

How to Register a Team

Step 1:

Click the link titled **REGISTER A TEAM** on the Football Manitoba website.

Step 2: NEW COACHES

This link will bring you to our Online Registration program Pointstreak.

You can create a new account by clicking:

CLICK HERE TO CREATE A NEW ACCOUNT

Step 2: RETURNING COACHES

This link will bring you to our Online Registration program Pointstreak.

You can either login to your existing account by clicking

LOGIN

IF RETURNING COACH CONTINUE TO STEP 5

Step 3:

This link will bring you to the Account Login screen. It will confirm that you want to register a team. If this is correct click:

CONTINUE

IF NEW COACH CONTINUE TO STEP 4

Step 4:

This link will bring you to the Main Contact Information screen. You will be prompted for the contact information for the **head coach**. You must submit the following information:

- Email address
- Head Coaches First Name
- Head Coaches Last Name
- Password
- Re-Enter Password
- **Team Name (PLEASE NOTE THE TEAM NAME WILL BE THE HEAD COACHES LAST NAME PAIRED WITH THE AGE DIVISION S(HE) IS PLAYING IN FOR EXAMPLE: CUTCLIFFE 10)**
- Address
- City
- Province
- Postal Code
- Home Phone
- Cell Phone (optional)

Once all this information is entered please click:

SUBMIT

Step 5:

This link will bring you to our Update Team Roster.

*****BEFORE CLICKING CONTINUE REGISTRATION*****

Click on the UPDATE MAIN CONTACT INFORMATION

Please update any information that has changed since last season.

****MAKE SURE TO UPDATE THE TEAM NAME****

“Last name of coach, age division”

Once all this information is entered please click:

Step 6:

This link is now going to bring you back to the Account Homepage. If all the information is correct click on:

CONTINUE REGISTRATION

Step 7:

This link will bring you to the Waiver and Release form screen. Please read this and also click on our Code of Conduct so you are familiar with both. Once you have read this information check off:

I HAVE READ AND ACKNOWLEDGED THE ABOVE INFORMATION

Then click:

NEXT

**IF NEW COACH CONTINUE TO STEP 8
IF RETURNING COACH CONTINUE TO STEP 9**

Step 8:

You will then be directed to a screen where you will choose which season you are participating in from a drop down. Select:

SPRING 2011

You will then select which age division your team will be participating in by clicking it in the drop down.

IE: 10 Year Olds

Step 9:

This link will take you to the Participant /Registration Information page.

Where you need to select

Spring 2012 and the Division in which your team is going to play in

NEXT

Step 10:

This link will take you to the Registration Summary screen which will allow you to review your team name, transaction summary and total fee which should be \$0.

To complete your team registration click:

CHECKOUT

Step 11:

This link will take you to the Complete Registration screen. To complete your registration click:

COMPLETE REGISTRATION

Step 12:

This link will take you to the Payment Summary screen. You will see that you have successfully registered your team, and give you the detailed information. Now that this is complete, players can sign up for your team. If you wish to register your son/daughter you have to click on the "Register a Player" link on the Football Manitoba website.

If you experience any difficulties at any time please do not hesitate to contact:

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