you are ready to checkout.
 12. Make sure that you fully checkout before the entry deadline, otherwise your entry will not be received. To confirm whether or not your team(s) have been successfully entered you can check your "**Payment History**" which can be found in the "**Members Area**" from the "**Menu**" tab at the top left of the page.

If you have any questions at all, please do not hesitate to ask. We understand that this is a new process which may not make sense so just get in touch with us if you need assistance.